

The Arc  
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Clowne  
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To: Chair & Members of the Council

Contact: Angelika Kaufhold

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Tuesday, 13 May 2025

Email: [angelika.kaufhold@bolsover.gov.uk](mailto:angelika.kaufhold@bolsover.gov.uk)

Dear Councillor

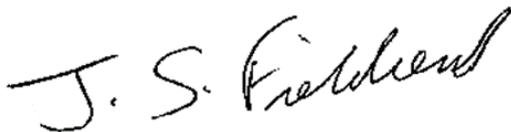
**COUNCIL**

You are hereby summoned to attend a meeting of the Council of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Wednesday, 21st May, 2025 at the rising of Annual Council.

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

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

Yours faithfully



Solicitor to the Council & Monitoring Officer

## **Equalities Statement**

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

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

### **Access for All statement**

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

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

# COUNCIL AGENDA

*Wednesday, 21st May, 2025 at the rising of Annual Council taking place in the Council Chamber, The Arc, Clowne*

Item No.		Page No.(s)
1.	<b>Apologies For Absence</b>	
2.	<b>Declarations of Interest</b>	
	Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:	
	a) any business on the agenda	
	b) any matters arising out of those items	
	and if appropriate, withdraw from the meeting at the relevant time.	
3.	<b>Chair's Announcements</b>	
	To receive any announcements that the Chair of the Council may desire to lay before the meeting.	
	<b><u>RECOMMENDED ITEMS</u></b>	
	To receive any items recommended for Council consideration from meetings of the Executive or Committees.	
4.	<b>Recommendations from Employment and Personnel Committee</b>	4 - 8
	<b><u>REPORTS OF PORTFOLIO HOLDERS</u></b>	
	To give consideration to reports of the Leader and Portfolio Holders for decision.	
5.	<b>Auditor's Annual Report 2023/24</b>	9 - 60
6.	<b>Updating the Council's Pay Agreement</b>	61 - 85
7.	<b>Preventing Sexual Harassment Policy</b>	86 - 104
8.	<b>Housing Management System</b>	105 - 109
9.	<b>Appointment of Member Champions</b>	110 - 114
10.	<b>Chairman's Closing Remarks</b>	



## BOLSOVER DISTRICT COUNCIL

### Meeting of Council on 21<sup>st</sup> May 2025

#### Recommendations of the Employment and Personnel Committee

#### Report from the Employment and Personnel Committee

<b>Classification</b>	This report is Public
<b>Contact Officer</b>	Angelika Kaufhold Governance and Civic Manager

#### PURPOSE/SUMMARY OF REPORT

For Council to consider the proposals made and agreed at the Employment and Personnel Committee on 24<sup>th</sup> April 2025 for establishment of three posts.

Council's role is to agree the budget implications following full scrutiny of the proposals put to the Employment and Personnel Committee.

#### REPORT DETAILS

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

- 1.1 At its meeting on 24<sup>th</sup> April 2025, the Employment and Personnel Committee considered proposals for changes to the Council's establishment.
- 1.2 The remit of the Committee is to consider and deal with issues relating to the Council's establishment structure and employees, and to recommend to Council in relation to any growth in the establishment resulting in budgetary increase.
- 1.3 The three proposals were considered in detail at the Employment and Personnel Committee and now Council needs to consider the budgetary increase to establish these posts. The posts are:
  - a) Career Graded Planning Policy Officer
  - b) Housing Performance Manager
  - c) Temporary Accommodation Officer
- 1.4 The reports and minutes of the Employment and Personnel Committee meeting are not appended to this report but are available to Members on the Council's website or on request from the Governance Team.

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

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

Grade 4 - £33,329.90 - £35,014.88

Grade 6 - £40,546.76 - £43,627.35

Grade 7 - £44,768.37 - £48,393.09

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

## **3. Reasons for Recommendation**

- 3.1 The proposals have been fully considered by the Employment and Personnel Committee who agreed with the reasons and the rationale for changes to the services and therefore recommend to Council increases in the Council's General Fund and the HRA budgets to fund the additional posts.

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

- 4.1 Council is to consider the financial implications only. Council may choose to approve the recommendations but if rejected this would leave the services under resourced to meet increasing demand.

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## **RECOMMENDATION(S)**

That Council approves the growth in salary budgets as set out in paragraphs 2.1, 2.2 and 2.3 of the report as recommended by the Employment and Personnel Committee on 24<sup>th</sup> April 2025.

**Approved by the Employment and Personnel Committee on 24 April 2025**

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**IMPLICATIONS:**

<b><u>Finance and Risk</u></b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Details:</b>  Career Graded Planning Policy Officer post – the total cost for the additionality for this post based on the established posts job evaluation at Grade 4, 6 and 7 as follows: Grade 4 - £33,329.90 - £35,014.88 Grade 6 - £40,546.76 – £43,627.35 Grade 7 - £44,768.37 – 48,393.09  Housing Performance Manager – Permanent Post - The proposal would mean an additional expenditure of between £52,799 (bottom of Grade 8) to £59,162 ( top of Grade 8) from 2025-26 to the Housing Revenue Account. Salary costs can be met from within existing resources for year 1 and will be an increased cost to the HRA from year 2.  Temporary Accommodation Officer – the cost to general fund would be £47,147 per annum, subject to pay awards and increments. This can be fully funded until May 2026 out an existing Domestic Abuse Burdens Grant.  <p style="text-align: right;">On behalf of the Section 151 Officer</p>		
<b><u>Legal (including Data Protection)</u></b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Details:</b> There are no legal implications arising from this report.  <p style="text-align: right;">On behalf of the Solicitor to the Council</p>		
<b><u>Staffing</u></b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Details:</b> The Council’s policies and procedures will be followed for recruitment of these posts.  <p style="text-align: right;">On behalf of the Head of Paid Service</p>		
<b><u>Equality and Diversity, and Consultation</u></b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Details:</b> None.		
<b><u>Environment</u></b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment. <b>Details:</b> None.		

**DECISION INFORMATION:**

<p><input checked="" type="checkbox"/> <b>Please indicate which threshold applies:</b></p> <p><b>Is the decision a Key Decision?</b> 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><b>Revenue (a)</b> Results in the Council making Revenue Savings of £75,000 or more or <b>(b)</b> Results in the Council incurring Revenue Expenditure of £75,000 or more.</p> <p><b>Capital (a)</b> Results in the Council making Capital Income of £150,000 or more or <b>(b)</b> Results in the Council incurring Capital Expenditure of £150,000 or more.</p> <p><b>District Wards Significantly Affected:</b> <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 <b>All</b> if all wards are affected:</p>	<p>Yes <input type="checkbox"/>      No <input checked="" type="checkbox"/></p> <p>(a) <input type="checkbox"/>      (b) <input type="checkbox"/></p> <p>(a) <input type="checkbox"/>      (b) <input type="checkbox"/></p> <p>All <input type="checkbox"/></p>
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<p><b>Is the decision subject to Call-In?</b> <i>(Only Key Decisions are subject to Call-In)</i></p> <p>If <b>No</b>, is the call-in period to be waived in respect of the decision(s) proposed within this report? <b>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</b></p> <p><b>Consultation carried out:</b> <i>(this is any consultation carried out prior to the report being presented for approval)</i></p> <p>Leader <input checked="" type="checkbox"/>    Deputy Leader <input checked="" type="checkbox"/>    Executive <input type="checkbox"/>    SLT <input type="checkbox"/>          Relevant Service Manager <input type="checkbox"/>    Members <input type="checkbox"/>    Public <input type="checkbox"/>          Other <input type="checkbox"/></p>	<p>Yes <input type="checkbox"/>      No <input checked="" type="checkbox"/></p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p>
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**Links to Council Ambition: Customers, Economy, Environment, Housing**

Customers – providing excellent and accessible services

**DOCUMENT INFORMATION:**

<b>Appendix No</b>	<b>Title</b>

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



**Bolsover District Council**

**Council**

**21<sup>st</sup> May 2025**

**Auditor’s Annual Report – 2023/24**

**Report of the Portfolio Holder for Resources**

<b>Classification</b>	This report is public.
<b>Contact Officer</b>	Theresa Fletcher Director of Finance & Section 151 Officer

**PURPOSE / SUMMARY**

For Council to consider the Auditor’s Annual Report in respect of 2023/24 at **Appendix 1**, which has been prepared by Forvis Mazars for consideration by Elected Members of the Council and other stakeholders.

**REPORT DETAILS**

**1 Introduction**

- 1.1 The Council’s External Auditor Forvis Mazars gave a disclaimer of opinion on the Council’s financial statements for 2023/24, which included group accounts for the first time, on the 21<sup>st</sup> of February 2025. This means the report did not express an opinion on the financial statements and no assurance was provided.
- 1.2 At the Audit Committee on the 12<sup>th</sup> of March 2024, it was reported to Audit Committee about the local audit delays, the consultation on clearing the backlog of audits and the proposals for the future to ensure the timely audits for the sector.
- 1.3 On the 22<sup>nd</sup> of January 2025, an update to the March report was provided based on the Chartered Institute of Public Finance and Accountancy (CIPFA) document ‘The local audit backstop - key questions answered for audit committee members.’ This document is attached as **Appendix 2** for Member’s information and further reading.
- 1.4 The statement of accounts which now includes group financial statements, must be completed by the Council’s finance team and be ready for sign off by the Section 151 Officer by the 30<sup>th</sup> of June each year under revised rules.
- 1.5 The accounts were completed and signed off by the Section 151 Officer on the 2<sup>nd</sup> of July 2024. This was over a month past the (then) statutory deadline, but

our auditors agreed we should wait to include the correct Pension Fund information rather than include estimates of the figures. We had to wait almost 12 weeks for the Pension Fund valuation showing Dragonfly separated from the Council. We were also delayed due to not receiving the draft Dragonfly financial statements from their auditors on time. The decision was made to include estimates of the Dragonfly financial statements to avoid any further delay.

- 1.6 To clear the backlog of local audits a schedule of backstop dates was imposed on Councils and Auditors. The first backstop date of 13<sup>th</sup> of December 2024 was to ensure audits for financial statements for financial years up to and including 2022/23 were concluded, this did not apply to us as our 2022/23 accounts were signed off on the 28<sup>th</sup> of March 2024.
- 1.7 The backstop date for the sign off of 2023/24 financial statements was the 28<sup>th</sup> of February 2025. The Council received the Dragonfly audited financial statements from their auditors during February 2025.
- 1.8 The Council's auditors Forvis Mazars, 'were unable to complete the audit procedures necessary to obtain sufficient appropriate audit evidence on which to base an opinion before the date the Council had to publish the financial statements for 2023/24.' This is the reason for the disclaimed opinion.
- 1.9 Forvis Mazars now need to rebuild assurance over the Council's group financial statements for 2023/24. It is currently unknown by all parties what this will entail, but it is not expected that it will cause issues for the 2024/25 final accounts process by the finance team. In addition, Dragonfly have already appointed a new auditor, and they are already working with them to improve the timeliness of the production of their financial statements, to ensure the 2024/25 deadlines can be met.
- 1.10 That Council consider **Appendix 1** from the Council's External Auditor, Forvis Mazars.

## **2 Reasons for Recommendation**

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

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

- 3.1 A copy of the Auditor's Annual Report is available on the Council's website and was presented by Forvis Mazars, to the Audit Committee at its Extraordinary meeting on the 20<sup>th</sup> of February 2025. Together with inclusion on this Council agenda these measures should help ensure an appropriate level of consideration by Elected Members and other stakeholders.
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## RECOMMENDATIONS

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

Approved by Councillor Clive Moesby, Portfolio Holder for Resources

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### **IMPLICATIONS.**

**Finance and Risk:**            Yes         No

**Details:**

There are no additional financial implications arising from this report.

