

The Arc
High Street
Clowne
S43 4JY

To: Chair & Members of the Executive

Friday 4th April 2025

Contact: Alison Bluff
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Dear Councillor

EXECUTIVE

You are hereby summoned to attend a meeting of the Executive of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Monday 14th April 2025 at 10:00 hours.

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

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

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.

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- **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

EXECUTIVE AGENDA

***Monday 14th April, 2025 at 10:00 hours taking place in the Council Chamber,
The Arc, Cowne***

Item No.		Page No.(s)
1.	Apologies For Absence	
2.	Urgent Items of Business To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.	
3.	Declarations of Interest Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of: a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time.	
4.	Minutes To consider the minutes of the last meeting held on 3 rd March 2025 <u>NON KEY DECISIONS</u>	4 - 10
5.	Domestic Abuse Policy	11 - 37
6.	Tennis Facility at the Arc	38 - 41
7.	Minutes of the Dragonfly Shareholder Board 2025 <u>KEY DECISIONS</u>	42 - 62
8.	Housing Management System	63 - 68
9.	UK Shared Prosperity Fund (UK SPF) 2025/2026	69 - 80

EXECUTIVE

Minutes of a meeting of the Executive of the Bolsover District Council held in the Council Chamber, The Arc, Clowne, on Monday 3rd March 2025 at 1000 hours.

PRESENT:-

Members:-

Councillor Jane Yates in the Chair

Councillors Mary Dooley, Donna Hales, Rob Hiney-Saunders, Phil Smith, Tom Munro and John Ritchie,

Officers:- Karen Hanson (Chief Executive), Theresa Fletcher (Section 151 Officer), Jim Fieldsend (Monitoring Officer), Pam Brown (Director Executive and Corporate Services), Kath Drury (Information and Improvement Manager) (to Minute No. EX84-24/25), Cheryl Staples (Programme & Projects Officer (Devolution Team), (to Minute No. EX84-24/25), Alice Willoughby (Customer Standards and Complaints Officer) (to Minute No. EX83-24/25), Victoria Dawson (Assistant Director Housing Management and Enforcement), Deborah Whallett (Housing Services Manager) and Alison Bluff (Governance).

Also in attendance at the meeting were Junior Cabinet Members, Councillors Duncan Haywood (substituting for Councillor Clive Moesby), Jeanne Raspin and Cathy Jeffery (from during Minute No. EX82-24/25).

EX78-24/25. APOLOGIES

An apology for absence was submitted on behalf of Councillor Clive Moesby.

EX79-24/25. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

EX80-24/25. DECLARATIONS OF INTEREST

There were no declarations of interest made.

EX81-24/25. MINUTES – 27TH JANUARY 2025

Moved by Councillor Mary Dooley and seconded by Councillor Tom Munro
RESOLVED that the Minutes of an Executive meeting held on 27th January 2025 be approved as a correct record.

EXECUTIVE

EX82-24/25. POLICY AND PROCEDURE ON THE MANAGEMENT OF UNREASONABLE COMPLAINTS OR CUSTOMERS

Executive considered a detailed report, presented by the Portfolio Holder for Customer Services, which sought Members approval to implement a policy and procedure for the management of unreasonable complaints or customers.

The Council aimed to deal with complaints and customers in a way which was fair and impartial. On occasion, however, customers may behave unreasonably or make unreasonable complaints. The Council did not expect its staff to suffer behaviour or complaints by customers which were unreasonable in content, tone or persistence. In appropriate circumstances the Council would take proportionate action to protect the wellbeing of its staff, Members and contractors, and also the integrity of its processes and limited resources.

When considering this policy and procedure, the Council would have regard to other relevant policies and procedures operated by the Council. It was to be emphasised that the document was a framework and not intended to be prescriptive and each case would be considered on its own facts. The policy and procedure had been drafted with regard to the Local Government and Social Care Ombudsman's and Housing Ombudsman current guidance note on managing unreasonable complainant behaviour.

Members welcomed the policy and procedure.

Moved by Councillor Mary Dooley and seconded by Councillor Tom Munro
RESOLVED that the Policy and Procedure on the Management of Unreasonable Complaints or Customers be approved.

Reasons for Recommendation

To note the development of the Policy and Procedure on the Management of Unreasonable Complaints or Customers.

To provide Members the opportunity to give comments for consideration as part of the development of the Policy.

Alternative Options and Reasons for Rejection

None.

The Customer Standards and Complaints Officer left the meeting.

EX83-24/25. COUNCIL PLAN TARGETS PERFORMANCE REPORT – OCTOBER TO DECEMBER 2024

Executive considered a detailed report in relation to the Quarter 3 (October to December 2024) outturns for the Council Plan targets 2024-2028.

Out of the 34 targets, 31 (91%) targets were on track, 1 (3%) target had been achieved and 2 (6%) targets were not on track.

EXECUTIVE

Our Customers – Providing excellent and accessible services

8 targets in total, all of track.

Our Environment – protecting the quality of life for residents and businesses, meeting environmental challenges, and enhancing biodiversity

9 targets in total. 8 (88%) targets were on track.

1 (12%) target; **ENV.05 - Carry out 155 targeted proactive littering / dog fouling patrols per year**, was not on track and the narrative for this exception was contained in Appendix 3 to the report.

Our Economy – by driving growth, promoting the district and being business and visitor friendly

7 targets in total, all 7 on target.

Our Housing – by delivering social and private sector housing growth

10 targets in total. 8 (80%) targets were on track.

1 (10%) target; **Hous 01 Prepare and adopt new Council Housing Strategy by December 2024**, was behind as it had been achieved in December 2024 (*originally to be achieved in October 2024*).

1 (10%) target; **Hous 02 - Deliver 200 new homes through a new Bolsover Homes Programme using Dragonfly Development Ltd by March 2028**, was not on track and the narrative for this exception was contained in Appendix 4 to the report.

Dragonfly KPIs

Dragonfly, a company wholly owned by the Council, significantly contributed to the achievement of the Council Plan. A summary of their performance against their key performance indicators was contained in Appendix 5 to the report.

A discussion took place and Councillor Ritchie noted that a Housing Summit meeting had been arranged for Thursday 27th March 2025, where this target would be discussed.

Moved by Councillor Donna Hales and seconded by Councillor Tom Munro
RESOLVED that quarterly outturns against the Council Plan 2024-2028 targets be noted.

Reasons for Recommendation

This was an information report to keep Members informed of progress against the Council Plan targets noting achievements and any areas of concern.

Alternative Options and Reasons for Rejection

Not applicable to this report as providing an overview of performance against agreed targets.

EXECUTIVE

As the Information and Improvement Manager was leaving the Authority, this would be her last Executive meeting. Councillor Dooley noted that she wished to thank the Information and Improvement Manager for all the work she had done for the Council over the previous 40 years. Members echoed this comment and also noted their thanks.

The Information and Improvement Manager, and the Programme & Projects Officer (Devolution Team), left the meeting.

EX84-24/25. GAS AND HEATING COMPLIANCE POLICY

Executive considered a detailed report, presented by the Portfolio Holder for Housing, which sought Members approval for the Gas and Heating Compliance Policy.

The Regulator for Social Housing revised Consumer Standards were effective from 1st April 2024, and were designed to protect tenants and ensure they received high quality services. The Safety and Quality Standard required landlords to provide good quality homes and landlord services to tenants. It was explicit that the Council must ensure that all legal assessments were carried out with any arising actions to be completed within appropriate timescales.

The Gas and Heating Compliance Safety Policy set out the Council's legal obligations with regard to the installation and maintenance of gas appliances and its responsibility for heating systems in the Council's residential properties, and detailed how the Council would ensure it met those legal obligations, specifically that gas safe accredited operatives and contractors would carry out annual gas safety checks. The policy also sets out how the Council would monitor and report on its performance of these legal requirements, including an escalation process for when there was non-compliance.

Moved by Councillor Phil Smith and seconded by Councillor Rob Hiney-Saunders
RESOLVED that the Gas and Heating Compliance Policy be approved.

Reasons for Recommendation

It was considered best practice to have a policy which set out the Council's approach to legislative compliance requirements.

Alternative Options and Reasons for Rejection

The Policy was considered necessary so that members of the public were aware of the Council's responsibilities and approach to how it ensured compliance with these, as well as how it would use legal remedies contained within the tenancy agreement to gain access where needed to fulfil these legal obligations.

EX85-24/25. ELECTRICAL COMPLIANCE POLICY

Executive considered a detailed report, presented by the Portfolio Holder for Housing, which sought Members approval for the Electrical Compliance Policy.

EXECUTIVE

The Regulator for Social Housing revised Consumer Standards were effective from 1st April 2024, and were designed to protect tenants and ensure they received high quality services. The Safety and Quality Standard required landlords to provide good quality homes and landlord services to tenants. It was explicit that the Council must ensure that all legal assessments were carried out with any arising actions to be completed within appropriate timescales.

Then Electrical Safety Policy set out the Council's legal obligations with regard to the servicing, maintenance, and repair of Electrical Installations and detailed how the Council would ensure it met those legal obligations, specifically that qualified electricians and contractors would carry out five yearly electrical installation inspections and tests to all the Council's residential properties. The Policy also set out how the Council would monitor and report on its performance of those legal requirements, including an escalation process for when there was non-compliance.

Moved by Councillor Phil Smith and seconded by Councillor John Ritchie
RESOLVED that the Electrical Compliance Policy be approved.

Reasons for Recommendation

It was considered best practice to have a policy which set out the Council's approach to legislative compliance requirements.

Alternative Options and Reasons for Rejection

The Policy was considered necessary so that members of the public were aware of the Council's responsibilities and its approach to how it ensured compliance with these, as well as how the Council would use legal remedies contained within the tenancy agreement to gain access where needed to fulfil these legal obligations.

EX86-24/25. HOUSING SERVICE PERFORMANCE UPDATE Q1-Q3 2024-2025

Executive considered a detailed report, presented by the Portfolio Holder for Housing, which provided Members with performance information for Quarters 1 – 3 (2024/2025), to understand progress made in meeting actions under the Regulator for Social Housing Improvement Plan, as well as an update on specific areas of activity for the Housing Service.

The Regulator for Social Housing (RSH) had updated the Consumer Standards with effect from 1st April 2024 - these fell into four main categories designed to ensure tenants received high quality services. The Social Housing Regulation Act, which also came into effect from 1st April 2024, gave the RSH enhanced powers to inspect landlords to ensure they complied with the Consumer Standards.

The Council was one of the first local authorities to be inspected under the new inspection regime and received a C2 grading in August 2024 - C1 was the highest and C4 the lowest. The C2 grade recognised that the Council had provided some assurance and met the Consumer Standards in many areas but had identified some areas where improvement was needed. The Housing Management Team, working alongside Dragonfly Management, continued to work with the Regulator to develop an improvement plan to address the key themes they had identified as well as looking at

EXECUTIVE

how the Council could continue to demonstrate continuous compliance with the standards and strive for a C1 grading.

The Tenant Satisfaction Measures (TSM) were introduced by the Government in April 2023, and were designed to help monitor how well landlords were doing at providing quality homes and services, and to understand how they could make improvements. The Council, as a registered provider with more than 1,000 dwellings, was required to annually publish performance information regarding compliance with the Tenant Satisfaction Measures (TSMs). This included information which the Council held; Landlord Management Information and the Tenancy Perception Survey. In order to monitor compliance, figures were reported quarterly to the Housing Liaison Board (HLB), as well as the operational Housing Stock Management Group (HSMG).

The Council was also required to publish information on its complaint performance. The Annual Complaint Handling and Service Improvement Report must be published by June each year, and to ensure the Council monitored compliance with timescales and trend data, this information was also presented to the Housing Liaison Board (HLB) and Housing Stock Management Group (HSMG).

Between February and April 2024, the previous Government consulted on proposals to introduce a new, regulatory standard relating to the competence and conduct of social housing staff. This would ensure that staff had up-to-date skills, knowledge, and experience, and that they exhibited the right behaviours to deliver a high quality, professional service and treated residents with respect. This standard would require senior housing managers to hold a Level 4 Housing qualification and Senior Housing Executives to hold a Level 5 Housing qualification. The proposed standards were to be introduced with effect from April 2025, however, there had been no update from the new Government on this proposal.

Members asked various questions to which the Assistant Director Housing Management and Enforcement responded to.

Members thanked and congratulated the Assistant Director Housing Management and Enforcement for an in depth report.

RESOLVED that the performance information, and updates against the Regulator for Social Housing Improvement Plan be noted.

Reasons for Recommendation

The Regulator for Social Housing had emphasised the need to have greater oversight of the Housing Service by Executive. This was an information report to keep Members informed of the Housing Services performance information for Quarters 1 – 3 (2024/2025) to provide an update regarding actions under the Regulator for Social Housing Improvement Plan as well as an update on the Stock Condition Survey.

Alternative Options and Reasons for Rejection

Not applicable to this report as providing an overview of performance and for information only.

EXECUTIVE

EX87-24/25. MANAGEMENT OF CORPORATE DEBT

Executive considered a report, presented by Junior Cabinet Member, Councillor Duncan Haywood, which sought Members approval to write-off of debts in respect of Business Rates, Council Tax, Housing Rents and Overpaid Housing Benefits as detailed in Appendix 1 to the report.

When an amount of arrears becomes uncollectable it was described as a bad debt. Writing-off amounts which were no longer collectable was an essential part of the debt management process. It ensured that a focus was maintained on those amounts which were collectable, thus maximising overall levels of collection.

The Council's Constitution allowed the Director of Finance and Section 151 Officer, after consultation with the relevant Portfolio Holder, to authorise the write-off of bad debts up to an approval limit of £2,500. The report recommended the write-off of a number of individual debts which were above the limit of £2,500 and a table in the report provided a summary of each class of write-off. In all cases every attempt had been made by the Council, and agencies working with the Council, to collect the outstanding debt before write-off was proposed.

Moved by Councillor John Ritchie and seconded by Councillor Phil Smith
RESOLVED that the amounts included at paragraph 2.1 of the report (£159,640.52), and individually detailed in Appendix 1 to the report, be written off.

Reasons for Recommendation

Given that all available options to recover the debt have been explored, it was important that the Council recognised the position and approve the write-off of the uncollectable debt.