On behalf of the Section 151 Officer

**Legal (including Data Protection):**    Yes         No

**Details:**

None arising directly from this report.

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

On behalf of the Solicitor to the Council

**Environment:**

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

**Details:**

Not applicable to this report

**Staffing:**        Yes         No

**Details:**

None arising directly from this report.

On behalf of the Head of Paid Service

## DECISION INFORMATION

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

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

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

DOCUMENT INFORMATION	
Appendix No	Title
1	Auditor's Annual Report – year ended 31 March 2024
2	The local audit backstop – key questions answered for audit committee members

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



Auditor's Annual Report  
Bolsover District Council – year ended 31 March 2024

February 2025

# Contents

01	Introduction
02	Audit of the financial statements
03	Commentary on VFM arrangements
04	Other reporting responsibilities
05	Audit fees and other services
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A	Appendix A: Further information on our audit of the financial statements

Our reports are prepared in the context of the 'Statement of Responsibilities of auditors and audited bodies' and the 'Appointing Person Terms of Appointment' issued by Public Sector Audit Appointments Limited.

Reports and letters prepared by appointed auditors and addressed to the Council are prepared for the sole use of the Council and we take no responsibility to any member or officer in their individual capacity or to any third party.

Forvis Mazars LLP – Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Tel: 0191 383 6300 – Fax: 0191 383 6350 – [www.forvismazars.com/uk](http://www.forvismazars.com/uk)

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# 01

Introduction

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# Introduction

## Purpose of the Auditor's Annual Report

Our Auditor's Annual Report (AAR) summarises the work we have undertaken as the auditor for Bolsover District Council ('the Council') for the year ended 31 March 2024. Although this report is addressed to the Council, it is designed to be read by a wider audience including members of the public and other external stakeholders.

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

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### Opinion on the financial statements

We issued our audit report on 21 February 2025. Our audit report included a disclaimer of opinion. This means our audit report did not express an opinion on the financial statements and no assurance was provided. It was necessary to issue a disclaimer of opinion as amendments to the Account and Audit Regulations introduced a statutory deadline for publication of the Council's financial statements. We were unable to complete the audit procedures necessary to obtain sufficient appropriate audit evidence on which to base our opinion before the date the Council published its financial statements.



### Value for Money arrangements

In our audit report we reported that we were not satisfied arrangements were in place for the Council to secure economy, efficiency and effectiveness in its use of resources, this is because we issued a recommendation in relation to a significant weakness in those arrangements that is relevant to the 2023/24 financial year. Section 3 provides our commentary on the Council's arrangements and a summary of our recommendations and the weaknesses identified.



### Wider reporting responsibilities

We are unable to complete our work on the Council's Whole of Government Accounts return until we have been provided with group instructions by the NAO and clearance on whether we will be required to undertake additional procedures as a sampled component.

# 02

## Audit of the financial statements

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# Audit of the financial statements

## Our audit of the financial statements

Our audit was conducted in accordance with the requirements of the Code, and International Standards on Auditing (ISAs). The purpose of our audit is to provide reasonable assurance to users that the financial statements are free from material error. Amendments to the Accounts and Audit Regulations introduced a deadline for publication of local authorities' audited 2023-24 financial statements. Prior to issuing our audit report, the ISAs require us to determine whether we have obtained sufficient appropriate audit evidence based on the audit procedures completed at that date. We concluded we had not obtained sufficient appropriate audit evidence to enable us to express an opinion on whether the financial statements present a true and fair view and have been prepared, in all material respects, in line with the Code of Practice on Local Authority Accounting. Consequently, as required by the ISAs, we modified our audit report and issued a disclaimer of opinion. This means, in our audit report issued on 21 February 2025, we have not expressed an opinion on the Council's financial statements.

A summary of the significant risks we identified when undertaking our audit of the financial statements and the conclusions we reached on each of these is outlined in Appendix A. In this appendix we also outline the uncorrected misstatements we identified and any internal control recommendations we made.

## Qualitative aspects of the Council's accounting practices

We have reviewed the Council's accounting policies and disclosures and concluded they comply with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2023/24 appropriately tailored to the Council's circumstances.

Draft accounts were received from the Council in July 2024. Whilst the Council's Financial statements were of a good quality, the Group financial statements included material errors and the Council was unable to provide sufficient, appropriate evidence to support the figures in the Group financial statements were free from material misstatement. Further detail is provided in Appendix A of this report

## Significant difficulties during the audit

During the course of the audit we did not encounter any significant difficulties, and we have had the full co-operation of management.

## Other reporting responsibilities

Reporting responsibility	Outcome
<b>Narrative Report</b>	We did not identify any significant inconsistencies between the content of the annual report and our knowledge of the Council
<b>Annual Governance Statement</b>	We did not identify any matters where, in our opinion, the governance statement did not comply with the guidance issued by CIPFA/LASAAC Code of Practice on Local Authority Accounting.
<b>Wider responsibilities</b>	<p>Our powers and responsibilities under the 2014 Act are broad and include the ability to:</p> <ul style="list-style-type: none"><li>• issue a report in the public interest;</li><li>• make statutory recommendations that must be considered and responded to publicly;</li><li>• apply to the court for a declaration that an item of account is contrary to law; and</li><li>• issue an advisory notice under schedule 8 of the 2014 Act.</li></ul> <p>We have not exercised any of these powers as part of our 2023/24 audit.</p>

# 03

Our work on Value for Money  
arrangements

# VFM arrangements

## Overall Summary

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# VFM arrangements – Overall summary

## Approach to Value for Money arrangements work

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



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



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



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

Our work is carried out in three main phases.

### Phase 1 - Planning and risk assessment

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

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

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

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

### Phase 2 - Additional risk-based procedures and evaluation

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

We outline the risks that we have identified and the work we have done to address those risks on page 21

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

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

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

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

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

# VFM arrangements – Overall summary

## Overall summary by reporting criteria

Reporting criteria	Commentary page reference	Identified risks of significant weakness?	Actual significant weaknesses identified?	Other recommendations made?
 <b>Financial sustainability</b>	11-14	No	No	Yes – see commentary on page 12
 <b>Governance</b>	15-17	Yes – see risk on page 16	Yes – see recommendation on page 21	No
 <b>Improving economy, efficiency and effectiveness</b>	18-19	No	No	No

# VFM arrangements

## Financial Sustainability

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



# VFM arrangements – Financial Sustainability

## Overall commentary on Financial Sustainability

### Position brought forward from 2022/23

There are no indications of a significant weakness in the Council's arrangements for financial sustainability brought forward from 2022/23. The Council's underlying arrangements in relation to financial sustainability are not significantly different in 2023/24.

### Overall responsibilities for financial governance

We have reviewed the Council's overall governance framework, including Council and committee reports, the Annual Governance Statement, and Statement of Accounts for 2023/24. These confirm the Council undertook its responsibility to define the strategic aims and objectives, approve budgets and monitor financial performance against budgets and plan to best meet the needs of the Council's service users.

### The Council's financial planning and monitoring arrangements

Through our review of Council and committee reports, meetings with management and relevant work performed on the financial statements, we are satisfied that the Council's arrangements for budget monitoring remain appropriate, including reporting to Members. On the 30th January 2023 the council presented the Medium Term Financial Plan (MTFP) which showed a balanced budget for 2023/24. In its MTFP the council projected deficits where this would be funded by contributions from reserves, below we have figures from the revised budget for 203/24

Year	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m
Total Spending Requirement	16.684	18.189	18.270	14.094	14.274
Total Funding	16.666	18.189	18.270	14.094	14.274
Funding Gap (Surplus)	0.018	0	0	0	0

### 2023/24 Budget Setting and the Medium-Term Financial Plan

In developing the financial projections, the Council made several assumptions. The major assumptions including, staffing budgets as an estimate for a pay award. Investment income as a result of treasury management decisions has been increased slightly in all years of the MTFP as interest rates are expected to rise. Inflation specific budgets such as energy costs and fuel were amended to reflect anticipated price

changes. With respect to planning fees, a base level for income had been included for all future years of £0.400m. Fees and charges service specific increases were as agreed by Members.

In 2022/23 the Council acquired an interest in a subsidiary Dragonfly Development Limited (DDL) as an investment to improve the Council's financial sustainability in the future whilst improving the provision of sustainable housing in the Bolsover district. A full business case was approved by Council in February 2022. Through review of the 2022/23 MTFP we noted the budget did not include any income and expenditure related to DDL. As a result, a recommendation was made in 2022/23 for inclusion of income and expenditure of DDL in MTFP. In 2023/24 the Council has still not included income and expenditure of DDL in MTFP on the grounds that the accounts were not yet finalised for DDL. Our review of outturn has not indicated a detrimental impact on the Council's position as a result of DDL. However we again recommend that DDL is clearly factored into the MTFP:

#### Other recommendation

We recommend that the Council explicitly includes the MTFP income and expenditure that relates to Dragonfly Development Limited.

We have confirmed that a bimonthly delivery update on Dragonfly is reported to Local Growth Scrutiny Committee. Additionally, the Executive Committee in year started receiving quarterly target performance report of Dragonfly starting Q2 24-25. We understand from discussion with officer the budget/MTFP will include DDL in future years. Based on work completed for the year ended 31 March 2024 we have not identified any matters to indicate any significant weakness in arrangements. We will review the arrangements for DDL further in our work for the year ended 31 March 2025. This will include the financial planning and governance arrangements associated with DDL.

# VFM arrangements – Financial Sustainability

## Overall commentary on the Financial Sustainability reporting criteria – continued

### 2023/24 Statement of Financial Position and Outturn Report

The Council reported its financial outturn position in the 2023/24 Statement of Accounts. The General Fund balance has decreased to £2.001m in line with the MTFP. This was mainly caused by a £0.361m underspend on salaries through vacancy savings and £0.323m additional investment income from favourable business rates.

Directorates	Budget £m	Outturn £m	Variance £m
Community Services Directorate	8.411	7.895	(0.516)
Corporate Resources Directorate	1.594	1.467	(0.126)
Dragonfly Services	2.583	2.407	(0.176)

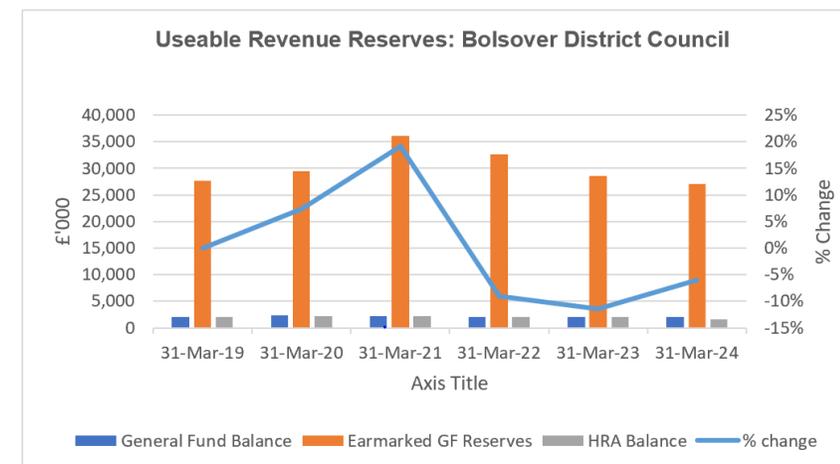
We carried out a high-level analysis of the financial statements subject to our audit, including the Movement in Reserves Statement and our work has not highlighted any risks of a significant weakness in arrangements or indicators of a risk to the Council's financial sustainability.

The Council's usable reserves increased by £0.466m from £49.226m to £49.692 in 2023/24, with:

- General Fund & Earmarked Reserves of £30.571m, down from £32.291m in the prior year
- HRA Reserve of £3.186m, down from £3.473m in 2022/23
- Capital Reserves of £15.935m, up from £13.462m in 2022/23

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

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



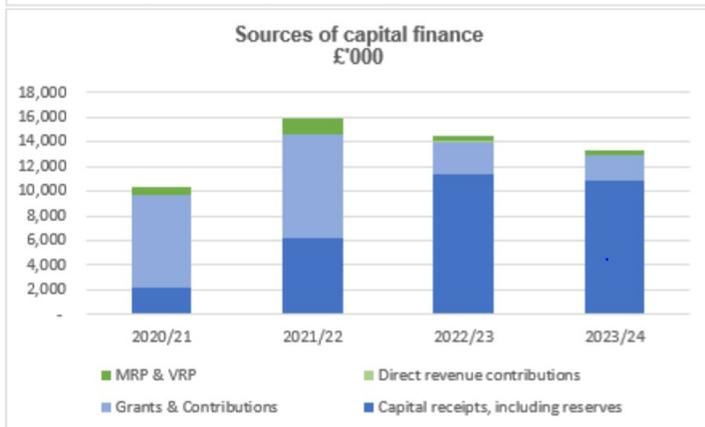
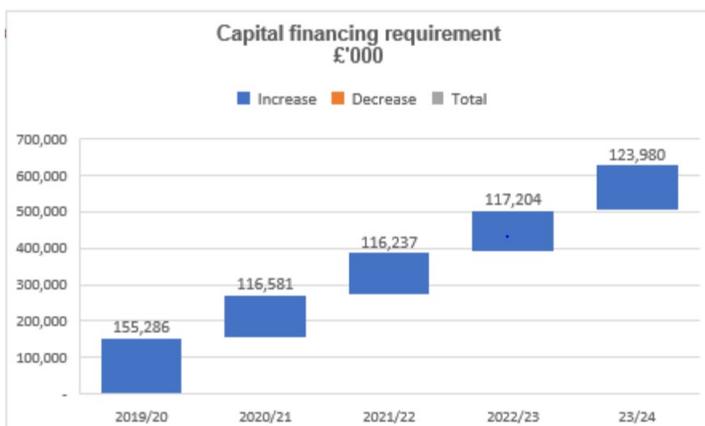
# VFM arrangements – Financial Sustainability

## Overall commentary on the Financial Sustainability reporting criteria – continued

### The Council's capital expenditure and financing

The Council's arrangements for setting and monitoring capital expenditure are consistent with the previous year and we have identified no evidence of a significant weakness in arrangements. We considered the Council's capital financing requirement (CFR) as set out in Note 34 of the financial statements, which has reduced from £155.286m in 2019/20 to £123.980m in 2023/24. We also considered the sources of capital finance in the capital programme, which shows over the past four years capital spend has been mainly financed through grants and contributions.

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In 2023/24, the Council spent £19m on capital additions and £0.5m of REFCUS (Revenue Expenditure Funded from Capital Under Statute). Our detailed testing of capital additions did not identify any issues and we have identified no evidence to indicate a weakness in arrangements impacting financial sustainability.

As part of paying down the capital financing requirement, the Council charged £0.364m to the general fund as a "Minimum Revenue Provision". The duty to make Minimum Revenue Provision (MRP) is an important component of the Prudential Framework to ensure capital expenditure and borrowing can be repaid. The importance and impact of the MRP is often poorly understood outside of finance teams and can lead to significant issues affecting the financial sustainability of a local authority. We reviewed the Council's Policy for 2023/24 and its supporting calculations as part of our work on the financial statements audit and have benchmarked the Council's charge against our database of other district Councils:

Minimum Revenue Provision as a % of the Capital Financing Requirement	2022/23	2023/24
District councils: average	3.4 %	3.4 %
District councils: bottom quartile	1.2 %	0.9 %
Bolsover District Council	7.1 %	4.1 %

The Council's Capital Financing Requirement (CFR) has shown a gradual decrease over the past couple of years with an increase of £6.7m in the current year. The Council MRP including Voluntary Revenue Provision (VRP) has been consistent at approximately £0.700m in the past. In 2022/23 there was a reduction where the MRP was £0.400m with a further reduction to £0.364m in 2023/24. Despite the reduction, the Council's MRP charge is above the average charge amongst other district Councils.

It is important the Council consider the impact of its arrangement with Dragonfly Development Limited on future CFR and in particular the capitalisation regulations. We will consider this as part of our work in future years. We are satisfied the Council's capital expenditure and capital financing does not give rise to a risk of significant weakness in arrangements for the year ended 31 March 2024.

**Overall, we have not identified any evidence to indicate a significant weakness in the Council's arrangements relating to financial sustainability criteria for the year ended 31 March 2024**

# VFM arrangements

## Governance

27

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



# VFM arrangements – Governance

## Risks of significant weaknesses in arrangements in relation to Governance

We have outlined below the risks of significant weaknesses in arrangements that we have identified as part of our continuous planning procedures, and the work undertaken to respond to each of those risks.

Risk of significant weakness in arrangements	Work undertaken and the results of our work
<p><b>Group accounting</b></p> <p>1 In 2023/24 the Council produced group accounts for the first time. During our audit of the group we identified errors and uncertainties in the draft group accounts. There were also delays in the Council obtaining required information necessary for the production of group accounts.</p>	<p><b>Work undertaken</b></p> <p>We have considered the findings of our audit procedures and determine if the matters identified are indicative of a significant weakness in arrangements.</p> <p><b>Results of our work</b></p> <p>See page 21</p>

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## Overall commentary on Governance

### Position brought forward from 2022/23

There are no indications of a significant weakness in the Council's arrangements brought forward from the prior year and the Council's arrangements are not significantly changed since the prior year other than the need to produce group accounts in 2023/24 for the first time.

### The Authority's governance structure

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

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

We have attended the Council's Audit Committee meetings; we have reviewed minutes from the different committees and considered against our understanding of the Council as part of our audit. Our review of Council and Committee papers confirms that a template covering report is used for all reports, ensuring the purpose, strategic context, governance issues, and recommendations are clear. Minutes are published and

reviewed by Committees to evidence the matters discussed, challenge and decisions made. Based on our work, we are satisfied there is no evidence of a weakness in the Council's governance arrangements

### Risk management and internal control

The Council has an established risk management framework and systems in place which are built into the governance structure of the organisation. The Council has embedded risk management by the establishment of a Risk Management Group which is led by Members and attended by senior officers, Internal Audit and health and safety officers. The Group regularly reviews all risk registers, offering challenge to the assessment process. The Group leads on the development and review of all risk related policies, plans and strategies across the Council. These are supported by a Risk Management Strategy which identifies and mitigates the Strategic and Operational risks. We confirmed the Risk Management framework includes a quarterly reporting process to Audit Committee.

The Risk Management approach, both in the identification of risks and the action taken to address the risks, is flexible and has the ability to respond to change. National policies, service delivery arrangements, national and local circumstances, together with Council priorities have, and will continue, to change and evolve over time. The Council's Risk Management focus and arrangements are designed to adjust to ensure that current threats and opportunities are effectively addressed and not stifled by inappropriate risk management arrangements.

# VFM arrangements – Governance

## Overall commentary on the Governance reporting criteria - continued

We have reviewed the risk registers and noted that these are reviewed regularly, with each strategic risk identified being assigned a 'risk owner' supplemented, there to be ownership and accountability. The 'risk owners' would then review their allocated strategic risks at quarterly intervals. Additionally, the strategic risks are also communicated to the Audit for additional scrutiny.

The Council has an annual Internal Audit plan which is agreed with management at the start of the financial year and is reviewed by the Audit Committee prior to final approval.

The audit plan is based on an assessment of risks the Council faces and is designed to ensure there is assurance on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control. The planned work can be supplemented, if necessary, by ad hoc reviews in respect of suspected irregularities and other work commissioned by Officers and Members of the Council where relevant to respond to emerging risks and issues. We have reviewed the Internal Audit plans for 2023/24 and confirmed they are consistent with the risk-based approach.

Internal Audit progress reports are presented to each Audit Committee meeting including follow up reporting on recommendations from previous Internal Audit reports. From our attendance at meetings, we are satisfied this allows the Committee to effectively hold management to account. At the end of each financial year the Head of Internal Audit Consortium provides an opinion based on the work completed during the year. For 2023/24 the Head of Internal Audit report concluded that a reasonable level of assurance could be provided on the overall adequacy and effectiveness of the Council's framework for governance, risk management and control.

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

The Council published unaudited 2023/24 financial statements in July 2024, including the group financial statements. This is the first year of preparing consolidated group accounts, incorporating the financial results of both the Council and its wholly-owned subsidiary companies (collectively referred to as "Dragonfly companies"). However, the draft group accounts contained material errors due to inconsistencies in the

reporting periods for the year ended 31 March 2024 year and prior year balances (year ended 31 March 2023). Further, there were delays in obtaining the draft financial statements of Dragonfly Companies (Dragonfly Development Ltd and Dragonfly Management (Bolsover) Ltd) from their consultants and external auditors to enable the production of final group financial statements. These delays meant the Council was not able to finalise the production of updated group financial statements for 2023/24 financial year until January 2025, a delay of 6 months over the expected timetable. As a result of the delay, we were unable to complete all of our audit procedures before the backstop date of 28th February 2025.

### Governance structure for Dragonfly Development Limited

Dragonfly companies Governance arrangements are set up under the Shareholder Agreement. This included the Shareholder Board. In 2023-24 this Board included the Deputy Leader and two other Councillors. Also, the Council had members on the Dragonfly Boards. These Councillors were the Leader of the Council and other members of the Executive. We understand this changed in 2024-25 and now include 2 executive members and 2 scrutiny members. Shareholder Agreement sets out the Governance arrangements of the company.

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

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

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

**We have identified and reported a significant weakness in arrangements on page 21 of this report. No other matters have been identified to indicate a further significant weakness in the Council's arrangements relating to governance criteria for the year ended 31 March 2024**

# VFM arrangements

## Improving Economy, Efficiency and Effectiveness

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



# VFM arrangements – Improving Economy, Efficiency and Effectiveness

## Overall commentary on Improving Economy, Efficiency and Effectiveness

### Position brought forward from 2022/23

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

### Council Plan and Performance Monitoring

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

The Council has identified the key performance indicators, and target levels of performance, in relation to these priorities. The performance targets are informed by national standards, local benchmarking and experience and subject to initial challenge and confirmation. The Council has in place a performance management framework which includes identified responsibilities of managers and processes for regular performance reporting and corrective action if required. Portfolio holders meet regularly with Assistant Directors and Directors to discuss, amongst other things, the performance of services against targets. Our review of minutes confirmed there was quarterly reporting to the Audit and Corporate Overview Scrutiny Committee and the Executive. These quarterly reports take the form of a dashboard and identify whether the performance is achieved or on/off track. The quarterly reports include an appropriate commentary to explain any significant factors which are affecting performance and actions being taken to correct performance. Based on review of minutes there is evidence of appropriate scrutiny of these reports. We also note that there are no issues noted by the Head of internal Audit that would suggest performance issues.

On an annual basis, the Council's overall performance is summarised in the Narrative Report as part of the

Statement of Accounts. This outlines the Council's progress against its ambitions, highlighting key successes and risk areas. The Narrative Report also includes an agreed plan for subsequent years, including any areas for improvement. This provides the public with an overall assessment of the Council activities for the financial year.