Alternative Options and Reasons for Rejection

These are outlined in the main body of the report.

The meeting concluded at 1040 hours.

Bolsover District Council

Meeting of the Executive on 14th April 2025

Housing Domestic Abuse Policy

Report of the Portfolio Holder for Housing

Classification	This report is Public
Contact Officer	Victoria Dawson, Assistant Director – Housing Management

PURPOSE / SUMMARY OF REPORT

The purpose of this report is for Executive to review and adopt the proposed Housing Domestic Abuse Policy.

REPORT DETAILS

1. Background

- 1.1 The Social Housing (Regulation) Act 2023 received Royal Assent in July 2023, and has introduced significant changes to the Social Housing Sector. It was introduced in order to improve the quality of social housing for tenants by tightening the regulations imposed on the social housing sector.
- 1.2 The Act has given increased powers to the Regulator of Social Housing to carry out inspections of Local Authority Registered Housing Providers, at least every four years to ensure they are meeting the consumer standards. The Regulator also has the power to issue unlimited fines to those that fall below the prescribed standard; fines of which, are uninsurable.
- 1.3 The Regulator for Social Housing has after a period of consultation, published its new set of consumer standards and regulatory approach to deliver a “well-governed social housing sector” which provides quality homes and services for tenants. These four standards are effective from 1st April 2024, and all Registered Providers will be expected to meet these.
 1. The Safety and Quality Standard
 2. The Transparency, Influence and Accountability Standard
 3. The Neighbourhood and Community Standard
 4. The Tenancy Standard
- 1.4 The **Neighbourhood and Community Standard** requires landlords to engage with other relevant parties so that tenants can live in safe and well-maintained neighbourhoods and feel safe in their homes. It also sets out that all Registered Providers must have a policy for how they recognise and effectively respond to cases of Domestic Abuse

2. Details of Proposal or Information

- 2.1 The proposed Domestic Abuse Policy set out how the Housing department, including Dragonfly Management acting on behalf of the Council, will tackle domestic abuse, support victims and survivors of domestic abuse and hold perpetrators to account.
- 2.2 We understand the serious and enduring impact which can be caused by domestic abuse. Therefore, identifying domestic abuse early and providing support to victims and survivors is a key priority for Housing. This will support us to prevent homelessness and improve the safety and wellbeing of residents.
- 2.3 The Policy explains the role of the Specialist Domestic Abuse Officer, who has expertise in this area and whose role is to work with and support victims and survivors of domestic abuse. It explains in detail and has an accompanying pathway flowchart as to how we will support Council tenants who are affected by Domestic Abuse. As well as how non-Council tenants approaching the Council for housing assistance due to domestic abuse are referred into the Housing Options Team for assistance.
- 2.4 The new policy does not propose any changes to the operational management of domestic abuse cases but does create a need for Domestic Abuse and Safeguarding training to be undertaken for some roles. This will include upon starting a position as well as regular training to ensure these skills and knowledge are maintained.
- 2.5 The Policy has been presented to the Customer Services Scrutiny Committee on 31st March for review and comment.
- 2.6 The Equality Impact Assessment (EIA) will be completed prior to formal approval and adoption of the Policy.

3. Reasons for Recommendation

- 3.1 The Council is required to produce a Housing Domestic Abuse Policy under the revised Consumer Standards.

4 Alternative Options and Reasons for Rejection

- 4.1 An alternative option would be not to adopt a Housing Domestic Abuse Policy, this is rejected due to the fact that the Council would not be fulfilling its regulatory requirements.

RECOMMENDATION(S)

- 1. That Executive approve and adopt the proposed Housing Domestic Abuse Policy.

Approved by Councillor Phil Smith, Portfolio Holder for Housing

<u>Finance and Risk</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<p>Details: Whilst there are additional training requirements as a result of the adoption of this policy, this can be incorporated within existing corporate training and within the Housing Service training budgets.</p> <p style="text-align: right;">On behalf of the Section 151 Officer</p>		
<u>Legal (including Data Protection)</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<p>Details: It is a requirement of the Regulator for Social Housing to have a Housing Domestic Abuse Policy.</p> <p style="text-align: right;">On behalf of the Solicitor to the Council</p>		
<u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<p>Details: Whilst there are additional training requirements as a result of the adoption of this policy, this can be incorporated within existing corporate training and within the Housing Service training budgets.</p> <p style="text-align: right;">On behalf of the Head of Paid Service</p>		
<u>Equality and Diversity, and Consultation</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<p>Details: The policy recognises that domestic abuse can happen across any of the protected characteristics and implementation will have a positive impact across these characteristics. National data shows that some characteristics do suffer disproportionately from domestic abuse and it is important to recognise this but without overlooking that it does go beyond these. It is recommended that data at the local level is collected as far as possible to understand how the policy is impacting across protected characteristics.</p>		
<u>Environment</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<p>Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.</p> <p>Details: No direct environmental implications from this document, as it relates to tenancy management rather than the physical homes.</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>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 type="checkbox"/></p> <p>All <input type="checkbox"/></p>
<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p> <p>If 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 checked="" type="checkbox"/> Members <input checked="" 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 type="checkbox"/></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

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

The Housing Domestic Abuse Policy will support the delivery of the following elements of the Council Corporate Plan Bolsover District: The Future 2024-2028 Ambition 2024-2028:

Aim: Our **Housing** by delivering social and private sector housing growth

Priorities:

- Enabling Housing Growth by increasing the supply, quality and range of housing to meet the needs of the growing population Building more, good quality, affordable housing, and **being a decent landlord**
- Maintaining and improving property and housing management standards and ensuring that standards and living conditions in the district contribute towards better health outcomes for all
- Preventing and responding to homelessness through early intervention and personalised solutions.

DOCUMENT INFORMATION:

Appendix No	Title
1	Housing Domestic Abuse Policy



Housing Domestic Abuse Policy

2025-2028

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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- **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

CONTROL SHEET FOR HOUSING DOMESTIC ABUSE POLICY

Policy Details	Comments / Confirmation (To be updated as the document progresses)
Policy title	Housing Domestic Abuse Policy
Current status – i.e. first draft, version 2 or final version	First draft v1
Policy author (post title only)	Housing Strategy and Development Officer
Location of policy (whilst in development)	S Drive
Relevant Cabinet Member (if applicable)	Portfolio Holder for Housing and Portfolio Holder for Growth
Equality Impact Assessment approval date	
Partnership involvement (if applicable)	Safer Derbyshire, Housing Options team
Final policy approval route i.e. Executive/ Council	Tenants and Customers/ Scrutiny/ Executive
Date policy approved	
Date policy due for review (maximum three years)	2028
Date policy forwarded to Performance & Communications teams (to include on ERIC, and website if applicable to the public)	

Contents

1. Introduction.....	5
2. Policy Scope.....	5
2.1 Defining domestic abuse.....	5
3. Policy Principles.....	6
3.1 Our Vision	6
3.2 Aims of Policy	6
3.3 Bolsover Ambition 2024-2028.....	7
3.4 Chartered Institute of Housing ‘Make a Stand’	8
3.5 Derbyshire County Council (DCC)	8
4. Policy Statement and Service objectives	9
4.1 Identifying Cases of Domestic Abuse	9
4.2 Our Support to Council Tenants.....	10
4.3 Support for victims and survivors who are not council tenants.....	11
4.4 Perpetrators of domestic abuse	12
4.5 Information sharing and confidentiality.....	13
5. Responsibility for Implementation	13
5.1 Monitoring and Reviewing the Policy	13
5.2 Awareness and communication of the Policy.....	13
5.3 Governance of the Derby and Derbyshire Partnership approach.....	14
6. Glossary of terms.....	14
7. Appendices	15
7.1 National Legislative Framework	15
7.2 UK Legislation enabling prosecution and sanctions.....	15
7.3 Local Policy Framework.....	16
7.4 Partners of the Derby and Derbyshire Domestic and Sexual Abuse Partnership Board (DSA).....	16
7.5 Supporting projects	17
7.6 Homeless applicant pathway referral	19
7.7 Tenant Pathway Referral	20

1. Introduction

Domestic abuse is a complex crime which anyone can be affected by. The impact of it can last a lifetime, very often, across generations. Tragically, it sometimes leads to the loss of life.

Domestic abuse remains high on the national agenda with the Domestic Abuse Act becoming law in April 2021, extending the definition of Domestic Abuse to include children as victims and survivors. The Government is committed to raising awareness and understanding about the devastating and lasting impact of domestic abuse, further improving the effectiveness of the justice system in providing protection for victims of domestic abuse and bringing perpetrators to justice, as well as strengthening the support for victims and survivors of abuse by statutory agencies.

2. Policy Scope

This policy sets out how the Housing department will tackle domestic abuse, support victims and survivors of domestic abuse and hold perpetrators to account.

Dragonfly Management (Bolsover) Ltd, the Council's wholly owned company delivers the repairs and maintenance service on behalf of the Council. This policy applies to Dragonfly officers.

We understand the serious and enduring impact which can be caused by domestic abuse. Therefore, identifying domestic abuse early and providing support to victims and survivors is a key priority for Housing. This will support us to prevent homelessness and improve the safety and wellbeing of residents.

2.1 Defining domestic abuse

Bolsover District Council (BDC) Housing department adopts the Government's definition of domestic abuse in the [Domestic Abuse Act \(2021\)](#) and by the Domestic Abuse Housing Alliance (DAHA):

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:

- *Psychological / emotional – e.g. victim-blaming, name-calling, belittling*
- *Physical – e.g. hurting or threatening to hurt physically*
- *Sexual – e.g. forced to take part in unwanted, unsafe or degrading activity*

- *Economic – e.g. restricting finances / access to work, getting a victim into debt*
- *Coercive control – e.g. isolating, monitoring, threats, humiliation*

*The Act also recognises the impact of domestic abuse on those who are 'personally connected' and defines what is meant by this as:
"...intimate partners, ex-partners, family members or individuals who share parental responsibility for a child."*

There is no requirement for the victim and perpetrator to live in the same household.

The Domestic Abuse Act 2021 recognises that a child who sees or hears, or experiences the effects of, domestic abuse and is related to the person being abused or the perpetrator is also to be regarded as a victim of domestic abuse.

Children living in households where domestic abuse occurs are recognised as victims of that abuse in their own right and our approach reflects this. The safety of all survivors is our priority, and we will inform statutory services where we believe that a child is harmed or at risk due to domestic abuse.

We will also make appropriate safeguarding referrals in respect of any vulnerable adult who may also be impacted by the abuse.

3. Policy Principles

3.1 Our Vision

The Council is committed to the shared vision for Derby and Derbyshire that everyone can live safe lives, without the threat or experience of domestic abuse because it is not tolerated by our residents or our organisations.

3.2 Aims of Policy

The aims of the policy are identified below:

- Protecting victims and survivors of domestic abuse and preventing homelessness by providing safe and secure accommodation to Bolsover District Council tenants and those who approach the district for housing assistance.
- Promote early intervention through staff training and raising awareness to tackle domestic abuse and prevent further abuse and facilitate the necessary help and support for victims and survivors and their children
- Working in partnership to hold perpetrators to account for their actions in a way that is prompt, decisive and proportionate, with a focus on

rehabilitation and maintaining the safety of the victim and survivor and their children;

- Support the delivery and embedment of DAHA's aims;

Our understanding of need and response to Domestic Abuse will be underpinned by:

- Listening to the voice of victims and survivors,
- Believing victims and survivors and acting protectively
- Learning from local Child Safeguarding Practice Reviews, Safeguarding Adult Reviews and Domestic Homicide Reviews and serious incidents.
- Recognising and responding to the pernicious emotional harm on individuals and communities that can lead to homicide or self-harm
- Empowering victims to make informed choices
- Challenging abusive behaviours of those causing harm
- Collaborating between agencies and with victims and survivors
- Understanding the under representation of certain groups in domestic and sexual abuse
- Being transparent in our decision making
- Being accountable to our communities
- Analysing available data, evidence, service standards and intelligence to improve our response
- Providing leadership to improve our co-operation, processes, maximising our resources and securing investment

A further driver to ensure we have a clear local policy in place is the Regulator of Social Housing's Consumer Standards. Under the Neighbourhood and Community Standard, outcome 1.4 relates to Domestic abuse. Registered providers of social housing must have a policy for how they recognise and effectively respond to cases of domestic abuse. Registered providers must also co-operate with appropriate local authority departments to support the local authority in meeting its duty to develop a strategy and commission services for victims of domestic abuse and their children within safe accommodation.

3.3 Bolsover Ambition 2024-2028

The Council's vision is to maximise our 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 Bolsover District.

This Policy supports three of the four Aims of the Council's Ambition:

- Our **Customers** by providing excellent and accessible services
- Our **Housing** by delivering social and private sector housing growth

- *Building more, good quality, affordable housing, and being a decent landlord.*
- *Preventing and responding to homelessness through early intervention and personalised solutions.*
- Our **Environment** by protecting the quality of life for residents and businesses, meeting environmental challenges, and enhancing biodiversity.
 - *Ensuring all areas, 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.*

There remains a consistently high demand for services and support and an increasing number of repeat referrals. From April 2023 the Council is also recording the number of cases where there is an element of Stalking behaviour present. The Council employs a Specialist Domestic Abuse Officer to support cases identified by both Tenancy Management and Housing Options teams.

3.4 Chartered Institute of Housing ‘Make a Stand’

This policy is integral to Bolsover District Council’s pledge to the Chartered Institute of Housing ‘Make a Stand’ campaign with our commitment to:

- Put in place and embed a policy to support residents who are affected by domestic abuse.
- Make information about national and local domestic abuse support services available on our website and in other appropriate places so that they are easily accessible for all residents and staff.
- Put in place or amend a policy to support members of staff who may be experiencing domestic abuse.
- Appoint a Champion at a senior level at Bolsover District Council to own the activity we are doing to support people experiencing domestic abuse.

3.5 Derbyshire County Council (DCC)

DCC are the lead commissioner of services across the county and set the wider policy framework for the area within the Derby and Derbyshire Domestic and Sexual Abuse Strategy 2023 – 2026, and the Derby and Derbyshire Domestic Abuse Support in Accommodation Strategy 2021-2024.