A sample of targets as reported in the Q4 report for 2023/24 have been reviewed and confirmed that this was in line with what has been reported in the narrative report which forms part of the annual financial statements. The quarterly reports demonstrate that performance has been managed throughout the 2023/24 year and any significant variances have been justified. Based on our work we are satisfied there is evidence to demonstrate arrangements are in place for performance monitoring and management at the Council.

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

As noted in the previous section the Council use Dragonfly Development Ltd & Dragonfly Management (Bolsover) Ltd to provide some services to the Council. We confirmed a Dragonfly monthly scrutiny report is presented to Local Growth Scrutiny committee on a monthly basis. This is intended to allow for scrutiny of Dragonfly performance. We are not aware of any significant matters in the performance outcome of Dragonfly in 2023/24 which are indicative of a significant weakness in arrangements. Following a full year of operation we understand from discussions with management they intend to complete a review of the Dragonfly arrangements to ensure governance is operating as intended, related party and conflicts of interests are properly managed and understand if further improvement are required.

**Overall, we have not identified a significant weakness in the Council's arrangements relating to Improving Economy, Efficiency and Effectiveness criteria for the year ended 31 March 2024**

# VFM arrangements

Identified significant weaknesses in arrangements and our recommendations

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# VFM arrangements - Identified significant weaknesses and our recommendations

## Identified significant weaknesses in arrangements and recommendations for improvement

As a result of our work we have identified significant weaknesses in the Council's arrangements to secure economy, efficiency and effectiveness in its use of resources. These identified weaknesses have been outlined in the table below.

Identified significant weakness in arrangements	Financial sustainability	Governance	Improving the 3Es	Recommendation for improvement	Our views on the actions taken to date
<p><b>Accounting and Governance Arrangements of Dragonfly companies</b></p> <p>The Council published its draft statement of accounts for the 2023/24 financial year in July 2024, including group accounts. This is the first year that the Council has been required to prepare group accounts, incorporating the financial results of both the Council and its wholly-owned subsidiary companies (collectively referred to as "Dragonfly companies"). However, the draft group accounts contained material errors due to inconsistencies in the reporting periods for the year ended 31 March 2024 year and prior year balances (year ended 31 March 2023). Further, there were delays in obtaining the financial statements of Dragonfly Companies (Dragonfly Development Ltd and Dragonfly Management (Bolsover) Ltd) from their consultants and external auditors to enable the production of final group accounts. These delays meant the Council was not able to finalise the production of updated group accounts for the 2023/24 financial year until January 2025, a delay of 6 months over the expected timetable. As a result of the delay we were unable to complete our audit procedures before the backstop date of 28<sup>th</sup> February 2025, leading to the Council's statement of accounts being disclaimed.</p> <p>Without proper arrangements to support the production of its draft statement of accounts (which incorporate full range of activities of the Council's group) and the audit of those accounts, the Council risks a continuation of failure to meet the requirement to publish an audited statement of accounts.</p> <p>These matters, in our view, are evidence of a significant weakness in the Council's governance arrangements, in particular how the body ensures its statutory financial reporting requirements for the financial year ended 31 March 2024.</p>		<p>●</p>		<p>The Council should ensure that proper arrangements are established to ensure the timely production of the group statement of accounts, aligning with statutory reporting deadlines. This timetable should be clearly articulated to all stakeholders within the Group.</p>	<p>The officers within Dragonfly were informed of timetable deadline in advance and met them. Dragonfly auditors also agreed in advance the deadlines, but did not adhere to them and caused the delays. For 2024/25, Dragonfly have appointed a new auditor.</p>

## Other reporting responsibilities

# Other reporting responsibilities

## Matters we report by exception

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

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

We have not exercised any of these statutory reporting powers

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

## Reporting to the NAO in respect of Whole of Government Accounts consolidation data

The NAO, as group auditor, requires us to complete the WGA Assurance Statement in respect of its consolidation data. We have not been able to complete this work yet, as we are waiting to receive final group instructions from the NAO.

# Appendices

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

# Appendix A: Further information on our audit of the financial statements

## Significant risks and audit findings

As part of our audit, we identified significant risks to our audit opinion during our risk assessment. The table below summarises these risks. Whilst we planned our audit to address the risks of material misstatement we identified at the planning stage, we did not complete our audit prior to the backstop date. Consequently, we are unable to provide any assurance over individual areas of the financial statements or the financial statements as a whole, nor do we provide assurance over any of the risks we identified at the planning stage of the audit.

Risk	How we addressed the risk	Audit Conclusion
<p><b>37</b></p> <p><b>Management override of controls</b></p> <p>In all entities, management at various levels within an organisation are in a unique position to perpetrate fraud because of their ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Due to the unpredictable way in which such override could occur, we consider there to be a risk of material misstatement due to fraud and thus a significant risk on all audits.</p>	<p>We planned to address this risk through performing audit work over:</p> <ul style="list-style-type: none"> <li>• accounting estimates impacting amounts included in the financial statements;</li> <li>• consideration of identified significant transactions outside the normal course of business; and</li> <li>• journal entries recorded in the general ledger and other adjustments made in preparation of the financial statements</li> </ul>	<p>As a result of the backstop arrangements, we have not completed our work with respect of journals.</p>

# Appendix A: Further information on our audit of the financial statements

## Significant risks and audit findings

Risk	How we addressed the risk	Audit Conclusion
<p><b>Valuation of the LGPS defined benefit pension</b></p> <p>The Council is an employer in the Local Government Pension Scheme, administered on a local level by the Derbyshire Pension Fund.</p> <p>The defined benefit assets and liabilities are significant items in the Council's balance sheet and the Council engages an actuary to perform an annual valuation in accordance with the requirements of IAS 19 Employee Benefits. Due to the high degree of estimation uncertainty associated with this valuation, we have identified a significant risk in this area.</p> <p>As part of our testing, procedures will be performed on the net defined liability held by Dragonfly Development Limited</p>	<p>We planned to address this risk through performing audit work over:</p> <ul style="list-style-type: none"> <li>• Critically assessing the competency, objectivity and independence of the Derbyshire Pension Fund's Actuary;</li> <li>• Liaising with the auditors of the Derbyshire Pension Fund to gain assurance over the design and implementation of the controls in place at the Pension Fund. This will include the processes and controls in place to ensure data provided to the Actuary by the Pension Fund for the purposes of the IAS19 valuation is complete and accurate;</li> <li>• Reviewing the appropriateness of the pension asset and liability valuation methodologies applied by the Pension Fund Actuary, and the key assumptions included within the valuation. This will include comparing them to expected ranges, utilising information by PwC and consulting actuary engaged by the National Audit Office; and</li> <li>• Agreeing the data in the IAS 19 valuation report provided by the Fund Actuary for accounting purposes to the pension accounting entries disclosures in the Council's financial statements. In the event of a pension surplus arising in 23/24, its accounting treatment will require specific consideration under IFRIC 14.</li> </ul>	<p>As a result of the backstop arrangements we have not fully concluded our work.</p>

# Appendix A: Further information on our audit of the financial statements

## Significant risks and audit findings

Risk	How we addressed the risk	Audit Conclusion
<p><b>Valuation of land, buildings, and investment properties</b></p> <p>The financial statements contain material entries on the Balance Sheet as well as material disclosure notes in relation to the Council's holding of land, buildings and investment properties.</p> <p>Although the Council uses a valuation expert to provide information on valuations, there remains a high degree of estimation uncertainty associated with the revaluation of PPE due to the significant judgements and number of variables involved in providing revaluations.</p> <p>We have therefore identified the valuation of land, buildings and investment properties to be an area of significant risk.</p>	<p>We planned to address this risk through performing audit work over:</p> <ul style="list-style-type: none"> <li>• Critically assessing the competency, objectivity and independence of the Derbyshire Pension Fund's Actuary;</li> <li>• Critically assessing the Council's valuer's scope of work, qualifications, objectivity and independence to carry out the required programme of revaluations;</li> <li>• Considering whether the overall revaluation methodologies used by the Council's valuers are in line with industry practice, the CIPFA Code of Practice and the Council's accounting policies;</li> <li>• Assessing whether valuation movements are in line with market expectations by using third party information to provide information on regional valuation trends;</li> <li>• Critically assessing the approach that the Council adopts to ensure that assets not subject to revaluation in 2023/24 are materially correct, including considering the robustness of that approach in light of the valuation information reported by the Council's valuers</li> </ul>	<p>Our work has provided the assurance we sought in each of these areas and has not highlighted any material issues.</p>

# Appendix A: Further information on our audit of the financial statements

## Enhanced risks and audit findings

Risk	How we addressed the risk	Audit Conclusion
<p><b>Group Consolidation</b></p> <p>The Council is consolidating Dragonfly Group (Dragonfly Development Limited and Dragonfly Management) and producing group accounts for the first time in the 2023/24 financial statements. The Council will be required to consolidate their subsidiaries balances on a line-by-line basis and remove intra-group transactions. Being the first year, there is a risk the Council will not identify all consolidation adjustments or the adjustments may be incorrect.</p> <p>We also understand that employees transferred to the Group and consequently there is a risk that costs, assets and liabilities associated with the Dragonfly Group have not been correctly removed from the Council accounts.</p>	<p>We addressed this risk through performing audit work over:</p> <ul style="list-style-type: none"> <li>• Review and assess the controls and processes that the Council has in place to prepare group accounts;</li> <li>• Perform substantive procedures on the consolidation adjustments; and</li> <li>• Perform recalculations on the consolidation schedules to ensure mathematical accuracy</li> </ul> <p>We also planned to test any assets, liabilities and costs transferred to the subsidiaries on the 1 April 2023 to ensure they had been correctly accounted and removed from the Council’s financial statements.</p>	<p>The Group financial statements included material errors and the Council was unable to provide sufficient appropriate evidence to support the figures in the Group financial statements were free from material misstatement.</p> <p>As a result of the backstop arrangements, we have not completed our work in this area.</p>

# Appendix A: Further information on our audit of the financial statements

## Summary of uncorrected misstatements

Details of adjustment	Comprehensive Income and Expenditure Statement		Balance Sheet	
	Dr (£'000)	Cr (£'000)	Dr (£'000)	Cr (£'000)
Dr: Revaluation Reserve			52	
Cr: Property, Plant and Equipment				52
Adjustments due to overstatement in revaluation of property.				
DR: Income	73			
CR: Accrued Income				73
Income recognised in 2023/24 relating to 2024/25 [Extrapolated error]				
<b>Aggregate effect of unadjusted misstatements</b>	<b>73</b>	<b>0</b>	<b>52</b>	<b>125</b>

# Our observations on internal control

## Significant deficiencies in internal control

In our view, the deficiencies in internal control set out in this section result in a potential for financial loss, damage to reputation, or a loss of information. This may have implications for the achievement of business strategic objectives. Our recommendations should be considered for immediate action.

### Description of deficiency

During our testing of Journals, we identified 55 journals posted by the Section 151 Officer. The Council confirmed this was due to Dragonfly incorporation and lack of capacity in the finance team.

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### Potential effects

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

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### Recommendation

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

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### Management response

A new principal accountant post has recently been established and appointed to. We expect the officer to be in post by mid-May. In the meantime, a temporary interim accountant has been with the Council since November to increase capacity. This post will be extended through April and May to ensure there is extra capacity in the finance team throughout the 2024/25 final accounts preparation process. Finally, the Section 151 officer will no longer post any journals.

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# Our observations on internal control

## Other deficiencies in internal control

In our view, there is a need to address the deficiencies in internal control set out in this section (which are not deemed to be significant deficiencies) to strengthen internal control or enhance business efficiency. Our recommendations should be actioned by management in the near future.

### Description of deficiency

#### PPE revaluations

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

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#### Potential effects

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

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#### Recommendation

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

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#### Management response

The Council's valuer has now obtained plans and measurements for the properties identified where this was missing. As part of the 2024/25 year end work, working papers for all assets will be reviewed.

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# Our observations on internal control

## Other deficiencies in internal control

In our view, there is a need to address the deficiencies in internal control set out in this section (which are not deemed to be significant deficiencies) to strengthen internal control or enhance business efficiency. Our recommendations should be actioned by management in the near future.

### Description of deficiency

The Council did not prepare a reconciliation between the payroll system and the employee expenses in the general ledger and financial statements.

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### Potential effects

There is a risk that payroll expenditure could be incomplete, or that items could be misclassified in the financial statements between employee expenses and other expenditure

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### Recommendation

The Council should prepare a year-end reconciliation between the employee expenses value in the financial statements, and the payroll system.

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### Management response

This reconciliation was omitted in error for 2023/24 following the retirement of a long-standing member of the finance team. This reconciliation will be performed throughout the year for 2024/25, and a year end reconciliation will be provided at audit.

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## Follow up on previous year recommendations

### Description of deficiency

The Council holds its investment in subsidiary at fair value through profit and loss in its single entity accounts. Through review of this area during the audit we noted that despite the Council's accounting policy the Council has not performed fair valuation of its investment in Dragonfly Development Ltd as at 31 March 2023. The investment has been disclosed at cost (£364k). Based on our review and nature of the investment, we note that the value disclosed is not materially different to what would be considered the fair value of the subsidiary.

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### Potential effects

Non-compliance with the Council's accounting policy could lead to a material misstatement in the accounts.

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### 4 Recommendation

The Council should ensure that the subsidiary is fairly valued at each reporting date. This assessment should be clearly documented, and the assumptions used should be readily available for audit.

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### 2023/24 update

Our work in 2023/24 has not identified any matters to report

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# Contact

## Forvis Mazars

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# Audit Committee Update

Helping audit committees to be effective

**Issue 41**  
**December 2024**

**The local audit backstop – key questions answered for audit committee members**

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## Introduction

Dear audit committee member,

Welcome to the latest issue of Audit Committee Update from the [CIPFA Better Governance Forum](#). This resource aims to support audit committee members in their role by helping to keep them up to date.

In this issue, we consider the local audit backstop arrangements for English authorities. We explain key terms, what is happening and when, and how audit committees can help.

I hope you will find this issue interesting and helpful in your work on the committee.

Best wishes.

**Diana Melville**

CIPFA Better Governance Forum

## Sharing this document

Please circulate this briefing widely to your organisation's audit committee members and colleagues. It can also be placed on an intranet.

Audit Committee Update is covered by CIPFA's copyright and so should not be published on the internet without CIPFA's permission. This includes the public agendas of audit committees.

This issue is open to all, but other issues of Audit Committee Update are restricted to the organisations that subscribe to the Better Governance Forum.

## Receive our briefings directly

A link to this briefing will be included in the CIPFA Better Governance Forum subscribers' newsletter. It can then be shared with that organisation's audit committee members.

If you have an organisational email address (for example, [jsmith@mycouncil.gov.uk](mailto:jsmith@mycouncil.gov.uk)), then you will also be able to register on our website and download any of our guides and briefings directly. To register, please visit [cipfa.org/register](http://cipfa.org/register).

# Local audit backstop

## Frequently asked questions

This article will help audit committee members understand the changes to internal audit standards and the transition your team will be making.

### What are the key facts we need to know?

The backstop dates are a nationwide measure to address the backlog of incomplete audits of financial statements across local government in England.

They have been introduced as a way to reset the system and assist a return to a regular process of timely audit and publication of financial statements.

How your authority is affected depends on how many financial years' statements are outstanding.

The key dates are as follows:

Financial year	Statutory backstop date
2022/23 and before	13 December 2024
2023/24	28 February 2025
2024/25	27 February 2026
2025/26	31 January 2027
2026/27	30 November 2027
2027/28	30 November 2028

### As an audit committee what should we be doing?

Understand the current position and how it affects your authority, including:

- How many years' statements are affected?
- What is the current position for each one?
  - Has the unaudited (draft) statement been signed off by your CFO as ready for audit?
  - Are there other matters to take into consideration – for example, an unresolved legal case?
  - What does the auditor plan to do and when?

Then see what this means for the audit committee in reviewing the accounts, receiving the audit report and discussing progress with the finance team and the auditors.

## What do our finance teams need to be doing?

The finance team's primary responsibility is to prepare the financial statements in accordance with professional standards to meet the deadlines. As a part of this process, it is important for them to prepare the necessary working papers to support the statements, as these will be needed as evidence by the auditors.

If the team has prepared financial statements to the required standards, meeting the deadline and ready for audit, then they have achieved one key responsibility. They will then need to support the audit by answering questions and providing evidence to the auditor.

## What do your auditors need to do?

Auditors are contracted to undertake the audit to professional audit standards and in accordance with the Code of Audit Practice. That will not change, but there have been some revisions made to the code to accommodate the backstop dates.

The auditor will set out the plans and timetable – critically, can they complete the audit in time for the backstop date? This will depend to some extent on how ready the organisation is for the audit and to some extent on the resources available within the audit firm, but largely it will be constrained by the tight deadlines imposed by the statutory backstop dates. These factors will vary from firm to firm and from organisation to organisation, and it may change as the audit progresses. Regular communication is essential, so you know the up-to-date position.

## What happens at the backstop date?

By this date at the latest, the accounts must be published with the opinion of the auditor. Ideally the audit will be completed and an unmodified opinion provided, but if this cannot be achieved in time, the auditor will issue a modified opinion.

## What does a modified opinion mean?

Audit opinion	Description
Unmodified	This is the best possible outcome. It means the auditor obtains sufficient evidence to support a view that the financial statements are materially accurate and fairly represent the audited body's financial situation.
Qualified	This is problematic. The auditor has material concerns either because of not being able to gather sufficient evidence or finding evidence that suggests material error. However, the effect on the financial statements is contained in specific areas and is not widespread.
Disclaimer of opinion	This is more problematic than being qualified, reflecting a larger-scale lack of evidence – for example, due to time constraints imposed by the backstop dates – which means that the auditor

	cannot provide an opinion. The possible effects on the financial statements of undetected misstatements could be both material and widespread.
Adverse opinion	Normally considered the worst-case scenario. The auditor does not have sufficient evidence, but it suggests that material misstatements exist that undermine the reliability of the financial statements as a whole.

## Will we still get a proper audit of the financial statements?

Auditors must still follow the professional standards and deliver good audit quality, so the work they undertake will still be to those standards. However, if the full audit is not completed, then some areas may not be fully audited. When the auditor issues the opinion, they must provide an explanation for why a modified opinion has been issued.

## Will it damage our ability to borrow or invest?

It is difficult to say for sure, but CIPFA are aware that this is a concern of many authorities. As we expect a large majority of English councils to be affected, the matter should be understood by stakeholders as a widespread issue.

## How do we explain to the public or our stakeholders why we have received a modified opinion?

A local authority is accountable to its local community and its stakeholders, so it is right that it takes steps to explain how it is affected by the backstop and why.

Audit committees should encourage clear accountability and communications.

Authorities should explain the national position but also be clear about any local issues that have contributed. The auditor's report should explain clearly the reasons – this provides some independent assurance to the public.

## We are concerned that our auditors will issue a modified opinion – what can we do about it?

Talk to your audit engagement lead to understand why they think the auditors will be issuing a modified opinion. If it is because of delays that your organisation is responsible for, then you can speak to your finance teams to try and resolve the issues. If it is due to factors at the firm, or that the backstop dates are simply too close to allow the audit to be completed to the required standard, then that may be more difficult to resolve.

## Who can we go to nationally with our concerns?

It is unlikely that the system partners will be able to resolve individual cases, but they are monitoring the national system and will raise concerns with firms.

- Public Sector Audit Appointments (PSAA) is responsible for monitoring audit contracts.
- Financial Reporting Council (FRC) is responsible overall for audit quality.
- MHCLG is the sponsoring department for local government and has introduced the backstop dates.

## Will we get a reduction in fees?

[PSAA](#) set the fees nationally and have a national process to deal with audits under the backstop. It is not possible to say what the impact on fees is for each authority, as any variation in fees will take into account actual audit work completed. Over the whole period, more audit work might be needed by the auditors to restore assurance.

PSAA is responsible for setting audit fees and agreeing fee variations for authorities opted in to the appointment of their auditors.

## What does a modified opinion mean for the audit of 2024/25 financial statements?

Financial year	Opinion on the statements	Basis
2023/24	Disclaimer	<p>The auditor has begun limited work to rebuild assurance ahead of the 2023/24 backstop date. They have not obtained sufficient evidence to have reasonable assurance over closing balances.</p> <p>The auditor does not have assurance over the brought forward balances from 2022/23 (the opening balances). This means they do not have assurance over the in-year movements. They also do not have assurance over the comparative prior year movements.</p> <p>The auditor judges the lack of evidence over these movements and balances and so cannot conclude that the accounts are free from material and pervasive misstatement of the financial statements. Therefore, they disclaim their audit opinion at the backstop date.</p>
2024/25	Disclaimer or qualified (except for)	<p>The auditor has obtained sufficient evidence to have assurance over closing balances in 2024/25.</p> <p>The auditor does not have assurance over brought forward balances that were deprioritised on the 2023/24 audit. This means they do not have assurance over all in-year movements. They also do not have assurance over the comparative prior year movements.</p>

		The auditor judges the lack of evidence over these movements and balances and so cannot conclude that the accounts are free from material and pervasive misstatement of the financial statements. Therefore, they disclaim their audit opinion at the backstop date.
2025/26	Qualified (except for)	The auditor has assurance over the opening and closing balances plus in-year movements.  The auditor does not have assurance over the comparative figures. The auditor judges that this means there could be material but not pervasive misstatement and will need to qualify their opinion for 2025/26 by limiting its scope to not provide assurance over the comparative figures.
2026/27	Unqualified	The auditor has assurance over opening balances, closing balances, in-year movements and prior year comparatives. The auditor can therefore issue an unmodified opinion.

While the table sets out how auditors might approach the rebuilding of assurance, all audit engagements are different, and local circumstances will influence the extent to which the aspiration can be met. This means that while rebuilding may happen faster in some cases if circumstances allow, it may also take longer. Additionally, the recovery to an unmodified opinion may follow a different trajectory in some cases – for example, where modified opinions or disclaimers are not solely as a result of backstop date publication requirements, where disclaimers have been issued for several years, or where there are complex technical accounting issues to resolve.

The audit committee should ask their auditor to explain the work they will be doing during the recovery and what steps the finance team can take to play their part.

Does a modified opinion mean that we have less assurance over the robustness of our financial systems and the management of our finances?

The audit opinion is an important source of assurance. It is issued in accordance with professional standards and is independent, so a modified opinion does provide less assurance. However, the audit report should highlight causes of concern to you. Auditors are also recommended to issue recommendations at an early stage, so if they find weaknesses in your financial systems, they must highlight these to you.

You will also have other sources of assurance:

- Has internal audit provided assurance over financial systems?
- Does the organisation comply with CIPFA's Financial Management Code?
- What assurance does the CFO provide in the narrative report?

If there are areas of concern, ask how these are being addressed.