Derbyshire currently has the following support services available within the county for victims of Domestic Abuse:

- Independent Domestic Violence Advisor (IDVA) - Dedicated support for high risk victims of domestic abuse.
- Outreach support – individual support for medium risk victims of domestic abuse e.g. Elm Foundation
- Victim Support –support to low risk victims of domestic abuse.

- Multi Agency Risk Assessment Conference (MARAC)
- Specialist Domestic Violence Courts (SDVC)
- Hadhari Nari – Black & Minority Ethnic (BME) specialist service
- Lesbian, Gay, Bisexual & Transgender (LGBT) services
- Children's services – commissioned by Derbyshire County Council to provide support to children experiencing domestic abuse.
- Derbyshire Domestic Abuse Helpline – 24 hour helpline
- Emergency accommodation for those fleeing domestic abuse.

4. Policy Statement and Service objectives

4.1 Identifying Cases of Domestic Abuse

People living in our council homes should not live in fear of violence or abuse. We will take seriously all incidents of domestic abuse; be they single or multiple in nature. We will treat reports of domestic abuse sensitively and confidentially.

Domestic abuse may come to the attention of staff through direct disclosures and by way of potential indicators such as a higher-than-average number of repairs, presenting as homeless or at risk of homelessness due to domestic abuse, abandoned properties, anti-social behaviour complaints and noise nuisance.

Housing and Dragonfly Management staff are well placed to recognise domestic abuse as abuse often takes place in the home environment. Housing staff should therefore be alert to recognise the signs and respond appropriately if someone experiencing abuse asks for advice and support.

The Housing department will raise awareness amongst staff and improve our ability to identify cases of abuse by:

- Providing training and briefings for all Housing and Dragonfly Management repairs staff on domestic abuse. This includes the mandatory domestic abuse training for all Bolsover District Council staff (via BDC Safeguarding training and DCC training on Domestic abuse);
- Ensuring all relevant housing staff will receive training on how to complete a 'DASH' Domestic Abuse Stalking and Honor based risk assessment and to make appropriate referrals following the assessment
- Ensuring all housing staff are familiar with the correct process for responding to victims and survivors who are at high risk of harm, including internal referrals to the Specialist Domestic Abuse Officer to make MARAC (Multi-agency Risk Assessment Conference) referrals
- Attending multi agency meetings to discuss cases of domestic abuse and to agree appropriate actions;

- Ensuring all housing staff are familiar with the correct process for making safeguarding referrals for children and adults at risk where appropriate;
- Dragonfly Management repairs administrators reviewing repairs case notes to identify red flag cases (e.g. damage to doors / windows and frequent lock changes), which may be potential indicators of domestic abuse or criminal damage. Repairs will alert Housing Management to conduct welfare checks on red flag cases;
- Maintenance staff and managers in Dragonfly Management repairs to identify households with a higher-than-average number and cost of repairs and alerting Housing Management to conduct welfare checks;
- Anti-social behaviour team investigating anti-social behaviour or noise complaints that may indicate domestic abuse and alerting Housing Management;
- Creating opportunities to disclose abuse during home visits or assessments either by Tenancy Management or Homeless Prevention. Prompting disclosure will only take place where it is safe to do so (e.g., where the suspected victim and survivor is alone);
- Investigating – through interviewing and asking questions - areas of concern and potential indicators of abuse within cases of people presenting either as homeless or at risk of being homeless (as a result of self-referral or otherwise), to the Homeless Prevention service.

There are multiple and complex barriers that may prevent someone from disclosing their abuse. We will believe all victims and survivors who make a disclosure and therefore will not ask for proof to evidence

4.2 Our Support to Council Tenants

The Council has a Specialist Domestic Abuse Officer, who has expertise in this area and whose role is to work with and support victims and survivors of domestic abuse. This post makes referrals to relevant organisations, signposts and supports.

Our support to those affected by domestic abuse will be sensitive to the needs of the individuals circumstances and be victim and survivor focused.

If a report of an incident of domestic abuse is received, staff should first and foremost find out if there is an immediate risk of harm to the individual. The police should be called on 999 if necessary.

Where there is no immediate risk of harm, we will contact the tenant within **48 hours** of receiving the report to discuss the options available to the tenant. The Specialist Domestic Abuse Officer, with consent, will follow the referral pathway determined (see appendices).

If an individual discloses domestic abuse to any member of staff, or a member of staff recognise signs of abuse, we will work together with the victim/survivor to discuss the situation within 48 hours the initial discussion.

We will support survivors of domestic abuse to remain in their home where it is safe to do so but we recognise that there may be instances where alternative accommodation has to be found either on a temporary or a permanent basis.

We will use budgeted resources to provide enhanced security measures in the home. This can include Door Chain, Window Alarms, Window restraining straps, Secure broken windows, Install smoke alarms and/or check existing smoke alarms, and Fireproof letterbox if there is a threat/risk of arson.

We recognise that some survivors of domestic abuse are reluctant to engage us in discussions over their housing situation. This can be for a variety of reasons, including because of fear of (and even love of and loyalty towards) the abuser, lack of knowledge about their options, and distrust of organisations such as the police and the council and having feelings of shame or failure. We will support as far as is reasonably practicable survivors of domestic abuse in seeking a safe and acceptable outcome.

We will support and encourage a survivor of domestic abuse to obtain legal advice on their options in respect of their tenancy. This could include supporting a tenant to end a joint tenancy if the survivor has fled the property, leaving the perpetrator in occupation still.

We will keep consistent, accurate and relevant records. We will share these with permission from the victim/survivor so they do not need to repeat the same information to multiple agencies.

We will work with agencies in their support of tenants in applying for domestic abuse injunctions (including non-molestation orders, restraining orders and occupation orders) where it is appropriate to do so.

We will take a survivor-oriented approach in cases of damage to the property as a result of acts of physical domestic abuse and in respect of the tenant's repairing obligations under our tenancy agreement.

We will aim to ensure we protect someone's security of tenure by granting new, sole tenancies to those wishing to remain in their home were they to end a joint tenancy.

4.3 Support for victims and survivors who are not council tenants

Non-council tenants approaching the council for housing assistance due to domestic abuse are referred into the Housing Options Team which will be able to assist where the applicant is:

- Eligible – eligibility for homelessness assistance depends on immigration and residence status
- Homeless or Threatened with Homelessness within 56 days

Following the introduction of the Domestic Abuse Act 2021, if an applicant is assessed as Eligible and Homeless as a result of domestic abuse, they will have Priority Need and will be owed a duty to secure temporary accommodation. Offers of accommodation must be safe, suitable and affordable.

All applicants who are Eligible and Homeless/Threatened with homelessness will be provided with a Housing Options Officer who will draw up a Personalised Housing Plan and will take reasonable steps to prevent or relieve homelessness. Under the Homelessness legislation, applicants that are accepted as having a full Homelessness Duty are required to remain in temporary accommodation until the Council secures suitable private rented accommodation or a home is secured through the Housing Register.

As part of the Personalised Housing Plan, the victim and survivor may be referred into specialist domestic abuse agencies, supported to secure emergency accommodation, given advice on sanctuary schemes and/or be signposted to legal advice.

4.4 Perpetrators of domestic abuse

Our primary concern and duty are for the safety of the victim/survivor and that of their child/children. We will discuss and agree taking action against the perpetrator to minimise any harm or consequence to their personal safety or housing security.

Domestic Abuse is a clear breach of our Tenancy Agreement which states at Section 6 Nuisance and Anti-Social behaviour. At 6.3 (g) *“You must make sure that you, your family, any other people living at your home, friends or visitors to your home do not engage in any form of domestic abuse, including but not limited to coercive or controlling behaviour, physical, sexual, financial or emotional abuse. Such behaviour is unacceptable and will not be tolerated regardless of gender or sexuality.”*

We will take into account the wishes of a survivor of domestic abuse when considering possession action against a perpetrator but we will take possession action against a tenant who has been convicted of an offence relating to domestic abuse.

We will take appropriate legal action against a perpetrator of domestic abuse and will work and co-operate with other organisations such as the police and social services.

4.5 Information sharing and confidentiality

Staff must treat all domestic abuse cases as confidential and should reassure the victim or survivor of this. Information will only be shared with other agencies with the consent of the victim or survivor and in accordance with the Data Protection Act (2018). Housing has a service level agreement with both Children's Services and Adult Social Care that outlines the procedure for information sharing, and staff should refer to this for guidance. Information must never be shared either directly or indirectly with the perpetrator as this may increase risk to the victim or survivor.

Consent to share information is not needed where there is a safeguarding concern because a person is at risk. Housing staff should notify the relevant safeguarding team and MARAC for cases assessed at being high risk of serious harm and homicide. Safeguarding referrals will be managed sensitively and we will consider the implications of further risk, particularly if family are identified as perpetrators.

Detailed records should be kept on all domestic abuse cases, including information on the outcome (including outcome for housing assistance, safeguarding and any other referrals) and reason for closing each case for monitoring purposes. Housing may also be required to share information with partner agencies (in accordance with the data protection and confidentiality policies).

5. Responsibility for Implementation

5.1 Monitoring and Reviewing the Policy

This policy will be reviewed at least every three years in line with the corporate policy framework. It may be reviewed more frequently as a result of changes in national legislation and local strategic direction.

5.2 Awareness and communication of the Policy

We will use our website to raise awareness about domestic abuse and make clear that we take all reports of domestic abuse seriously, and our officers will always treat victims/survivors with respect and dignity and empower them to make informed decisions.

A copy of this policy will be available on the Council's website, along with clear contact details of who to contact to access help and support, including how to contact the Housing team for tenants and the Housing Options team for anyone at risk of homelessness, as well as links to other relevant support services.

5.3 Governance of the Derby and Derbyshire Partnership approach

The Derby and Derbyshire Domestic and Sexual Abuse Partnership Board (DSA) will establish standing subgroups and structures to drive the work of the Board forward and will establish task and finish groups as required. This includes monitoring of the Domestic and Sexual Abuse Strategy 2023-2026 and the Domestic Abuse Support in Accommodation Strategy 2021-2024. The Council will engage with this structure as required.

Standing subgroups and structures:

- Perpetrators
- DA Best Practice
- DHR Action Plan Group
- Sexual Abuse Operational Group
- Domestic Abuse and Rape Scrutiny Panels
- Victims and Survivors Voice
- Communications and Awareness Raising

6. Glossary of terms

Multi Agency Risk Assessment Conference (MARAC)

MARAC is a multi-agency approach to managing cases of domestic abuse where the victim has been identified as being at high risk of serious harm or homicide. This is a group of highly skilled professionals is coordinated by the police and consists of representatives from the local police, health, child protection, housing practitioners, Independent Domestic Violence Advisors (IDVAs), probation and other specialists from the statutory and voluntary sector. MARACs were established across Derbyshire in September 2008.

DASH risk assessment

The domestic Abuse, Stalking and Honor based Violence (DASH) Risk Assessment has been used by the Police since 2009. This has been further developed and is used by all professional working with victims and survivors of domestic abuse. The risk assessment makes sure everyone asks the right questions and can accurately assess the level of risk. If the risk thresholds are met, cases are then referred to MARAC.

7. Appendices

7.1 National Legislative Framework

- Domestic Abuse Act 2021
- Domestic Violence Disclosure Scheme (Clare's Law)
- Data Protection Act 2018 and General Data Protection Regulations
- Serious Crime Act 2015
- Anti-social Behaviour, Crime and Policing Act 2014
- Protection of Freedoms Act 2014
- Equality Act 2010
- Police and Justice Act 2006
- Child Safeguarding legislation including Children Act 2004
- The Children Act 2004
- Domestic Violence Crime and Victims Act 2004 (s9 implemented in 2011)
- Sexual Offences Act 2003
- Human Rights Act 1998
- Protection from Harassment Act 1997
- The Care Act 1996
- Housing Act 1988
- The Housing Act 1996
- The Family Law Act 1996
- Regulator of Social Housing Consumer Standards
 - Tenancy Standard
 - Neighbourhood and Community Standard

7.2 UK Legislation enabling prosecution and sanctions

Although domestic abuse now has a statutory definition, it is not a specific criminal offence. However, there are a number of offences that perpetrators can be prosecuted for depending on the specific acts, such as murder, rape, manslaughter, assault, criminal damage, harassment and threatening behaviour. There are also civil orders to protect people from harmful acts such as harassment, forced marriage and female genital mutilation.

More recent developments in UK legislation include:

- [Domestic Violence Disclosure Scheme \(Claire's Law\), 2014](#): A scheme allowing an individual to ask Police to check whether a new or existing partner has a violent past. A disclosure can be made by the Police if it is legal, proportionate, and necessary to do so.
- [Coercive Control Offence, 2015](#): Victims who experience coercive and controlling behaviour that stops short of serious physical violence, but amounts to extreme psychological and emotional abuse, can bring their perpetrators to justice.
- [Stalking Protections Orders, 2020](#): A civil order that protects victims from stalking, harassment and other unwanted contact.
- The Domestic Abuse Act 2021 introduced a new civil [Domestic Abuse Protection Notice \(DAPN\)](#) to provide immediate protection following a

domestic abuse incident, and a new civil [Domestic Abuse Protection Order \(DAPO\)](#) to provide flexible, longer-term protection for victims.