## What about the annual governance statement (AGS)?

The AGS must follow the same timetable as the financial statements and so must be published by the backstop date. This should still be a key source of assurance to you on the strength of your internal control arrangements.

Ask about the assurance that underpins it and if it contains any actions to improve internal control.

## What about the auditors work on value for money? Will we still receive a report from them?

Yes, auditors must still consider the authority's arrangements for value for money and report their conclusions to the authority. Reporting may be slightly changed during the backstop period, but this source of assurance will still be in place.

## Given this is a national problem, what is being done to sort it out? Who is being held to account?

Nationally, the Public Accounts Committee is monitoring the situation and has already issued reports. They hold MHCLG to account and have heard evidence from FRC, PSAA, the National Audit Office, CIPFA, the LGA, and local audit firms.

The FRC will monitor the work of audit firms as part of their audit quality role. They may censure firms who are not working appropriately to restore assurance and a return to normal.

The system partners are also taking steps to reform the local audit system. CIPFA has developed its Diploma in Local Audit to support the training of auditors in local audit. Other work is underway by the FRC as system leader to encourage firms to expand their local audit workforce and address the shortfall in auditors. CIPFA is also working to help ensure there is no return to the backlog. We have also established the Better Reporting Group to recommend practical measures that improve the value of local authority accounts to users.

MHCLG will also be monitoring whether both audit firms and authorities meet the backstop requirements and will publish any concerns. They have indicated they will post a list of any authorities that have not complied with these backstops, and which are not eligible for the limited list of exemptions.

## What implications does this have for our authority?

While finance teams are working on the statements and liaising with auditors, their resources aren't available for other work such as budget preparations and working with service teams, so this issue needs to be resolved for everyone's benefit.

Until the backlog of financial statements is resolved and recovery achieved, there will be an additional draw on the finance team's resources, and expected assurance from the financial statements will not be in place.

## Accessing training and networking opportunities

CIPFA would encourage audit committee members to access any available training and networking opportunities. Regional forums for audit committee chairs have been established with assistance from the Local Government Association (LGA) and Welsh Local Government Association (WLGA), and each of these is running a programme of meetings and training events. CIPFA has been happy to speak at a number of these sessions already, and we will support where we can.

CIPFA's training webinars are listed below, and in-house training delivered locally or by webinar is also available.

### Webinars and training for audit committee members from CIPFA

#### Introduction to the knowledge and skills of the audit committee

The role and responsibilities of the audit committee and key aspects of the terms of reference.

#### Understanding local authority accounts for councillors

A webinar to support the review of the financial statements.

#### Update for police audit committee members

This webinar is suitable for members of the joint audit committees supporting police and crime commissioners (PCCs) and chief constables.

#### Update for local authority audit committee members

Full programme details and booking information for webinars will be [available on the CIPFA website](#). Webinars are usually published about eight weeks in advance, but enquiries can be sent to [customerservices@cipfa.org](mailto:customerservices@cipfa.org) at any time.

### In-house training for your audit committee

In-house training, webinars and guidance tailored to your needs are available. Options include:

- key roles and responsibilities of the committee
- effective chairing and support for the committee
- working with internal and external auditors
- Internal audit standards and the governance of internal audit (Code)
- corporate governance
- strategic risk management
- value for money
- fraud risks and counter fraud arrangements

- reviewing the financial statements
- assurance arrangements
- improving impact and effectiveness.

## Assessing the effectiveness of the audit committee

We can also undertake an effectiveness review of the committee, providing feedback on areas the committee can improve on and supporting the development of an action plan.

For further information, email [diana.melville@cipfa.org](mailto:diana.melville@cipfa.org) or visit the CIPFA website for [further details on our support for audit committees](#).

## Previous issues of Audit Committee Update

Subscribing organisations can download all the previous issues from the [CIPFA Better Governance Forum](#) website. Click on the links below to find what you need.

Principal content	Link
<b>Please note the content from some earlier issues has been replaced by more recent issues and so they are not listed below.</b>	
<b>Issues from 2012</b>	
Commissioning, procurement and contracting risks	<a href="#">Issue 8</a>
Reviewing assurance over value for money	<a href="#">Issue 9</a>
<b>Issues from 2015</b>	
What makes a good audit committee chair?	<a href="#">Issue 16</a>
The audit committee role in reviewing the financial statements	<a href="#">Issue 17</a>
<b>Issues from 2016</b>	
Delivering good governance in local government: framework (2016), appointing local auditors	<a href="#">Issue 19</a>
CIPFA survey on audit committees (2016)	<a href="#">Issue 20</a>
The audit committee and internal audit quality	<a href="#">Issue 21</a>
<b>Issues from 2017</b>	
Developing an effective annual governance statement	<a href="#">Issue 22</a>
<b>Issues from 2018</b>	
Developing an effective annual governance statement	<a href="#">Issue 25</a>
<b>Issues from 2019</b>	
Focus on local audit, National Audit Office report on local authority governance	<a href="#">Issue 27</a>
The audit committee role in supporting counter fraud and anti-corruption	<a href="#">Issue 28</a>
CIPFA statement on the role of the head of internal audit, external audit arrangements for English local government bodies	<a href="#">Issue 29</a>
<b>Issues from 2020</b>	
CIPFA Financial Management Code, responding to the Redmond Review: results of CIPFA's survey on audit committees	<a href="#">Issue 30</a>

Compendium edition: reviewing the audit plan, self-assessment and improving effectiveness, developing an effective annual governance statement and focus on local audit	<a href="#">Issue 31</a>
The head of internal audit annual opinion for 2020/21, the Redmond Review: issues for English audit committees	<a href="#">Issue 33</a>
<a href="#">Issues from 2021</a>	
The annual governance statement for 2020/21, local auditors and internal audit working together	<a href="#">Issue 34</a>
Supporting improvements to risk management arrangements, defining the relationship between the audit committee and the scrutiny function, new consultation on local audit and audit committee arrangements	<a href="#">Issue 35</a>
<a href="#">Issues from 2022</a>	
New CIPFA guidance on audit committees in local authorities and police, Internal audit: untapped potential	<a href="#">Issue 36</a>
<a href="#">Issues from 2023</a>	
Assessing audit committee effectiveness	<a href="#">Issue 37</a>
Financial risk and the audit committee, the audit committee role in internal audit standards	<a href="#">Issue 38</a>
<a href="#">Issues from 2024</a>	
Assurance and the audit committee	<a href="#">Issue 39</a>
Oversight and support of internal audit – the role of the audit committee	<a href="#">Issue 40</a>



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12/2024



**BOLSOVER DISTRICT COUNCIL**

**Meeting of Council**  
**on 21<sup>st</sup> May 2025**

**Updating the Council's Pay Agreement**

**Report of the Portfolio Holder for Resources**

<b>Classification</b>	This report is Public
<b>Contact Officer</b>	Peter Wilmot, HR Business Partner

**PURPOSE/SUMMARY OF REPORT**

The purpose of this report is to outline and summarise the revisions to the Council's Pay Agreement, which has not been updated for several years. Additionally, efforts have been made to ensure that the document is less time-specific, reducing the need for frequent updates.

**REPORT DETAILS**

**1. Background**

- 1.1 Following formal consultation at the Council's Union Employee Consultation Committee, Council is asked to approve the appended revised Pay Agreement.
- 1.2 The Council's Pay Agreement had remained unchanged for several years, resulting in outdated provisions that no longer align with current organisational structures and workforce practices. Regular updates have been necessary to address evolving needs, but the document's reliance on specific figures.
- 1.2 The decision to revise the pay agreement follows feedback from staff and management who had identified that the document was out of date and there was a need to update and increase the enhanced overtime limits to ensure the prospect of enhanced overtime is desirable for employees.

**2. Details of Proposal or Information**

- 2.1 The revised pay agreement introduces one key change to the existing document, as below:

- 2.2 One significant update is the lifting of the grade limit on enhanced overtime from the top of grade 6 to the top of grade 7. This change aims to provide greater equity and flexibility for employees to one grade higher, allowing them to access enhanced overtime pay that was previously unavailable to them under the previous agreement. This adjustment aligns with evolving pay levels, job responsibilities and workloads across various departments.
- 2.3 In addition to the change in overtime pay, the agreement includes an update to terminology and post titles.

Furthermore, efforts have been made to make the document less time-specific. The updated agreement removes many specific rates, which will reduce the frequency of required updates and make the document more sustainable in the long term. This approach will ensure that the pay agreement remains relevant and adaptable to future changes without the need for constant revisions.

**3. Reasons for Recommendation**

- 3.1 To update the outdated Council Pay Agreement and reduce the level of time specific figures included.

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

- 4.1 An alternative option would be to continue to use the existing outdated pay agreement.

**RECOMMENDATION(S)**

- 1. It is recommended that the Council approve the revised pay agreement, including the changes to the overtime grade limit, updated terminology and post titles, and the removal of time-specific clauses.

Approved by Councillor Moesby, Portfolio Holder for Resources

**IMPLICATIONS:**

<b>Finance and Risk</b>	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>Details:</b> The Pay Agreement has been updated and includes a previous decision taken by the Council’s Senior Leadership Team to uplift the overtime cap from the top of grade 6 to grade 7. However increasing the overtime cap from top of G6 to G7 does not present any significant financial risk to the Council.	
On behalf of the Section 151 Officer	

<p><b><u>Legal (including Data Protection)</u></b>      Yes <input type="checkbox"/>      No <input checked="" type="checkbox"/></p> <p><b>Details:</b> Not Applicable.</p> <p style="text-align: right;">On behalf of the Solicitor to the Council</p>
<p><b><u>Staffing</u></b>      Yes <input checked="" type="checkbox"/>      No <input type="checkbox"/></p> <p><b>Details:</b> The agreement should be kept up to date and it is referenced regularly by managers and employees.</p> <p style="text-align: right;">On behalf of the Head of Paid Service</p>
<p><b><u>Equality and Diversity, and Consultation</u></b>      Yes <input checked="" type="checkbox"/>      No <input type="checkbox"/></p> <p><b>Details:</b> The basis of the Pay Agreement is to ensure transparency and fairness across the terms and conditions offered by the Council.</p>
<p><b><u>Environment</u></b>      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><b>Details:</b> Not applicable.</p>

**DECISION INFORMATION:**

<p><input checked="" type="checkbox"/> <b>Please indicate which threshold applies:</b></p>	
<p><b>Is the decision a Key Decision?</b> A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds:</p>	<p>Yes <input type="checkbox"/>      No <input checked="" type="checkbox"/></p>
<p><b>Revenue (a)</b> Results in the Council making Revenue Savings of £75,000 or more or <b>(b)</b> Results in the Council incurring Revenue Expenditure of £75,000 or more.</p>	<p>(a) <input type="checkbox"/>      (b) <input type="checkbox"/></p>
<p><b>Capital (a)</b> Results in the Council making Capital Income of £150,000 or more or <b>(b)</b> Results in the Council incurring Capital Expenditure of £150,000 or more.</p>	<p>(a) <input type="checkbox"/>      (b) <input type="checkbox"/></p>
<p><b>District Wards Significantly Affected:</b> <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 <b>All</b> if all wards are affected:</p>	<p><b>All</b> <input type="checkbox"/></p>

<b>Is the decision subject to Call-In?</b> <i>(Only Key Decisions are subject to Call-In)</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If No, is the call-in period to be waived in respect of the decision(s) proposed within this report? <i>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Consultation carried out:</b> <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 type="checkbox"/> SLT <input checked="" type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other <input checked="" type="checkbox"/>	

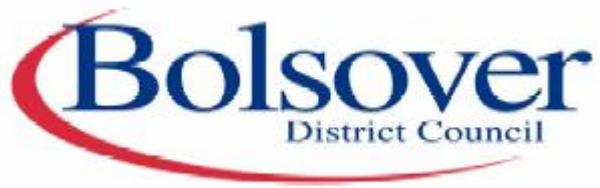
**Links to Council Ambition: Customers, Economy, Environment, Housing**

This supports the Council's priority of 'promoting equality, diversity, and inclusion, and supporting and involving vulnerable and disadvantaged people'.