7.3 Local Policy Framework

- Bolsover District Council Domestic Abuse Policy
- [Bolsover District Council Rechargeable Repairs Policy](#)
- [Bolsover District Council Allocations Policy](#)
- Bolsover District Council Tenancy Agreement
- [Bolsover District Council Equalities Plan 2023-2027](#)
- [Bolsover District Council Anti-Social Behaviour Policy](#)
- [Bolsover District Council Safeguarding Policy and Procedures – Protecting Children and Adults at Risk, January 2024](#)
- [Bolsover Community Safety Partnership Plan 2023-2026](#)
- [Bolsover Homelessness and Rough Sleeping Strategy 2022-2027](#)
- [Derbyshire Homelessness and Rough Sleeping Strategy 2022-2027](#)
- [Derby and Derbyshire Domestic Abuse and Sexual Abuse Strategy 2023-2026](#)
- [Derby and Derbyshire Domestic Abuse Support in Accommodation Strategy 2021-2024](#)
- [Derby and Derbyshire Safeguarding Adults Board policy and procedures](#)
- [Derby and Derbyshire Safeguarding Adults Boards Practice Guidance](#)
- [Derbyshire Police and Crime Plan 2021-2025](#)
- Derbyshire Children's Services Service Plan Update, 2020/21
- Derbyshire Community Safety Agreement, 2020 - 2023
- Adult Social Care and Health Service Plan Update, 2020-2021
- Derbyshire Self-Harm and Suicide Prevention Strategic Framework
- Derbyshire Healthcare Trust Strategy Refresh, April 2021
- Joint Derby and Derbyshire Practice Guidance for responding to Adults and Child Victims of Modern Slavery

7.4 Partners of the Derby and Derbyshire Domestic and Sexual Abuse Partnership Board (DSA)

- Charities in the Voluntary Sector representing the interests of victims and survivors of domestic and sexual abuse, including children
- Crown Prosecution Service
- Derby and Derbyshire Safeguarding Children Partnership
- Derby and Derbyshire NHS Integrated Care Board (DDICB)
- Derby City Council
- Derbyshire Constabulary
- Derbyshire County Council
- Derbyshire District and Borough Councils Representatives
- Fire and Rescue Service
- Healthcare Representatives from Provider Services
- Housing Authorities

- National Probation Service
- NHS England
- Office of the Police and Crime Commissioner (OPCC)

7.5 Supporting projects

Respect

Respect is the UK charity stopping perpetrators of domestic abuse. Respect was established to focus on perpetrators of domestic abuse, and this, including their vital work with young people who cause harm, remains their key priority. Alongside this work, they deliver expert support to male victims of domestic abuse. Everything they do is shaped and driven by their values: we are pioneering, collaborative, accountable, and respectful.

The Changes project

The Changes project is aimed at standard and medium risk offenders of domestic abuse. It is a voluntary intervention for perpetrators of domestic abuse.

The safety of victims and children are paramount to the project. Through practical interventions, the programme aims to reduce a perpetrator's abusive behaviour and manage risk. It fills the void between a judicial sentence, a high risk and serial offender programme and the abuser who walks away without support and continues to offend.

The Changes project is for those who want to stop their use of violence or abuse and is delivered in a group or one to one setting in conjunction with a safety worker who will work with victims offering support and safety planning.

We accept referrals from a variety of sources, including self-referrals. Our referring criteria is as follows:

- Person is aged over 18
- Who is using violent and abusive behaviour to their partners/ex-partners
- Who has some recognition of their abusive behaviour and show some willingness to change it
- Person cannot be on bail or be currently under investigation.

The Changes project, is delivered by a partnership of three organisations:

- The Elm Foundation
- Crossroads Derbyshire
- Derbyshire WISH Domestic Abuse Services

Changes is delivered across Derbyshire and Derby City.

Referrals can be made either by contacting the Derbyshire Domestic Abuse Helpline on 08000 198 668 or emailing at info@letsmakechanges.co.uk

The 180° Project

The 180° Project is a service tailored specifically for high-risk, high-harm perpetrators of domestic abuse.

The service aligns to Respect standards and is designed to keep victims safe, including children, by promoting changes in attitudes and behaviour of those who genuinely want to stop being abusive towards intimate partners.

The project offers a varied programme of support, tailored to the individual and based on their needs and suitability assessment.

Participants will be supported to recognise the difference between a healthy and unhealthy relationship, take accountability for their behaviours and learn to identify safer ways to deal with their emotions and actions.

180° is developed for perpetrators that are willing to complete work, but do not show the level of acceptance of their abusive behaviour needed for a long-term behaviour change programme. Our aim is to move them to a place where they are able to accept their abusive behaviour and increase their motivation to change.

We believe domestic abuse is not acceptable or inevitable. As specialists working with perpetrators, we use a multi-agency approach to engage them to work through the cycle of change.

To deliver the service safely we have a specialist integrated safety support team (ISS). They work with the partners or ex-partners of perpetrators engaged with the service.

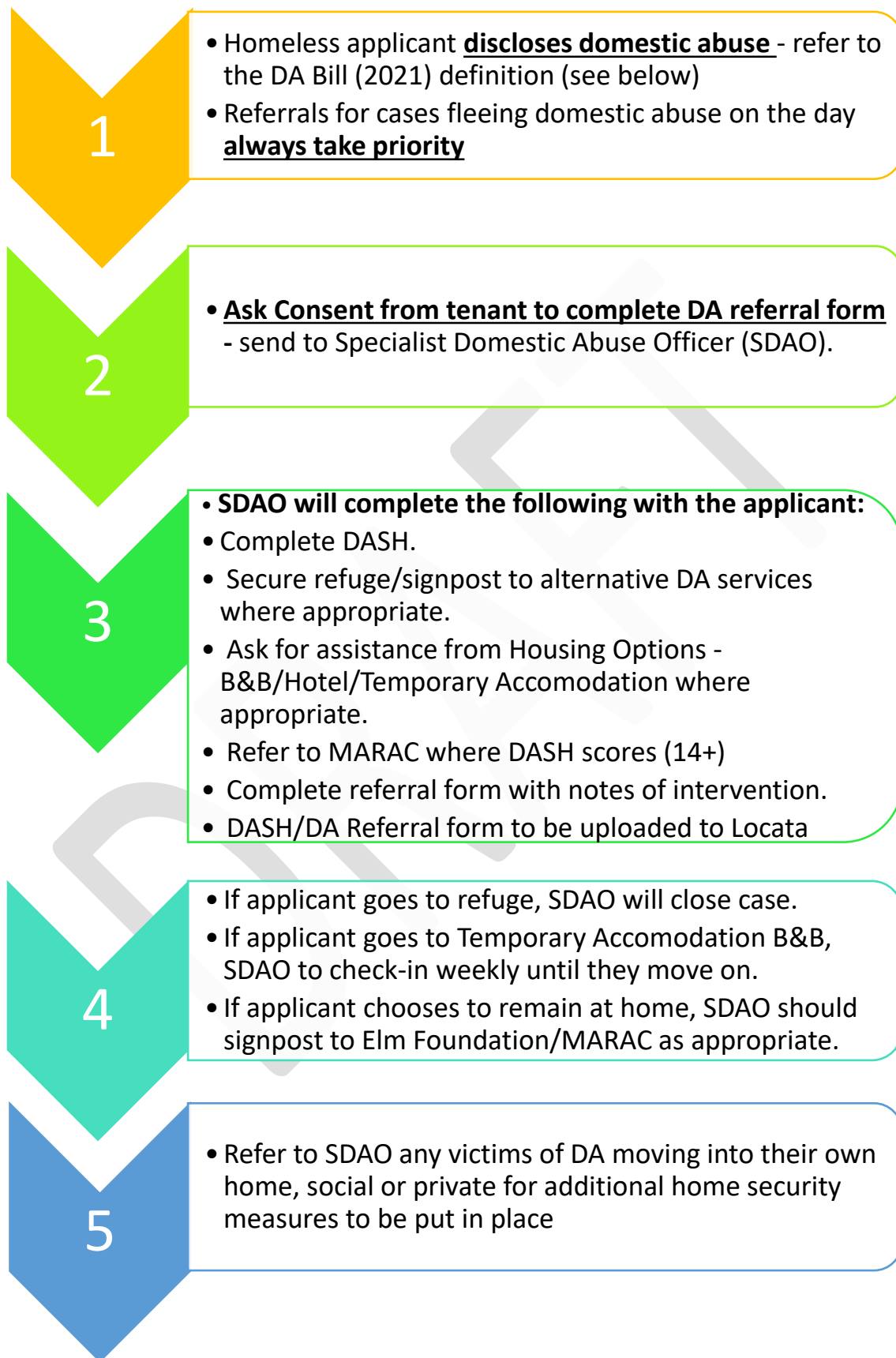
The ISS team complete regular check-ins and will offer a range of support which can include one-to-one contact, safety advice and information and signposting to other agencies. This is all in addition to helping them build a positive support network for themselves and their children.

If you need more information about the service or referral process, please contact the team:

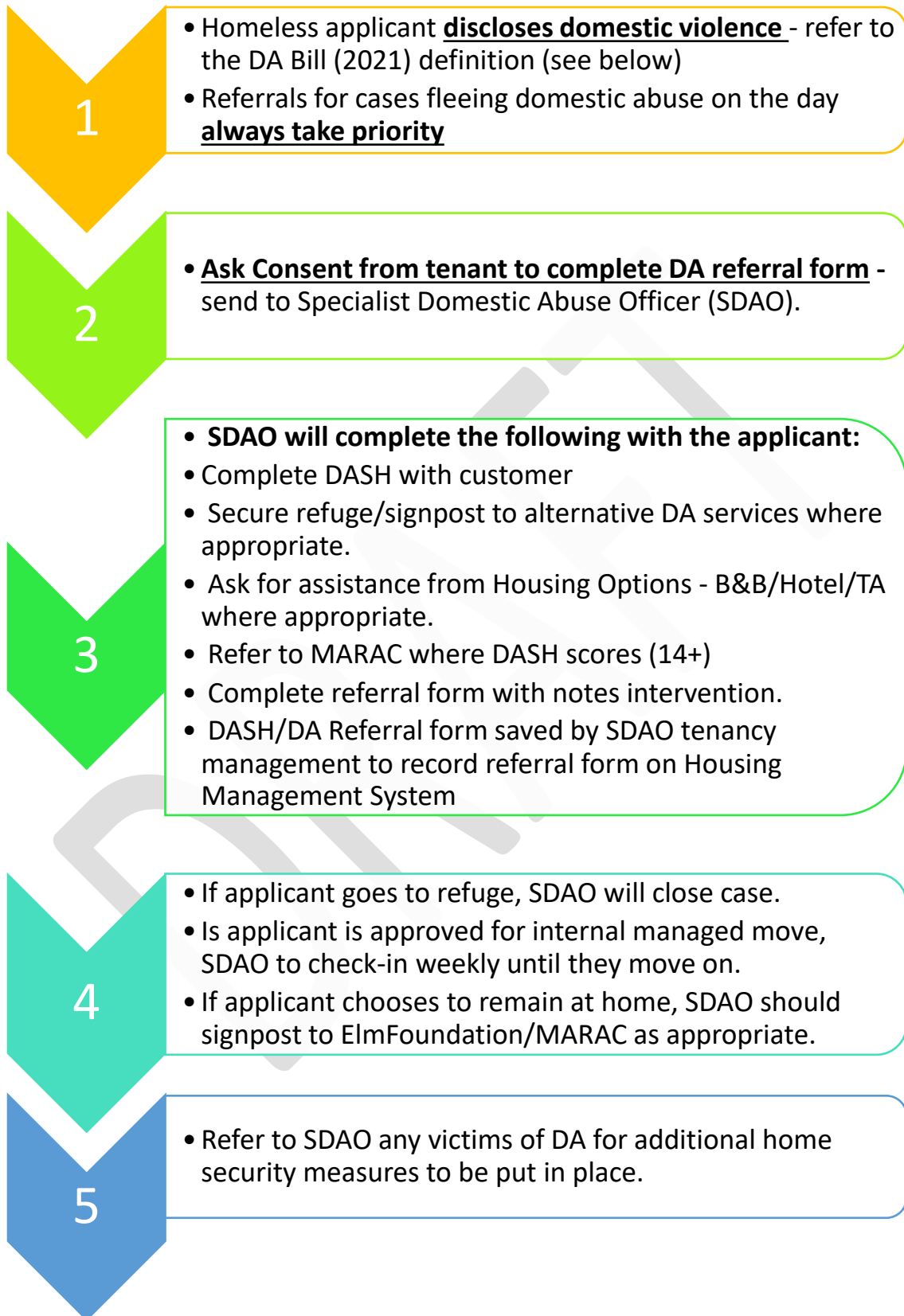
Email 180derbyshire@findtheglow.org.uk

Call 07974 608015

7.6 Homeless applicant pathway referral



7.7 Tenant Pathway Referral



Definition of Domestic Abuse, from The Domestic Abuse Act (2021) ([Domestic Abuse Act 2021 - GOV.UK](#))

The Domestic Abuse Act 2021 definition is set out below. For the purpose of the legal definition “A” is referred to as the perpetrator and “B” is referred to as the victim.

1. **21.7** Behaviour of a person “A” towards another person “B” is domestic abuse if “A” and “B” are each aged 16 years, or over, are “personally connected” to each other and the behaviour is abusive. A’s behaviour may be behaviour “towards” B despite the fact that it consists of conduct directed at another person (for example, B’s child). Behaviour is “abusive” if it consists of any of the following:

1. (a) **physical or sexual abuse**
2. (b) **violent or threatening behaviour**
3. (c) **controlling or coercive behaviour** – controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour. Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.
4. (d) **economic abuse** – economic abuse means any behaviour that has a substantial adverse effect on B’s ability to - (a) acquire, use or maintain money or other property, or (b) obtain goods or services.
5. (e) **psychological, emotional or other abuse**

1. **21.9** In the context of defining domestic abuse, the Domestic Abuse Act 2021 states that two people are ‘personally connected’ to each other if any of the following applies:

1. (a) they are, or have been, married to each other;
2. (b) they are, or have been, civil partners of each other;
3. (c) they have agreed to marry one another (whether or not the agreement has been terminated);
4. (d) they have entered into a civil partnership agreement (whether or not the agreement has been terminated);
5. (e) they are, or have been, in an intimate personal relationship with each other;
6. (f) they each have, or there has been a time when they each have had, a parental relationship in relation to the same child;
7. (g) they are relatives.

Please note that this guidance framework does not seek to be exhaustive and that housing authorities must use their judgement as to whether a behaviour constitutes domestic abuse.

DRAFT

BOLSOVER DISTRICT COUNCIL

Meeting of the Executive on 14th April 2025

Tennis facility at the Arc

Report of the Portfolio Holder for Health & Wellbeing

Classification	This report is Public.
Contact Officer	Wayne Carter Assistant Director – Leisure Health & Wellbeing

PURPOSE/SUMMARY OF REPORT

To accept funding towards the development of a tennis facility on the old astro turf football pitch at The Arc.