**DOCUMENT INFORMATION:**

Appendix No	Title
1.	Revised Pay Agreement

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



## Bolsover District Council Pay Agreement

### Pay and Conditions of Service

April 2025



SOCIAL INCLUSION



STRATEGIC ORGANISATIONAL  
DEVELOPMENT

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# 1. Implementing Equal Pay

- 1.1 In 1997 the National Joint Council (NJC) introduced a new National Agreement for Local Government Services (The Green Book). This agreement replaced the terms and conditions of service in the old Purple Book (former officers) and White Book (former manual workers). The new agreement was generally called The Single Status Agreement since its intention was to introduce equal pay and eliminate the old blue/white collar divides.
- 1.2 The first affect of this new agreement was to introduce the 37-hour week. The agreement allows for certain conditions of service to be agreed locally once there has been an audit of the equal pay issues and full consultation with the Unions (UNISON and UNITE). The agreement also recommended a job evaluation scheme to ensure that equal pay would be part of any review. As you are aware Bolsover District Council have complied with all of these terms and implemented from 1 April 2009 for the majority of employees. Red Book employees (Craft Workers) were job evaluated during 2009 and agreed to move to Green Book terms and conditions from 1 May 2010.
- 1.3 We've tried to make this package of proposals as easy to understand as possible. But it does cover a number of aspects of your terms and conditions of service, and so a detailed explanation of how it works has to include some technical expressions and phrases that may be new to you. We've included a list and explanation of some of the more common words and phrases used in single status – you can find this on page 19. We hope this is helpful.
- 1.4 At the heart of the National Agreement is the principle of fairness and equality for all employees; equalising pay differences across the Council that have existed for decades means that some jobs will be graded higher than before, some will be graded lower than before and some allowances will change or stop.
- 1.5 We recognise how difficult this will be for affected employees, so we have developed a salary protection scheme which will protect employee pay for one year.
- 1.6 The Council as part of this agreement has conducted an Equal Pay Audit to ensure that the gender pay gap has reduced. The Council will investigate the validity of any claims received and may make an offer of compensation to the individual employee(s) by using a standard procedure agreed by ACAS to settle such claims. The Council accepts that the Trade Unions will have to advise their members of their employment rights in relation to any offer made, and the Unions may support their members in taking equal pay claims.
- 1.7 Regular Equal Pay Audits will be carried out jointly between management and the trade unions and action plans produced. Interim Equal Pay Audits will be carried out when any significant changes occur.
- 1.8 An Equality Impact Assessment was carried out on this Pay Agreement to establish the gender equality impact of these changes. This will be kept under review through the regular Equal Pay Audits outlined above.
- 1.9 This booklet aims to cover the key aspects of the potential agreement and what it means to you. It includes explanations on the following:

- Pay and grading structure
- Incremental Progression
- Market Supplements
- Assimilation into the new pay structure
- Protection
- Proposed terms and conditions of service
- Reimbursement of Expenditure
- Flexible working
- Process for future changes

This documentation is also available on the Council's Intranet site (ERIC). Your manager, trade union representative and HR & Payroll team will also have copies of this booklet and will be able to answer the questions you raise.

## 2. Pay and Grading Structure

### 2.1 Grading Structure Explanation

2.1.1 The grading structure has 12 grades. The first two grades have fixed salary points. ( see point 2.1.1.1.) The remaining grades allow progression by steps (known as increments) within each grade. The grades are numbered from 1 (the lowest) to 12 (the highest). Down the left hand side of the chart are the figures showing the minimum and maximum points for each grade. For instance, grade 1 show up to 300 points. This means if you have a job evaluation score up to and including 300 points you will be placed within this grade for your basic salary.

2.1.1.1 The Council has adopted the Living Wage with effect from 1<sup>st</sup> December 2013. In line with other Councils that had adopted Living Wage, the Council agreed to adopt the Living Wage by inserting and maintaining an additional spinal point at the level of the Living Wage for all employees whose evaluated grade fell below this level.

2.1.2 Assistant Directors, who have, 741 points or more, will be placed on grade 12 and will be subject to the JNC for Chief Officers National Agreement (Blue Book). Other Assistant Directors with less than 741 points will be subject to the NJC for Local Government Employees (Green Book).

2.1.4 Funding for the new pay structure has been made assuming that employees will progress through increments and budgets will be adjusted to reflect this. **Any changes to jobs will need to be agreed with the relevant Assistant Director and re-evaluated prior to implementation of any changes. Any changes which result in a change in grade will need to be agreed by the Chief Executive Officer and Council where necessary. For full details see the Grading Review Procedure**

2.1.5 You can determine your hourly/weekly rate of pay as follows:

#### Hourly rate

Annual Salary ÷ 52.143 ÷ 37

#### Weekly rate

Take your hourly rate and multiply by the number of hours you are contracted to work each week (see table below for examples)

Hourly Rate (£)	Hours Per Week	Weekly Rate (£)
10.00	20	200.00
10.00	37	370.00

2.1.6 If you are a part time employee you can determine your annual salary by dividing the full time annual salary by 37 and multiplying by your part time hours.

## 2.2 Incremental Progression

- 2.2.1 With the exception of the first 2 grades, incremental progression will happen automatically. If you are assimilated into the new grading structure below the top point of your new grade, incremental progression will continue every 12 months, and is effective on the first of the following month following a years service at said grade, and annually thereafter until the top of the grade is reached.
- 2.2.2 Recruitment will normally be to the first point of the grade, or **in exceptional circumstances** (as agreed with HR & Payroll Team) will reflect a level commensurate with candidates existing skills and experience in the job.
- 2.2.3 New recruits or existing employees who apply for and are appointed to a new post (including secondments). In both cases, increments will only become due from 1st of the month following completion of 12 month's service with the Council from appointment to post. Following this future increments will be awarded automatically on the anniversary of the first increment until the top of the grade is reached.

## 2.3 Market Supplements

- 2.3.1 Local government pay levels have failed to keep up with inflation, particularly in recent years. Posts are placed in the grading structure based on the evaluated score for the job. At certain times some types of jobs are very scarce either because of national shortages or high demand for certain skills. The consequence of this is recruitment and retention problems in the service. Therefore in exceptional circumstances market supplements can be paid in order to attract good candidates and retain excellent staff. This will be subject to the approval of the Council's Head of Paid Service in consultation with the HR & Payroll lead.
- 2.3.2 Market supplements will be shown separately in the Contract of Employment and be subject to an annual review by Senior Leadership Team. Market supplements will be increased by the percentage increase agreed through the national pay award.
- 2.3.3

### 3. Terms and Conditions

#### 3.1 Changes to Allowances

3.1.1 A small number of allowances have been stopped or changed because either:  
(a) employees were getting different allowances; or  
(b) the reason for the payment is now included in the job evaluation points score.

3.1.2 Where allowances were paid these will not be part of the protection of earnings.

3.1.3 Allowances that **will not** continue to be paid and are not part of protection of earnings (see p27) are:

- Meal Allowance (Subsistence)
- Relocation Payment – Change of Workplace
- Footwear Allowance
- Overall Allowance
- Split Shift Payment
- Home Telephone Allowance
- Night Work Allowance
- Leisure Training Rate\*
- Leisure Unpaid Overtime Bank of 220 hours
- Team Leader Allowances
- Priced Works Payments
- Standby
- Profit Share
- Bonus Payments
- Intercom Allowance
- Tool Allowance (with the exception of Mechanics, see 3.2.11)

\*Training will be accommodated in normal working hours. Where this is not practicable time off in lieu will be granted.

3.1.4 Allowances which have been changed and are not part of protection of earnings (see p27) are:

- Shift Allowance
- Saturday and Sunday Working
- Overtime Payments
- First Aid Allowance

3.1.5 For the avoidance of doubt any allowance not listed in 3.2 of this agreement will be considered and dealt with as part of a separate negotiation.

## **3.2 New Allowances and Allowances which are continuing:**

### **3.2.1 Who is Eligible**

The new allowances which are listed below will be applied to all eligible employees across the Council, except where specifically stated. If you are unsure whether or not you qualify – ask a member of the HR Team.

### **3.2.2 Shift Allowance**

To qualify for a shift allowance you have to be working on a rota covering 24 hours. The allowance will be:

Rotating shift (full 24 hours) – 17% of basic pay

This allowance is not payable to those employees on SCP 20 or above.

### **3.2.3 Saturday and Sunday Working**

If weekend working is part of the normal working week (that is regular rostered weekend working) then no additional allowance will be paid.

For all other employees on SCP16 or below, where required by their Assistant Director to work on a Saturday/Sunday (excluding home working), you will receive payment for all hours worked in accordance with paragraph 3.2.5 (Overtime).

This allowance is not payable to employees on SCP21 or over.

### **3.2.4 Bank Holiday Working**

Any employee rostered to work on a bank holiday will be paid, in addition to their normal pay for that day, payment at plain time rate for all hours worked. For the purposes of this agreement the following are designated bank holidays:

New Years Day  
Good Friday  
Easter Monday  
May Day  
Spring Bank Holiday Monday  
August Bank Holiday Monday  
Christmas Day  
Boxing Day

Additional annual leave will be granted as follows:

Less than half normal hours worked – half day

More than half normal hours worked – full day

This allowance is not payable to those employees on JNC Chief Officer terms and conditions.

Detailed guidance in respect of payments/holidays due under these provisions is available from the HR & Payroll Team.

### 3.2.5 Overtime

When requested by your manager, and once the full time hours have been completed, i.e. 37 hours, employees may receive overtime payments. Part time employees will receive basic pay up to 37 hours per week. **Overtime is not guaranteed.**

For employees conditioned to the Council's Flexitime Scheme the following conditions will apply:

- It must be pre-programmed and pre-authorized by their Manager
- A budget must exist to pay for the overtime
- 37 hours must have been worked in each week that overtime is payable
- When 37 hours have been worked and an employee's flexi balance is in credit, there will be an opportunity to earn overtime, at basic pay, for hours worked between Monday to Friday 7 a.m. to 7 p.m. Alternatively this time could be credited to their flexi balance as per the Council's Flexi Time Scheme
- Any other credit hours between Monday to Friday 8 a.m. and 6 p.m. must be added to the flexi balance up to and including 15 hours credit
- Where an employee's flexi balance is above 15 hours then overtime will be paid at time and half of basic pay on all additional hours worked regardless of the time of day
- For overtime worked outside these hours the following rates will apply:

Monday to Saturday Time and half of basic pay

Sunday Double time

For employees on or above SCP21 enhanced rates will not be paid. In normal circumstances these employees are expected to accrue and bank approved additional hours as time off in lieu. Managers have a responsibility under health and safety legislation to ensure that excessive hours are not worked and that accumulated TOIL is taken on a regular basis.

***In exceptional circumstances the Chief Executive or Senior Leadership Team may agree that overtime at plain time rates may be paid, to employees on SCP 21-36, in order to clear backlogs, catch up on projects, or specialised business requirements, subject to the expenditure being contained within existing budgets.***

Overtime payments are full settlement and are not enhanced by any other allowance.

This allowance is not payable to those employees on JNC Chief Officer terms and conditions.