REPORT DETAILS

1. Background

- 1.1 Trustees of the former Clowne Town Tennis Club (CTTC) have been looking for a venue at which to re-introduce tennis to the community for a number of years. It has proven difficult to identify suitable areas in which they could invest. They had expressed a willingness to work with the Council's Sports Development Team in both acquiring a venue and developing the sport.
- 1.2 Leisure Services have been looking at alternative uses for the former astro turf football pitch at The Arc and it was suggested to look at the possibility of using the area for tennis provision, offering opportunity to widen leisure offer at the ARC.

2. Details of Proposal or Information

- 2.1 Specialist consultants have assessed the suitability of the area for tennis and highlighted the work required to provide 3 tennis courts on the area at an estimated cost of **£75,125 (plus VAT)**.
- 2.2 CTTC Trustees have agreed to a capital investment of £60,000 towards the development of the courts with £20,000 of match funding being secured from section 106 funding for the site.
- 2.3 In addition to the capital funding, CTTC Trustees have also agreed to invest £20,000 in a 3-year development plan for tennis. The Physical Activity and

Sports Development Manager has produced and costed the development plan, and agreement has been reached with the Trustees.

- 2.4 The new facility will remain in the ownership of the District Council and will be managed and maintained through Go Active @ The Arc with all income being retained by the facility/District Council. It is expected that any new costs, including maintenance, will be covered by income generated from the facility.

3. **Reasons for Recommendation**

- 3.1 To invest in a redundant facility and further develop the core offer of leisure activities at The Arc.

4 **Alternative Options and Reasons for Rejection**

- 4.1 To reject the funding offer would prevent investment opportunity at the ARC to extend range of leisure offer and invest in an underutilised area of the facility.

RECOMMENDATION(S)

1. Accept the offer from CTTC to invest £60,000 in capital funding to develop tennis facilities at The Arc.
2. Accept the offer from CTTC of £20,000 revenue funding to progress a specific tennis development plan and contribution towards start-up costs.
3. Approve the allocation of section 106 (£20,000) funding to support this project which is already allocated to the development of ancillary sports facilities at The Arc.

Approved by Councillor Mary Dooley, Portfolio Holder for Health and Wellbeing

IMPLICATIONS:

<u>Finance and Risk</u>		
Details: All expenditure on the development of the facility will be covered by the external funding. It is expected that any new revenue costs will be covered by income generated by the facility, there should be no financial burden for Bolsover District Council.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
On behalf of the Section 151 Officer		
<u>Legal (including Data Protection)</u>		
Details:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
On behalf of the Solicitor to the Council		

<u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Details: None arising from this report.	On behalf of the Head of Paid Service
<u>Equality and Diversity, and Consultation</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Details: Provision of tennis facility at the ARC will be managed in accordance with the Council's established policies.	
<u>Environment</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Details: None arising from this report.	

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: Revenue (a) Results in the Council making Revenue Savings of £75,000 or more or (b) Results in the Council incurring Revenue Expenditure of £75,000 or more. Capital (a) Results in the Council making Capital Income of £150,000 or more or (b) Results in the Council incurring Capital Expenditure of £150,000 or more. District Wards Significantly Affected: <i>(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)</i> Please state below which wards are affected or tick All if all wards are affected:	<div style="margin-bottom: 20px;"> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> </div> <div style="margin-bottom: 20px;"> (a) <input type="checkbox"/> (b) <input checked="" type="checkbox"/> </div> <div style="margin-bottom: 20px;"> (a) <input type="checkbox"/> (b) <input checked="" type="checkbox"/> </div> <div style="margin-bottom: 20px;"> All <input type="checkbox"/> </div> <div> Clowne </div>

Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i> If No, is the call-in period to be waived in respect of the decision(s) proposed within this report? <i>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</i> Consultation carried out: <i>(this is any consultation carried out prior to the report being presented for approval)</i> Leader <input checked="" 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"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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

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>

DECEMBER 2024

BOLSOVER DISTRICT COUNCIL

Meeting of Executive on 14th April 2025

Minutes of the Dragonfly Shareholder Board

Report of the Chair of the Shareholder Board

Classification	This report is Public
Contact Officer	Karen Hanson, Chief Executive

PURPOSE/SUMMARY OF REPORT

- To provide the minutes of the Council's Shareholder Board from 17th October 2024, 27th November 2024, 21st January 2025 and 11th February 2025, together with the agreed scope for the upcoming independent review.

REPORT DETAILS

1. Background

- 1.1 On the conversion of Dragonfly Development Ltd to a company 100% owned by Bolsover District Council and the creation of Dragonfly Management (Bolsover) Ltd the Council also formed a Dragonfly Shareholder Board. The purpose of the Shareholder Board is to act as a consultation and working group to consider issues relating to the two companies.
- 1.2 The Terms of Reference of the Shareholder Board state that its minutes will be made available to the Executive.

2. Details of Proposal or Information

- 2.1 A copy of the minutes from the meetings held on 17th October 2024, 27th November 2024, 21st January 2025 and 11th February 2025 are attached for the Committee's information at Appendix 1 and 2, 3 and 4.
- 2.2.1 In addition, following consultation with the Dragonfly Board of Directors and Dragonfly Chief Executive, the Shareholder Board has now formally agreed the scope of the independent review which as attached at Appendix 5. This has now also been agreed with Local Partnerships who are undertaking the review. An introductory meeting has taken place between Local Partnerships and the Shareholder Board, Leader, Dragonfly Board Members and Dragonfly Director of Property and Construction.

3. Reasons for Recommendation

- 3.1 The Terms of Reference of the Shareholder Board state the minutes of meetings will be shared with Executive

4 Alternative Options and Reasons for Rejection

- 4.1 The report is for information only. There are no alternative options for consideration.

RECOMMENDATION(S)

1. That Members of the Executive note the contents of the minutes of the Shareholder Board.
2. That Members of Executive note the final agreed scope for the independent review by Local Partnerships.

Approved by Councillor John Ritchie, Portfolio Holder for Devolution and Chair of the Shareholder Board

IMPLICATIONS:

Finance and Risk Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details:		
There are no financial implications arising directly from this report		
On behalf of the Section 151 Officer		
Legal (including Data Protection) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details:		
There are no legal implications arising from this report		
On behalf of the Solicitor to the Council		
Staffing Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details:		
There are no staffing issues arising from this report		
On behalf of the Head of Paid Service		

<u>Equality and Diversity, and Consultation</u>		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Details:			
There are no issues arising from this report			

<u>Environment</u>		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Details:			
There are no environmental issues arising from this report			

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: Revenue (a) Results in the Council making Revenue Savings of £75,000 or more or (b) Results in the Council incurring Revenue Expenditure of £75,000 or more. Capital (a) Results in the Council making Capital Income of £150,000 or more or (b) Results in the Council incurring Capital Expenditure of £150,000 or more. District Wards Significantly Affected: <i>(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)</i> Please state below which wards are affected or tick All if all wards are affected:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (a) <input type="checkbox"/> (b) <input type="checkbox"/> (a) <input type="checkbox"/> (b) <input type="checkbox"/> All <input type="checkbox"/>

Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If No, is the call-in period to be waived in respect of the decision(s) proposed within this report? <i>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Consultation carried out: <i>(this is any consultation carried out prior to the report being presented for approval)</i>	Yes <input type="checkbox"/> No <input checked="" 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"/>	

Links to Council Ambition: Customers, Economy, Environment, Housing
Not applicable.

DOCUMENT INFORMATION:

Appendix No	Title
1	Minutes from the Dragonfly Shareholder Board dated 17 th October 2024
2	Minutes from the Dragonfly Shareholder Board dated 27 th November 2024
3	Minutes from the Dragonfly Shareholder Board dated 21 st January 2025
4	Minutes from the Dragonfly Shareholder Board dated 11 th February 2025
5	Final agreed scope for the independent review by Local Partnerships

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

Appendix 1

BOLSOVER DISTRICT COUNCIL DRAGONFLY SHAREHOLDER BOARD

Minutes of a BDC Dragonfly Shareholder Board Meeting held on Thursday 17th October 2024 in Committee Room 1, The Arc, Clowne at 1000 hours.

PRESENT:-

Members:-

Councillor Duncan McGregor in the Chair

Councillors John Ritchie and Sandra Peake.

Officers:- Karen Hanson (Chief Executive (BDC)), Steve Brunt (Strategic Director of Services), Jessica Clayton (Client Programme Manager), Jim Fieldsend (Monitoring Officer), Theresa Fletcher (Section 151 Officer) and Alison Bluff (Governance).

PART A

SHBD15-24/25 APOLOGY FOR ABSENCE

An apology for absence was received on behalf of Councillor Phil Smith.

SHBD16-24/25 MINUTES – 13TH SEPTEMBER 2024

Moved by Councillor Sandra Peake and seconded by Councillor Duncan McGregor
RESOLVED that the Minutes of a Shareholder Board meeting held on 13th September 2024 be approved as a correct record.

SHBD17-24/25 SPECIAL MINUTES – 30TH SEPTEMBER 2024

Moved by Councillor John Ritchie and seconded by Councillor Duncan McGregor
RESOLVED that the Minutes of a Shareholder Board meeting held on 30th September 2024 be approved as a correct record.

SHBD18-24/25 MATTERS ARISING

Special Minutes – 30th September 2024 - Minute Number SHBD14-24/25 –
Independent review of both Dragonfly companies to be commissioned by the Council.

In response to queries raised by Councillor Peake, the Monitoring Officer advised that as both Dragonfly companies were still new, and to ensure any review undertaken was independent, it was prudent to have experts with relevant knowledge and experience, therefore, it had been agreed that an independent review would be appropriate. It was noted that any confidential / personal / sensitive information contained in the minutes of the Shareholder Board meetings would be marked exempt by the Monitoring Officer before being taken to public Scrutiny Committees.

BOLSOVER DISTRICT COUNCIL DRAGONFLY SHAREHOLDER BOARD

Minutes 13th September 2024 - Minute Number SHBD05-24/25 - Update Report of the three Statutory Officers.

The Board considered and discussed at length each response provided by Dragonfly in relation to the matters raised by the three Statutory Officers in the update report.

The Chief Executive added that she was having regular fortnightly meetings with the Director of Property & Construction, DDL, which were going very well.

AGREED that the matters raised by the three Statutory Officers and the responses provided by Dragonfly be monitored by the Shareholder Board.

SHBD19-24/25 UPDATE ON DRAGONFLY RESTRUCTURE PROPOSAL

Letter from the Chair of the Board of Directors (Dragonfly)

The Board considered a letter received from the Chair of Dragonfly, Councillor Deborah Watson, which requested a joint meeting of the Dragonfly Board and Shareholder Board be held to consider Dragonfly's restructure proposal and the independent review.

The Shareholder Board agreed that a joint meeting should take place with an agreed joint agenda, however, the decision to hold the independent review had already been made.

AGREED that the Chief Executive BDC, arrange a joint meeting (with an agreed joint agenda), of the Shareholder Board and the Dragonfly Board.

Review scope update and timeline

The Board considered a draft review / health check project scope document in relation to the independent review to be commissioned.

RESOLVED that the independent review scope be agreed.

SHBD20-24/25 DRAGONFLY BOARD UPDATES

Resignation and nominations process update

Further to the resignation of Councillor Fritchley from the Dragonfly Board, the Chief Executive had requested nominations from Members for expressions of interest to sit on the Board. Councillor Anne Clarke and Councillor Duncan Haywood had responded and Dragonfly Board Members would hold interviews with both these Councillors and advise the Chief Executive accordingly. Any appointments would require formal nomination by Executive in November.

BOLSOVER DISTRICT COUNCIL DRAGONFLY SHAREHOLDER BOARD

Election of Chair

Further to Councillor Deborah Watson being elected as Chair of the Dragonfly Board following the resignation of Councillor Fritchley, the Monitoring Officer noted that this was also a Reserved Matter.

Resident correspondence

The Chair read out a letter received from a resident of the District requesting to be a Director on the Dragonfly Board. The Monitoring Officer had replied to the resident advising that the Council was not seeking expressions of interest from external people to sit on the Board. However, the Monitoring Officer noted that this could be reviewed if the Council wished to do so and could form part of the independent review. The Chair agreed that a discussion could be held regarding this as part of the review.

Minutes of Dragonfly Board Meetings

The Board considered the minutes of a Dragonfly Management Board meeting held on 23rd September and a Development Board meeting held thereafter.

SHBD21-24/25 CLIENT FUNCTION UPDATE

The Chief Executive advised the meeting that consideration of the client function would be undertaken as part of the review and was included in the scope previously discussed.

PART B

Councillor Duncan McGregor in the Chair

Councillors John Ritchie and Sandra Peake.

Officers:- Karen Hanson (Chief Executive (BDC)), Steve Brunt (Strategic Director of Services), Jessica Clayton (Client Programme Manager), Jim Fieldsend (Monitoring Officer), Theresa Fletcher (Section 151 Officer), Grant Galloway (Chief Executive, Dragonfly Development Ltd (DDL)), Ian Barber (Director of Property & Construction, Dragonfly Development Ltd (DDL)) and Alison Bluff (Governance).

SHBD22-24/25 UPDATE ON THE ANNUAL REPORT OF THE STATUTORY OFFICERS (DEFERRED FROM LAST MEETING)

This item had been previously discussed in Part A of the meeting under Matters Arising.

BOLSOVER DISTRICT COUNCIL DRAGONFLY SHAREHOLDER BOARD

SHBD23-24/25 ANNUAL REPORT UPDATE

The Board considered Dragonfly's Annual Report 2023-24 which was circulated at the meeting.

The Chief Executive DDL, noted that Dragonfly received many queries from members of the public in relation to what Dragonfly did. The report addressed these queries and contained major highlights and outcomes of what Dragonfly had achieved so far. The document would be sent to every resident in the District.

The Board agreed the Annual Report was a good report.

SHBD24-24/25 FINANCE UPDATE

Audited accounts update

A discussion took place regarding the timing of Dragonfly's accounts and issues arising from the delay. A review of the position with the accountants would be undertaken at the end of the accounting period and this would be in consultation with the Council's Section 151 Officer and Principal Accountant.

The Section 151 Officer noted that information was still awaited from Dragonfly's accountants in relation to tax and pensions. The Chief Executive DDL, agreed that he would follow this up.

Any 2024/25 profit / loss projections if known for MTFP

The Chief Executive DDL, advised that for 2024/25, it was anticipated that Dragonfly would turnover around £1.1m which was similar to last year, however, this would need clarifying in greater depth before being committed to the MTFP.

In response to queries from the Monitoring Officer, the Chief Executive DDL, confirmed that consultancy work was being carried out through Dragonfly Management. Advice had been sought from Freeth's and it was confirmed that the current turnover figure was not affecting the Teckel arrangement.

SHBD25-24/25 SCHEMES AND PROJECTS UPDATE

The Director of Property & Construction, DDL, provided details of current schemes and projects.

Members raised various queries and a lengthy discussion took place.

It was noted that for some projects to be able to move forward, these were reliant on the £15m Regeneration Fund monies awarded to the Council by the previous Government in November last year. There had been no further confirmation from the new government regarding the funding and it was thought that the autumn Budget statement at the end of October would clarify the situation.

**BOLSOVER DISTRICT COUNCIL
DRAGONFLY SHAREHOLDER BOARD**

SHBD26-24/25 ANY OTHER BUSINESS

Homes England Recognition

The Chief Executive DDL, commented that Homes England had stated that what Dragonfly was producing was second to none.

Letter from a Resident in the District to Dragonfly

The Chief Executive DDL, would forward a letter received from a resident in the District to the Monitoring Officer.

Councillor Steve Fritchley

It was agreed that the Shareholder Board send a letter of thanks and appreciation to Councillor Fritchley for all the work he had done in relation to Dragonfly.

Dragonfly KPIs Update

The Director of Property & Construction, DDL, referred to the Facilities Management provider and that the new contract had been awarded. Performance targets would be revised and monitored appropriately.

Further to a short discussion regarding the facilities management workload, the Chief Executive advised that a report would go to Council in December to request a budget for Dragonfly Management for a full-time post to support the Corporate Property Manager and the Corporate Property Officer.

The meeting concluded at 1240 hours.

Appendix 2

BOLSOVER DISTRICT COUNCIL DRAGONFLY SHAREHOLDER BOARD

Minutes of a BDC Dragonfly Shareholder Board Meeting held on Wednesday 27th November 2024 in Committee Room 1, The Arc, Clowne at 1330 hours.

PRESENT:-

Members:-

Councillor Duncan McGregor in the Chair

Councillors John Ritchie, Sandra Peake and Phil Smith.

Officers:- Karen Hanson (Chief Executive (BDC)), Steve Brunt (Strategic Director of Services), Jim Fieldsend (Monitoring Officer), Theresa Fletcher (Section 151 Officer) and Alison Bluff (Governance).

SHBD27-24/25 APOLOGY FOR ABSENCE

An apology for absence was received on behalf of Jessica Clayton (Client Programme Manager).

SHBD28-24/25 MINUTES – 17TH OCTOBER 2024

Minute Number SHBD24-24/25

In response to a query raised by Councillor Phil Smith, it was agreed that for the purpose of the minutes, the Governance Officer would recheck the figure of £1.1m.

Moved by Councillor Duncan McGregor and seconded by Councillor John Ritchie
RESOLVED that subject to the above check, the Minutes of a Shareholder Board meeting held on 17th October 2024 be approved as a correct record.

SHBD29-24/25 MINUTES OF THE DRAGONFLY AND COUNCIL JOINT BOARD MEETING OF 6TH NOVEMBER 2024

The Board considered at length the minutes of the Dragonfly and Council Joint Board meeting which took place on 6th November 2024.

A number of inaccuracies, typographical mistakes and omissions within the minutes were discussed and noted, and as such the minutes could not be approved as a correct record.

Moved by Councillor Duncan McGregor and seconded by Councillor John Ritchie
RESOLVED that as the Minutes of the Dragonfly and Council Joint Board meeting held on 6th November 2024 contained a number of inaccuracies and omissions, they were not approved as a correct record and remained in a draft format.

BOLSOVER DISTRICT COUNCIL DRAGONFLY SHAREHOLDER BOARD

SHBD30-24/25 MINUTES OF THE DRAGONFLY BOARD MEETING OF 2ND OCTOBER 2024 AND THE CEO'S COMMENTS IN RESPONSE

The Board considered at length the minutes of a Dragonfly Board meeting held on 2nd October 2024, and the Chief Executive's comments in response to the minutes which had been sent to the Chair of Dragonfly.

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake
RESOLVED that the Dragonfly Board Minutes dated 2nd October as submitted, be noted,

2) that the CEO's comments in response to the above minutes, be noted.

SHBD31-24/25 INDEPENDENT REVIEW – NEXT STEPS

The Board considered a document received from a public body, 'Local Partnerships', in relation to the review of the Council's governance arrangements regarding its wholly owned companies.

Local Partnerships were a Teckal-exempt public body which meant they could be commissioned directly without tendering. Their background, experience, public sector aims and values were outlined in the document.

The document set out how Local Partnerships would approach the undertaking of the review which was based on the scope agreed by the Shareholder Board.

Moved by Councillor Duncan McGregor and seconded by Councillor John Ritchie
RESOLVED that the document received from Local Partnerships be noted and the review be commenced.

SHBD32-24/25 DRAGONFLY BUSINESS PLAN

The Chief Executive requested that consideration of the Dragonfly Business Plan be deferred to a future meeting to enable additional time for the Board to consider the contents of the Plan.

Moved by Councillor Sandra Peake and seconded by Councillor John Ritchie
RESOLVED that the Dragonfly Business Plan be deferred to a future meeting.

SHBD33-24/25 DRAFT SHORT FORM SLA

The Board considered the draft short form SLA and highlighted changes made by Dragonfly.

**BOLSOVER DISTRICT COUNCIL
DRAGONFLY SHAREHOLDER BOARD**

To enable further time for the Board to consider the changes, the Chief Executive requested that this item be deferred to a future Board meeting.

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake
RESOLVED that the draft short form SLA be deferred to a future meeting.

SHBD34-24/25 ANY OTHER BUSINESS

As there was no further business to consider, the meeting concluded at 1510 hours.

BDC DRAGONFLY SHAREHOLDER BOARD MEETING

Minutes of a meeting of the BDC Dragonfly Shareholder Board Meeting of the Bolsover District Council held in the on Tuesday, 21st January 2025 at 14:30 hours.

PRESENT:-

Members:-

Councillor John Ritchie in the Chair

Councillors Duncan McGregor and John Ritchie.

Officers:- Karen Hanson (Chief Executive (BDC)), Steve Brunt (Strategic Director of Services), Jim Fieldsend (Monitoring Officer), Theresa Fletcher (Section 151 Officer and Alison Bluff (Governance), Jessica Clayton (Leaders Executive and Partnership Strategy Manager).

SHBD35-24/25 TO AGREE A NEW OR INTERIM CHAIR FOR THE MEETING

It was agreed that Councillor John Ritchie be the Chair for the meeting.

Councillor John Ritchie in the Chair

SHBD36-24/25 APOLOGY FOR ABSENCE

An apology for absence was received on behalf of Councillor Sandra Peake.

SHBD37-24/25 TO AGREE MINUTES OF THE 27TH NOVEMBER 2024

A Member referred the Board to SHBD32-24/25.

With regards to the Dragonfly Business Plan, the Chair noted the Independent Review might want to consider the contents of the Plan, particularly the lack of detailed financial information and projections. It was agreed that a request would be submitted for a second version to include more data relating to financial projections for review.

The Chair stated the request should include the Board's intention to share it with the Independent Review.

A Member referred the Board to SHBD31-24/25. The Chair informed the Board that the Delegated Decision had been signed and Local Partnerships would likely soon make contact to arrange an initial meeting with the Chief Executive, Monitoring Officer and Section 151 Officer.

The Chief Executive advised that the Delegated Decision would be published.

RESOLVED that the Minutes of a Shareholder Board meeting held on 27th November 2024 be approved as a true and correct record.

BDC DRAGONFLY SHAREHOLDER BOARD MEETING

SHBD38-24/25 FINANCE VERBAL UPDATE INCLUDING THE REPORT TO AUDIT COMMITTEE

The Section 151 Officer provided an update on the recent Audit Committee report regarding the Dragonfly accounts.

A meeting with the Dragonfly accountants had been held and the Council had received the statements with final changes at the end of the previous week.

The Council's statements had to be finalised by 28th February 2025 and these accounts to be audited before then.

The Chair urged that the accountants for Dragonfly had to be aware of the financial/accountancy demands placed upon local authorities and Council owned businesses.

The Independent Review would likely help identify where improvements on Dragonfly's accounting can be made.

SHBD39-24/25 DRAGONFLY QUARTER 3 PERFORMANCE INFORMATION

The Chief Executive guided the Board through the provided detailed performance data.

Further inspections would be carried out on the data, but it was noted the Council was now regularly receiving performance data to review.

The Chair noted the Stock Condition Survey was likely diverting time and resources from current work programmes, possibly affecting overall performance. More information could be requested.

The Board considered the Quarter 2 2024/25 data which stated performance was being affected by void properties requiring structural alterations to meet current standards. It had been suggested that a further category could be used to separate this work and provide a more balanced figure.

SHBD40-24/25 DRAGONFLY DEVELOPMENT LTD - PROJECTS UPDATE

The Board considered the projects update.

On a question of Woburn – Blackwell, the Chair noted the options to decant residents.

An update on the Council's proceedings against the original Roseland Crematorium architects would be provided at the next meeting. The Monitoring Officer noted litigation may take a number of years.

The management fees for preconstruction work of sites aborted were discussed. The Chair noted the Independent Review might have a view on how these fees were handled between the Council and companies.

BDC DRAGONFLY SHAREHOLDER BOARD MEETING

The Chair informed the cost of a Biodiversity Net Gain (BNG) credit stood at £61,000 and that the Council needed to register its owned land for BNG sites to reduce costs of development.

The Board briefly discussed the external Boarder Hill School development for Bassetlaw District Council.

It was agreed more detailed information on works progress, would be requested for future meetings.

SHBD41-24/25 £15M REGENERATION FUND - VERBAL UPDATE

The Chief Executive provided a brief update to the Board.

The Board was informed of a recent meeting with the Head of Business Growth and the MP for Bolsover to coordinate efforts to receive the Memorandum of Understanding from the Secretary of State for the £15 million Regeneration Fund.

The new Leader of the Council had arranged to discuss the proposed projects with the MP.

An update would be provided once the Memorandum of Understanding was received.

The Monitoring Officer advised that a Legal Officer post was being advertised as part of the process for the completion of legal work of the projects but as yet no applications had been received. In the event of being unable to recruit a Legal Officer the Legal team would struggle due to current workloads and staff shortages. External solicitors may have to be appointed to carry out this work.

It was perceived Local Government Review may be dissuading applicants coming forward.

SHBD42-24/25 INDEPENDENT REVIEW DELEGATED DECISION AND NEXT STEPS

The Chief Executive presented the report to the Board.

The Delegated Decision would be published in due course.

The Local Partnerships – Bolsover Review of Dragonfly was attached at Appendix 1.

Improving transparency and clarifying processes were important.

It was noted the Dragonfly Boards might benefit from the addition of members with external expertise and best practice in relation to this could be discussed with the review team.

BDC DRAGONFLY SHAREHOLDER BOARD MEETING

SHBD43-24/25 TO RECEIVE AN UPDATE FROM THE STATUTORY OFFICERS

The Section 151 Officer provided a brief update to the Board.

The process of Dragonfly salary budgets was discussed. It was noted that some recent staff uplifts and new posts had not been submitted to the Employment and Personnel Committee or Council to approve. The new salary budget would either need to be uplifted or reviewed. It was reiterated the need for a dedicated financial officer at Dragonfly.

SHBD44-24/25 TO RECEIVE AN UPDATE ON THE ENGLISH DEVOLUTION WHITE PAPER (COUNCIL REPORT) AND CONSIDER POTENTIAL EARLY IMPLICATIONS

The Chief Executive provided an update on the impact of English Devolution White Paper to be considered by Council and the options open to the Council in how to manage wholly owned companies. It was suggested that further guidance be sought on this from other Councils who had already moved wholly owned companies into new authorities as part of the Local Government Reorganisation process.

SHBD45-24/25 ANY OTHER BUSINESS

As there were no further business to consider.

The meeting concluded at 15:50 hours.

Appendix 4

BOLSOVER DISTRICT COUNCIL DRAGONFLY SHAREHOLDER BOARD

Minutes of a BDC Dragonfly Shareholder Board Meeting held on Tuesday 11th February 2025 in Committee Room 1, The Arc, Clowne at 1100 hours.

PRESENT:-

Members:-

Councillors Tom Kirkham, John Ritchie and Phil Smith.

Officers:- Karen Hanson (KH) (Chief Executive, BDC), Steve Brunt (SBr) (Strategic Director of Services), Jim Fieldsend (JF) (Monitoring Officer), Theresa Fletcher (TF) (Section 151 Officer), Jessica Clayton (JC) (Client Programme Manager) and Alison Bluff (Governance).

SHBD43-24/25 APOLOGIES FOR ABSENCE

There were no apologies for absence.

SHBD44-24/25 ELECTION OF CHAIR FOR MEETING

Moved by Councillor Tom Kirkham and seconded by Councillor Phil Smith
AGREED that Councillor John Ritchie be elected as Chair for the meeting.

SHBD45-24/25 MINUTES – 21ST JANUARY 2025 AND MATTERS ARISING

It was noted that Councillor Smith had been omitted from those present at the meeting and that Councillor McGregor had not been present at the meeting.

With regard to Minute No. SHBD37-24/25 in relation to Dragonfly's Business Plan, KH noted she would inform Dragonfly's Chief Executive of the Board's intention to share Dragonfly's Business Plan with the independent review and request feedback.

In response to a query from Councillor Smith regarding the target of 200 homes to be delivered by Dragonfly by 2028, JF noted that this was the Council's target and not Dragonfly's. Any review of this target would fall to the Council.

With regard to Minute No SHBD41-24/25 in relation to the £15m Regeneration Fund Memorandum of Understanding (MoU), KH advised that Natalie Fleet MP had sent a letter of support to MHCLG and deadlines were being extended so the MoU should be received very soon.

With regard to Minute No SHBD43-24/25, KH noted that this should read;

BOLSOVER DISTRICT COUNCIL DRAGONFLY SHAREHOLDER BOARD

It was noted that some ~~recent~~ staff uplifts and new posts had not been submitted to the Employment and Personnel Committee or Council to approve.

AGREED that 1) subject to amendments i) and ii) as set out below, the Minutes of a BDC Dragonfly Shareholder Board meeting held on 21st January 2025 be approved as a correct record;

- i) the inclusion of Councillor Phil Smith being present at the meeting and Councillor Duncan McGregor being removed from those present,
- ii) Minute No SHBD43-24/25 to read '*it was noted that some ~~recent~~ staff uplifts and new posts had not been submitted to the Employment and Personnel Committee or Council to approve.*'

2) the Chief Executive BDC to inform the Chief Executive Dragonfly Management of the Board's intention to share Dragonfly's Business Plan with the Independent Review and request feedback.

SHBD46-24/25

VERBAL UPDATE ON THE NEW SHAREHOLDER BOARD MEMBERS FOLLOWING RECENT LEADERSHIP CHANGES

Councillor Ritchie referred to an email he had received which commented on the reasons for the resignations of Councillors McGregor and Peake from the Shareholder Board. As the comments were incorrect, the Board agreed that a response be sent advising them of this.

The new Shareholder Board Members were confirmed as being Councillors Tom Kirkham and Duncan Haywood.

It was agreed that an independent person on the Board would be considered when the outcome of the independent review was known.

AGREED that 1) a response be sent advising that the comments in the email, as discussed above, were incorrect,

2) consideration of an independent person on the Board be given when the outcome of the independent review was known.

SHBD47-24/25

TO CONSIDER RESPONSES TO EMAILS RECEIVED FROM COUNCILLORS WATSON AND WOOD

The Board considered the content of emails which KH had received from Councillors Deborah Watson and Carol Wood.

BOLSOVER DISTRICT COUNCIL DRAGONFLY SHAREHOLDER BOARD

KH noted that she had replied with some information which Councillors Watson and Wood had requested but had advised them both that the Board would respond formally to other requests they had made after this meeting had taken place.

Following on from this, KH had received a further email from Councillor Watson, which the Board considered at length.

It was clarified that as a 'working group', all officers on this Board were able to take part in relation to recommendations it made to Executive and/or Council and delegated decisions to the Chief Executive BDC. It was also clarified that the independent review would look at the whole of the governance arrangements for the wholly owned companies including this Board.

The Board considered a further email which KH had received from Councillor Wood and a lengthy discussion took place. The Board recommended that a clear response be sent to Councillor Wood which laid out the facts regarding her comments in the email.

KH noted that she was still awaiting feedback from Dragonfly on the scope of the independent review.

AGREED that 1) a clear response be sent to Councillor Wood which laid out the facts in relation to her comments in the email,

2) KH to remind Dragonfly to provide feedback on the scope of the independent review.

SHBD48-24/25

VERBAL UPDATE ON THE INDEPENDENT REVIEW WITH DRAFT TIME FRAME

JF advised that he had spoken to David Crowe at Local Partnerships who had explained how the independent review would be carried out.

The main body of the review would start in April where all documents of the wholly owned companies would be looked at. A meeting would then be held for all stakeholders including local residents who wished to ask questions about Dragonfly. KH noted that an inception meeting with Local Partnerships would take place prior to the review work starting.

SHBD49-24/25

VERBAL UPDATE ON THE POSITION OF THE COUNCIL'S STATEMENT OF ACCOUNTS

TF advised that she had been working continuously with Dragonfly's auditors and Dragonfly's statement of accounts had now been received. This meant that TF could now update the group accounts part of the Council's accounts, and TF had been working with the Council's external auditors, Forvis Mazars, who would be attending a

BOLSOVER DISTRICT COUNCIL DRAGONFLY SHAREHOLDER BOARD

special Audit Committee on 20th February. TF noted that Forvis Mazars would give a disclaimed audit opinion on the Council's accounts due to insufficient time to work on the group accounts. Further to this, TF noted that the Annual Governance Statement would need updating for 2023/24, and published on the Council's website.

It was noted that Dragonfly had appointed new auditors; Hewittcard Ltd.

SHBD50-24/25

MINUTES OF THE DRAGONFLY BOARD – 19TH NOVEMBER 2024

The Board considered the Minutes of the Dragonfly Board meetings held on 19th November and 10th December 2024.

The Board considered the agenda and report of the Dragonfly Board meeting due to take place at 1pm today.

AGREED that 1) the Minutes of the Dragonfly Board meetings held on 19th November and 10th December 2024, be noted,

2) the agenda and report of the Dragonfly Board meeting to be held at 1pm today, be noted.

SHBD51-24/25

ANY OTHER BUSINESS

As there was no further business to consider, the meeting concluded at 12:50 hours.

BDC Revised Scope:

1. A high-level overview and reflection of the first two years of Dragonfly Development Ltd and 18 months of Dragonfly Management (Bolsover) Ltd including:
 - A review of the initial Business Case and how close / far the first two years have performed against the initial intended purpose of the companies.
 - What has gone well and how can the Council maximise this potential.
 - Which areas require further development and consideration.
2. A high-level review of the operational and governance arrangements between the Council and the companies including a review of all conflict-of-interest matters, the role of Members on respective Boards and budget approval processes:
 - Are the arrangements fit for purpose?
 - Which areas require further development?
3. Consideration of a recommended client structure which deals with the following:
 - Gaps in skills remaining within the Council including the ability to meet the demands of the companies.
 - Oversight and client instruction on new-build developments.
 - Appropriate decision-making processes.
 - Appropriate mechanisms for Dragonfly to develop new projects, bring ideas forward to the Council and seeking support / approval prior to starting.
4. Consideration of whether the Dragonfly companies have enough freedom to operate commercially (generate profit / create efficiencies).
5. A recommended structure for the Council's oversight of cumulative risks, projects and budgets.
6. A review of the recent Dragonfly restructure proposal, taking all of the above into account and considering an appropriate management structure to take the companies forward including consideration of the potential impact of the English Devolution White Paper and Local Government Reorganisation.
7. A review of communication between the Dragonfly Boards, Shareholder Board and Elected Members.

BOLSOVER DISTRICT COUNCIL

Meeting of the Executive on 14th April 2025

Housing Management System

Report of the Assistant Director for Housing Management

Classification	This report is Open
Contact Officer	Victoria Dawson, Assistant Director Housing Management

PURPOSE/SUMMARY OF REPORT

To enter into a contract with MRI Real Estate Software for ongoing support of the Open Housing system and to upgrade to “One Housing”

REPORT DETAILS

1. Background

- 1.1 In 2017 Executive approved the significant investment of a housing management software upgrade to “Open Housing”. This was a Capita product, and following a significant period of implementation, the new system went live in September 2020. This IT system is used to provide management and maintenance of the Council’s housing stock, and tenancies, comprising 5,000 properties, garage sites, and leasehold properties.
- 1.2 The contract was signed in 2018, this was a 5-year contract with an option to extend which has been enacted. The current contract for ongoing software and maintenance expires on 30th April 2025.

2. Details of Proposal or Information

- 2.1 Whilst Open Housing provides repair, servicing, and programmed works functionality, the more stringent requirements of the Social Housing (Regulation) Act 2023, is imposing a greater governance, and data driven approach to the safety, maintenance, and improvement of the Council’s Housing stock and our assets.
- 2.2 In recognition of the developing themes around housing and compliance, and the need for their clients to work in a more dynamic and agile way, Open Housing has been upgraded and rebranded as “One Housing”.
- 2.3 This builds on the success of the Open Housing product, providing enhancements to functionality, improvements to the look and feel, navigation,

and ability for users to customise layouts and format displays and extract data more easily.

- 2.4 These higher requirements, and the even greater need to confidently evidence our compliance, maintenance histories, and data-driven decisions behind our improvement programmes, mean these activities would benefit from One Housing.
- 2.5 Additional modules are now available which ensure greater evidence of compliance with the latest legislative requirements and the Regulator for Social Housing Consumer Standards.
- 2.6 The proposal to migrate the current Open Housing to One Housing, with a number of additional modules will improve functionality as follows:
- Workflow will be a bespoke design to reflect our processes and procedures and will be built around “trigger” points that will activate sets of workflow scripts. This will allow streamlining processes, ensuring information is cascaded to the relevant teams in an efficient manner. Due to inbuilt prompts, it will also hold designated users accountable to set timescales relevant to tasks, improving completion times and in turn tenant satisfaction.
 - TM Stock Condition - This module is required to interlink the current Open Housing stock condition module with Total Mobile. This will enable surveys to be conducted on site with information feeding back to Open Housing and updating component information where required. This will reduce manual inputting of data and create smoother and efficient processes for maintaining stock data.
 - Pro2 – Due to regulatory demand there is more requirement than ever to produce reports and analyse data held within our databases. The Pro2 solution will give us a real-time replication of our Open Housing database and allow reporting against real time data.
 - Tenant Portal / SMS - This provides expansion on our existing OpenAccess Portal that is currently used for Bolsover Homes. The tenant portal will act in a similar way, allowing the user to create an account to log in, from here tenants will be able to access their rent account via a secure login mechanism and interact with us on a self-serving basis to perform tasks such as managing tenancy/occupants, setting up a direct debit, raising a communication/viewing existing communication with the housing team and raising repairs/booking appointments. The SMS element is to facilitate outbound communication to tenants.
- 2.7 The procurement exercise was undertaken, supported by the Council's procurement team. This is available under the KCS (Kent Commercial Services) framework. The Procurement team supports a direct award under this framework, providing the Council best value for money, supporting a new contract term of 5 years. It should be noted that since this was undertaken MRI Real Estate Software has taken over Capita, yet the same terms and conditions, and costings apply.

- 2.8 The full cost of the 5-year contract, which includes annual licence and maintenance support, the purchase and implementation of additional modules and the upgrade to One is £464,599.65. The ongoing annual support totalling £274,879.65 is contained within existing revenue budgets. The Capital expenditure, £189,720 can be funded by available capital receipts.
- 2.9 The Housing Innovation Team will be responsible for working with MRI to help build the new modules to suit the Council's needs, including testing the system and data inputting/checking.

Reasons for Recommendation

- 3.1 It is essential that we have the required annual support for the housing management system. The new One housing system will give us greater functionality, and additional modules will ensure compliance with new legislative requirements.

4 Alternative Options and Reasons for Rejection

- 4.1 To not have annual support for the housing management system is not possible. By not having the additional modules we are reliant on manually updated excel documents which are at risk of non-compliance, loss of data and errors.

RECOMMENDATION(S)

1. Council award a 5-year contract to MRI Real Estate Software for ongoing annual support of the Housing Management System and One System upgrade.
2. Council approves the capital programme be updated to include the capital cost of the One System upgrade, which can be funded by capital receipts.

Approved by Councillor Phil Smith, Portfolio Holder for Housing

IMPLICATIONS:

Finance and Risk		
Details:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<p>The ongoing annual support is contained within existing software budgets. The capital expenditure can be funded by available capital receipts.</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:</p> <p>A compliant public procurement exercise has been followed.</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:</p> <p>The Upgrade and new module implementation will be delivered within existing staffing resource, the Housing Innovation Team.</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: The Council's Housing Service policies incorporate equity and diversity considerations which are implemented by way of the Open Housing and One Housing systems when administering service arrangements.</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: None arising from this report</p>	

DECISION INFORMATION:

<p><input checked="" type="checkbox"/> <i>Please indicate which threshold applies:</i></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 checked="" type="checkbox"/> No <input type="checkbox"/></p>
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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"/>

Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	Yes <input checked="" type="checkbox"/> No <input 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 type="checkbox"/>	

Links to Council Ambition: Customers, Economy, Environment, Housing
Ambition: Customers Priorities: <ul style="list-style-type: none"> ○ Continuous improvement to service delivery through innovation, modernisation and listening to customers. ○ Improving the customer experience and removing barriers to accessing information and services ○ Promoting equality, diversity, and inclusion, and supporting and involving vulnerable and disadvantaged people
Ambition: Housing Priority: <ul style="list-style-type: none"> ○ Building more, good quality, affordable housing, and being a decent landlord

DOCUMENT INFORMATION:

Appendix No	Title
N/A	

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

DECEMBER 2024

BOLSOVER DISTRICT COUNCIL

Meeting of the Executive on 14th April 2025

UK Shared Prosperity Fund

Report of the Portfolio Holder for Devolution

Classification	This report is Public
Contact Officer	Karen Hanson, Chief Executive

PURPOSE/SUMMARY OF REPORT

This report seeks the endorsement from Executive for a delegated decision made with special urgency by the Chief Executive in relation to accepting UK Shared Prosperity Funds (UK SPF) totalling £803,023 from the East Midlands Combined County Authority, to agree the associated investment plan and to make direct awards of contracts where it is expected that an external partner will be delivering supplies or services.

The delegated decision (DD0228/KH/XX0325) is attached as Appendix A to this report. This decision was endorsed at the meeting of the Council's Strategic Commission Board (SCB) held on 7 March 2025.

REPORT DETAILS

1. Background

- 1.1 The Government's prospectus for UK SPF 2025/26 issued in January 2025 stated that EMCCA would be lead authority for UKSPF and would receive the region's allocation of funding for 2025/26.
- 1.2 At previous EMCCA board meetings, no decision has been taken on how any UK SPF funding for 2025/26 would be used but the options under consideration were a mixed model of delivery with some funding shared with local authority delivery partners or all the funding would be used for regional programmes.
- 1.3 The EMCCA Board meeting in February 2025 confirmed that delivery of some of the funding received by EMCCA would be delegated to the non-constituent Councils i.e. Districts and Boroughs (i.e. a mixed model was agreed).
- 1.4 The District will benefit from the additional investment into the local area and therefore, the funding is being accepted.

- 1.5 However, it has been necessary to agree an investment plan at pace because of the date of this decision by EMCCA to allocate funding to the Council in relation to the time allowed to submit an investment plan to draw down the funding and commence activities as early as practicable in 2025/26 and complete those activities by no later than 31 March 2026.
- 1.6 These challenging timelines have also determined the need to consider exemptions to the Council's Contracting Procedure Rules and the need for the urgent decision made by the Chief Executive following SCB on 7 March 2025.

2. Details of Proposal

- 2.1 The following tables set out the details of the investment plan that has been submitted to EMCCA and the proposed suppliers. The following tables also set out a brief description of the activities that will be funded by the Council's allocation of UK SPF for the financial year 2025/26 and delivered from 1 April 2025 to 31 March 2026.

2.2 Revenue Funding (£451,199)

Communities and Place		
Supplier	Programme	Cost
Growth House	A programme of events and community engagement aimed at addressing rising levels of depression and suicide rates across the district (Big Strong Man)	£20,000
Supporting Local Business		
Supplier	Programme	Cost
Filter Free	Extension of business support programme including Business Detox and Business Women in Bolsover	£34,000
Clowne Enterprise	Extension of business support programme for pre-start and start-up businesses	£50,000
Dragonfly (Place Programme)	Housebuilders' Forum to align with Place Programme, NZIP and EMCCA funded activities.	£20,000
Nottingham Trent University	Extension of business support programme for decarbonisation (Net Zero Innovation Programme (NZIP))	£200,000
Platform 31	Extension of business support programme for creatives (Creative Women's Network).	£12,000

People and Skills		
Supplier	Programme	Cost
BCVS	Skill based volunteering project at Pleasley Vale aligned with the Green Generation project and delivered in partnership with Chesterfield College, the Council, Derbyshire Wildlife Trust and Dragonfly Management (Bolsover) Limited.	£30,000
Direct Employment Business Partnership	Extension of training programme for young people at risk of exclusion (Fusion)	£70,000
Administration		
Supplier	Programme	Cost
Bolsover District Council	Administration of the 2025/26 UKSPF programme delivery	£15,199
Total	Revenue Funding	£451,199

2.3 Capital Expenditure (£351,824)

Communities and Place		
Supplier	Programme	Cost
LOCAL	Preliminary works on design and business planning for a creative hub within the district.	£50,000
Supporting Local Business		
Supplier	Programme	Cost
Business Growth Team Dragonfly Management (Bolsover) Ltd	Extension of Business Growth Grant	£301,824
Total	Capital Expenditure	£351,824
Total Funding Allocation		£451,199 + £351,824 = £803,023

3. Reasons for Recommendation

- 3.1 Accepting the funding is in the best interests of the District and by doing so, the Council will receive the funding to support and enhance the place, its residents and the local economy.

3.2 The investment plan was agreed taking these factors into account and with particular regard to:

- (i) the National Framework and the advice issued by EMCCA;
- (ii) 4% of the funding can be used to cover the cost of administration including commissioning, monitoring, reporting and evaluation of projects;
- (iii) the outputs achieved by the previous years' programmes and the status of those projects;
- (iv) the availability of match funding and the Council's priorities and ambitions; and
- (v) the deliverability, achievable outputs and realistic outcomes of potential projects and/or extension of existing programmes.

3.3 Taking into account the extreme urgency required to commence delivery from 1 April 2025 and to ensure completion of projects by 31 March 2026, and taking into account a direct award for the suppliers named in the investment plan is either justified by:

- i. the acquisition of a unique artistic work or performance;
- ii. dependency on the unique intellectual property or exclusive rights of the supplier; or
- iii. for additional deliveries by the original supplier under an existing contract;

3.4 Exemptions from the Council's Procurement Rules are considered to be reasonably necessary on this occasion. The relevant exemptions are:

4.8.4(d) The contract is the execution of work or the supply of goods or services to be required so urgently as preclude the invitation of tenders; and

4.8.4 (e) The contract relates to the commissioning of projects funded by external grant where, for example, there is no (or insufficient) marketplace to tender for the supply of goods, services or works required.

3.5 The use of an urgent decision was considered reasonable and necessary to meet EMCCA's requirements, secure the funding and provide clarity on the investment plan to allow the Council to draw down its allocation of UK SPF funding for 2025/26.

4 Alternative Options and Reasons for Rejection

4.1 The option not to accept the funding was rejected because the Council can demonstrate it can deliver a range of activities that meet the eligibility criteria within the timelines and those activities will deliver significant social, economic and environmental benefits for the District.

4.2 The option to consult more widely on the Investment Plan was rejected because of the limited time for submission, also taking into account the status of existing UK SPF activities that have already closed down, or are in the process of closing down, and the relatively limited amount of funding available.

4.3 The option to commission activities through Bolsover Partnership, issue invitations to tender and/or request quotations more widely was rejected with

regards to the extreme urgency required for decision making and for contracting the identified activities.

- 4.4 Alternative activities or actionable alternative processes for the administration of UK SPF were not otherwise identified at the meeting of the Council's Strategic Commissioning Board on 7 March 2025.
- 4.5 The option not to issue a delegated decision was rejected because of the special urgency required to ensure the Council would receive the funding and be able to submit an appropriate investment plan within the timelines specified by EMCCA.

RECOMMENDATION(S)

1. To endorse the delegated decision made with special urgency by the Chief Executive in relation to accepting UK Shared Prosperity Funds (UK SPF) totalling £803,023 from the East Midlands Combined County Authority.
2. To endorse the associated investment plan agreed by the Council's Strategic Commissioning Board on 7 March 2025 and to make direct awards of contracts where required in accordance with the Council's procurement rules requirements.

Approved by Councillor John Ritchie, Portfolio Holder for Devolution

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input type="checkbox"/> No <input type="checkbox"/>		
Details:		
All expenditure is covered by external grant, so there are no additional financial implications for the Council.		
On behalf of the Section 151 Officer		
<u>Legal (including Data Protection)</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Details:		
An extensive grant funding agreement has been issued from EMCCA to the local authority, which will be signed to confirm the funding.		
Contracts and/or Service Level Agreements will be required between the Council and delivery partners, setting out the funding, forecast outputs and outcomes and additional conditions, where required.		
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 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 checked="" type="checkbox"/>
Details:	
There are no equality, diversity or consultation implications arising directly from this report	
<u>Environment</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Details:	
There are no environment implications arising directly from this report	

DECISION INFORMATION:

<input checked="" type="checkbox"/> Please indicate which threshold applies:	
Is the decision a Key Decision? A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds:	Yes <input 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 checked="" type="checkbox"/> (b) <input type="checkbox"/>
Capital (a) Results in the Council making Capital Income of £150,000 or more or (b) Results in the Council incurring Capital Expenditure of £150,000 or more.	(a) <input checked="" type="checkbox"/> (b) <input type="checkbox"/>
District Wards Significantly Affected: <i>(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)</i> Please state below which wards are affected or tick All if all wards are affected:	All <input checked="" type="checkbox"/>

Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If No, is the call-in period to be waived in respect of the decision(s) proposed within this report? <i>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Consultation carried out: <i>(this is any consultation carried out prior to the report being presented for approval)</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Leader <input checked="" type="checkbox"/> Deputy Leader <input checked="" type="checkbox"/> Executive <input 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"/>	

Links to Council Ambition: Customers, Economy, Environment, Housing
The projects commissioned align to the Council's ambitions, particularly those relating to the economy and environment.

DOCUMENT INFORMATION:

Appendix No	Title
Appendix A	Delegated decision (DD0228/KH/XX0325)

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>
UKSPF Report to the Council's Strategic Commissioning Board on 7 March 2025

DECEMBER 2024

**BOLSOVER DISTRICT COUNCIL
DELEGATED DECISION NOTICE**

RECORD OF DECISION TAKEN BY THE CHIEF EXECUTIVE

10 MARCH 2025

**ACCEPTANCE AND OF £803,022 UK SHARED PROSPERITY
FUNDING FOR 2025/26 FROM THE EAST MIDLANDS COMBINED
COUNTY AUTHORITY, AGREEMENT OF THE INVESTMENT PLAN
FOR UK SPF 2025/26 AND AUTHORISATION OF DIRECT AWARDS
OF THE ASSOCIATED CONTRACTS.**

NAME OF OFFICER COMPLETING THIS FORM CHRIS FRIDLINGTON	
POSITION DIRECTOR FOR CORPORATE POLICY, DEVOLUTION & DEVELOPMENT	
DATE 10 MARCH 2025	
Authority for Decision (from the Constitution)	<p>The Chief Executive has the following power to accept the UK SPF funding delegated to Bolsover District Council from the lead authority, the East Midlands Combined County Authority (EMCCA) which is above key decision level (£803,022):</p> <p><i>4.10.10(43) To agree to the receipt of any external funding and the acceptance of any associated funding conditions.</i></p> <p>The Chief Executive has the following power to agree the investment plan:</p> <p><i>4.10.10(13) If there is an urgent need for a commercial decision, following consultation with the Leader and/or Deputy Leader and the relevant Portfolio Holder, to make the decision and endorsement will be sought from the Executive or Council as appropriate.</i></p> <p>The following power allows the Chief Executive, Directors and Assistant Directors to make a direct award of a contract, subject to demonstrating that award is an eligible exemption to the Council's Procurement Rules:</p> <p><i>4.10.9 (17) To award a contract without following one of the normal procedures within part 4.8.3 of the Council's Procurement Rules</i></p>

	<i>provided that one of the exemptions in part 4.8.4 of the Rules can be applied and the provisions of part 4.8.4 are met.</i>
Decision	<p>At the EMCCA Board on 10 February 2025, it was confirmed that EMCCA (in their capacity as lead authority for UK SPF 2025/26) would allocate a share of their total allocation of £25.17m of UK SPF for delegated regional delivery over the next financial year.</p> <p>At the same meeting, EMCCA confirmed that local authorities were required to manage the delegated delivery of UK SPF funding, and that Bolsover District Council will receive £803,022 in total for 2025/26 and this will be made up of £351,824 capital expenditure and £451,199 revenue funding.</p> <p>EMCCA require submission of an investment plan by 1 April 2025 prior to the draw down of the funding and all funded activities will need to be completed by 31 March 2026.</p> <p>The decision made is to accept the funding from EMCCA, to agree the attached investment plan and to make direct awards of contracts where it is expected that an external partner will be delivering supplies or services.</p> <p>The Investment Plan is attached to this decision as Appendix A (below).</p>
Reason(s) for decision:	<p>The Government's prospectus for UK SPF 2025/26 issued in January 2025 stated that EMCCA would be lead authority for UKSPF and would receive the region's allocation of funding for 2025/26.</p> <p>At previous EMCCA board meetings, no decision has been taken on how any UK SPF funding for 2025/26 would be used but the options under consideration were a mixed model of delivery with some funding shared with local authority delivery partners or all the funding would be used for regional programmes.</p> <p>The EMCCA Board meeting in February 2025 confirmed that delivery of some of the funding received by EMCCA would be delegated to the non-constituent Councils i.e. Districts and Boroughs (i.e. a mixed model was agreed).</p> <p>The District will benefit from the additional investment into the local area and therefore, the funding is being accepted.</p> <p>However, it has been necessary to agree an investment plan at pace because of the date of this decision by EMCCA to allocate funding to the Council in relation to the time allowed to submit an investment</p>

	<p>plan to draw down the funding and commence activities as early as practicable in 2025/26 and complete those activities by no later than 31 March 2026.</p> <p>The investment plan was agreed taking these factors into account and with particular regard to:</p> <ul style="list-style-type: none"> (i) the National Framework and the advice issued by EMCCA; (ii) 4% of the funding can be used to cover the cost of administration including commissioning, monitoring, reporting and evaluation of projects; (iii) the outputs achieved by the previous years' programmes and the status of those projects; (iv) the availability of match funding and the Council's priorities and ambitions; and (v) the deliverability, achievable outputs and realistic outcomes of potential projects and/or extension of existing programmes. <p>Taking into account the extreme urgency required to commence delivery from 1 April 2025 and to ensure completion of projects by 31 March 2026, and taking into account a direct award for the suppliers named in the investment plan is either justified by:</p> <ul style="list-style-type: none"> i. the acquisition of a unique artistic work or performance; ii. dependency on the unique intellectual property or exclusive rights of the supplier; or iii. for additional deliveries by the original supplier under an existing contract; <p>Exemptions from the Council's Procurement Rules are considered to be reasonably necessary on this occasion. The relevant exemptions are:</p> <p>4.8.4(d) The contract is the execution of work or the supply of goods or services to be required so urgently as preclude the invitation of tenders; and</p> <p>4.8.4 (e) The contract relates to the commissioning of projects funded by external grant where, for example, there is no (or insufficient) marketplace to tender for the supply of goods, services or works required.</p> <p>This decision was endorsed by the Council's Strategic Commissioning Board at a meeting held on 7 March 2025.</p>
<p>Alternative options and</p>	<p>The option not to accept the funding was rejected because the Council can demonstrate it can deliver a range of activities that meet the eligibility criteria within the timelines and those activities will</p>

reason(s) for rejection:	<p>deliver significant social, economic and environmental benefits for the District.</p> <p>The option to consult more widely on the Investment Plan was rejected because of the limited time for submission also taking into account the status of existing UK SPF activities that have already closed down are in the process of closing down and the relatively limited amount of funding available.</p> <p>The option to commission activities through Bolsover Partnership, issue invitations to tender and/or request quotations more widely was rejected with regards to the extreme urgency required for decision making and for contracting the identified activities.</p> <p>Alternative activities or actionable alternative processes for the administration of UK SPF were not otherwise identified at the meeting of the Council's Strategic Commissioning Board on 7 March 2025.</p>
Conflicts of interest and any dispensation:	The Constitution allows dispensation for an urgent decision on this case. There are no identified conflicts of interest.

PLEASE COMPLETE THE FOLLOWING DECISION INFORMATION:

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

Authorising Signature

A handwritten signature in black ink, appearing to read "K. Hanson".

Unique Reference Number: DD0228/KH/XX0325
(this will be provided by Governance)

Date decision may be implemented N/A as taken under special urgency provisions
(this is following the call-in deadline date, if call-in is applicable - only Key Decisions may be called in)

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

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

Method by which items may be called-in:

By completion of a form available from the Governance Team.

Recording of called-in items:

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

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