### 3.2.6 First Aid Allowance

If you occupy a post for which a first aid qualification is a requirement of the post you will not qualify for this allowance as this will have been included in your job evaluation score. At present this applies to employees in Leisure Services and Housing Wardens. If in doubt please ask a member of the HR Team.

Voluntary first aiders will receive a monthly payment as set for the year, with pro rata payments to part-timers.

Payments will be suspended following three months of continuous sickness absence or maternity/paternity leave and will recommence upon an employee's return to work.

\*

### **3.2.7 Standby**

Mobile Wardens in the Housing Department are contractually required to carry out standby duties in terms of vulnerable adults. This payment is necessary to satisfy the requirements of the Working Time Regulations due to the restrictions applied to these individuals whilst undertaking standby duties.

They will continue to receive the annually reviewed payments for overnight sessions and Saturday, Sunday and Bank Holidays 12 hour sessions

No other employees currently have a contractual requirement to undertake standby duties and will not, therefore, qualify for a standby payment.

### **3.2.8 Call Out/Disturbance Allowance**

All employees on SCP1-36, called out to deal with emergency situations 'out of hours', will be paid a plain time hourly rate based on SCP16 for time taken to deal with the emergency, including travelling time to/from the location.

Employees required to deal with an emergency over the telephone will receive the above payment where they have spent a considerable time on the telephone and carrying out the necessary action(s). A considerable time is defined as a minimum of one hour.

This allowance is not payable to those employees on JNC Chief Officer terms and conditions.

### **3.2.9 Reimbursement of Expenditure for Business Travel**

From 1 April 2013 the Council will pay reimbursement for business mileage in accordance with the HMRC national mileage rates for cars/vans.

Following spiralling fuel costs, from 1st July 2022 the Council introduced a new temporary higher rate of 60p per mile, which remains in place and is being monitored by Senior Leadership Team.

### **3.2.10 Enhancements in lieu of annual leave (amended)**

Casual workers are entitled to the equivalent of 28 days annual leave during each holiday year (including all bank holiday entitlements), calculated on a pro rata basis depending on the number of hours that actually worked.

Annual leave must be taken in line with the operational needs of the

Council and agreed in advance with a supervisor. If any public holidays and/or 'fixed closure days' fall during the period of this engagement the casual worker may take annual leave on such days, with the agreement of their supervisor, from their accrued statutory leave entitlement. When the arrangement for casual work is terminated the casual worker will be paid for holidays accrued but not taken on a pro rata basis.

Part time employees who work additional hours over and above their contractual hours may accrue additional annual leave on a pro rata basis based on the Council's annual leave entitlement and the additional hours.

### **3.2.11 Tool Allowance (Mechanics)**

A tool allowance will be paid to Mechanics based on the Craft JNC National Agreement ('Red Book' rate. This will be increased in line with national tool allowance increases.

### **3.2.12 Central Control Operators**

This group of employees have unique features of their job as follows:-

- 24 hour three shift rota
- Working 8 hour shifts with no opportunity to leave the workplace
- Annual leave and sick leave subject to 'partner' covering shift
- Handover period at end of shift
- Exempt from Working Time Regulations based on need for continuity of service
- Exempt from taking strike action based on being a critical life and limb service
- Other organisations as customers
- Contractual requirements with Derbyshire County Council Supporting People

No other group of employees have all of these unique features.

With effect from 1<sup>st</sup> October 2009 these employees will be paid an all inclusive salary on Grade 7 and none of the allowances outlined in paragraphs 3.2.2-3.2.11 will apply.

Part time Central Control Operators will receive a 34% enhancement on all hours worked in recognition of regular unsocial hours shifts worked on a Saturday/Sunday/Bank Holiday. This allowance will be removed following three months continuous absence. When covering for full time central control operators absence, the 34% enhancement will not apply.

### **3.2.13 Protective Clothing**

New employees will be issued with a standard set of protective clothing, including safety boots, which will be replaced as and when required with the old clothing being returned before new clothing can be issued.

## **4. Reimbursement of Expenditure**

### **4.1 Meal Allowances**

4.1.1 Reimbursement of expenditure for meals (subsistence) will no longer be paid.

4.1.2 Exceptionally, where attendance at a seminar or similar does not include the provision of meals, reimbursement of reasonable expenses, subject to submission of receipts, may be made subject to the prior approval of the appropriate Assistant/Director.

4.1.3 No reimbursement of expenditure is payable for employees attending qualification training courses.

### **4.2 Overnight Accommodation**

4.2.1 For employees, overnight accommodation is currently booked through HR as part of the training and seminar booking procedure. There is no current limit on overnight accommodation, but the Manager who signs the booking form must ensure that the expenditure is reasonable.

4.2.2 Overnight accommodation connected with a seminar/training event must be booked through HR as part of the Learning & Development Procedure.

4.2.3 In exceptional circumstances, where the Council is not being invoiced directly by the hotel, payment of expenditure will be in arrears, subject to the prior approval of the appropriate Assistant Director/Director and subject to submission of receipts. The expenses should be deemed to be reasonable in the circumstances.

### **4.3 Car Parking**

4.3.1 Fees will be paid at actual costs but they must be supported by receipts.

### **4.4 Travel Fares**

4.4.1 In determining the mode of transport to be used for business journeys, employees must take into account economic and environmental issues.

4.4.2 The rate for public transport should not exceed the ordinary fare, or in the case of rail travel, the second class fare rate. In exceptional circumstances, first class

rail fare may be permitted with the prior approval of the appropriate Director. Receipts and/or tickets must support all retrospective claims for travel fares.

4.4.3 Claims for car mileage should be made in accordance with the nationally agreed scheme.

4.4.4 Reimbursement of expenditure will not be paid in relation to mileage incurred in relation to qualification training courses.

## **4.5 Special Licences**

4.5.1 The cost of renewing an LGV, PSV or other licence which is required as part of the employee's duties can be reclaimed.

## **4.6 Medical Expenses**

4.6.1 Medical expenses incurred in connection with employment will be made in accordance with the relevant Council Policy, e.g. Safety Glasses, Eye Tests.

## **4.7 Change in Place of Work**

4.7.1 Whilst employees may be based at one place of work, they can be required to work at any location within the District. Where an employee is required to relocate to a different location within the District **no payment** will be made in terms of additional costs relating to travel or additional travel time.

# **5. Other Terms and Conditions**

## **5.1 Introduction**

5.1.1 As well as a new pay structure, this agreement also covers other important parts of your working life. These aim to make sure that all employees are treated fairly across the organisation.

## **5.2 Acting up arrangements**

5.2.1 The Council recognises its responsibility in providing employee learning and development opportunities and our approach is set out in the Council's Learning and Development Policy, which is available on the Intranet (ERIC).

5.2.2 Part of this development is acting up to cover the absence of higher graded employees for periods of up to one month. For acting up for a period of one month or over (e.g. maternity leave) the first point of the relevant grade will normally be paid, (a minimum of two increments above the employees current rate), and this will be retrospectively backdated to the date the acting up commenced. Please note that some former manual workers also now receive incremental rates so will not receive a change of rate for acting-up for periods less than one month.

5.2.3 Where acting up involves the sharing of duties between two/three employees, or only part of the duties of the higher graded post are being undertaken, the Assistant Director can seek the approval of their Director to determine the amount of the increase based on the percentage of duties covered.

5.2.4 Where the 'acting up' payment can be contained within current budgets, approval can be given by the Director. If the additional expenditure cannot be contained within budgets, approval of the Chief Executive Officer is required.

### 5.3 Annual leave

5.3.1 Annual Leave for full time employees in the following groups is set out in the table below. Entitlements for part-timers will be pro rata. The leave year runs from 1 April to 31 March.

<b>Negotiating Group</b>	<b>Below 5 years service</b>	<b>Above 5 years service</b>
Chief Executive	34 days + 3 concessionary days	34 days + 3 concessionary days
JNC for Chief Officers	32 days + 3 concessionary days	32 days + 3 concessionary days
Green Book employees	*23 days + 3 concessionary days	*28 days + 3 concessionary days

\* For those employees who work between Christmas and New Year their total annual leave entitlement will be 26/31 days with no concessionary days.

- 5.3.2 All employees are entitled, in addition to the above, to half a day of leave on Christmas Eve or the last working day before Christmas Eve (pro rata for part timers). The half-day will only be granted to those employees who are rostered to work on this day.
- 5.3.3 If an employee is required to provide emergency cover, e.g. Central Control, a half-day will be added to their annual leave.
- 5.3.4 If you do not take your full entitlement of annual leave you cannot carry it over to the next year or get paid for the leave unless the Council has prevented you from taking the annual leave. If this is the case you can carry over up to five days (pro rated for part time staff), with the prior approval of your Assistant Director. Managers will make sure that employees get proper breaks by monitoring annual leave.

## **5.5 Public holidays**

- 5.5.1 The Council will still be closed on the following eight days, so these will be counted as public holidays and a day off for most employees.

Good Friday  
Easter Monday  
May Day Monday  
Spring Bank Holiday Monday  
August Bank Holiday Monday  
Christmas Day  
Boxing Day  
New Year's Day

- 5.5.2 Bank holiday enhanced payments will continue to apply to all of these days (see 3.2.4).

## **6. Future Changes**

Any changes agreed at a National Level in respect of Part 2 of the Green Book will automatically amend this agreement.

### **6.1 Local Changes to Terms and Conditions**

- 6.1.1 Managers and Trade Unions wishing to have new arrangements considered must submit proposals to the HR & Payroll Team for a full equality impact assessment to be made of the implications of any proposal for the whole workforce.

### **6.2 Grading Review Procedure**

- 6.2.1 The Grading Review Procedure and associated forms are available on the Intranet (ERIC). Should additional duties and responsibilities be assigned to their job employees can use this procedure from implementation of this pay agreement. Equally where duties and responsibilities are removed from a job this procedure must be used by managers to assess the impact on any factor scores/grade.

- 6.2.2 Managers must ensure before assigning additional duties and responsibilities to a job, that any resulting increase in salary can be contained within existing budgets (subject to Financial Regulations). This excludes employees required to 'Act Up' in the absence of a higher graded employee (see paragraph 5.3).
- 6.2.3 Where duties are transferring between departments, both Assistant Directors and Directors must be involved in implementing the Grading Review Procedure in the interests of fairness and transparency.
- 6.2.4 Any changes will be evaluated jointly by HR and a Trade Union Representative. If the changes potentially affect the grade this will be brought to the attention of the relevant Senior Leadership Team member.
- 6.2.5 Where the agreed changes result in a reduction in pay current earnings will be protected for 1 year from submission of the Grading Review Procedure.

## 7. Flexible Working Arrangements

### 7.1 Work Life Balance

- 7.1.1 Subject to service requirements and fair team working, people can adapt their working patterns to suit their personal needs and that the organisation can offer the kind of service improvements that customers increasingly demand. Flexible working covers a wide range of issues. Some of these are covered by government legislation – the flexibility we offer to new parents or adult carers, for example. Others have been developed over years to help our employees develop their career and get the right work/life balance that helps create an efficient and motivated workforce.
- 7.1.2 The Work Life Balance Policy has a range of working patterns that ensure that work life balance can be addressed in a variety of ways. To make a request for some statutory aspects of flexible working you must have worked for the Council for 26 weeks continuously. (Information on these is available from the HR & Payroll Team)

### 7.2 What flexible working means

- 7.2.1 The Council has in place an extensive Work Life Balance Policy which provides the right for employees to request variations to their working patterns. These are detailed below:
- 7.2.2 **Flexi-time** averages your working hours over 1 month and covers 12 hours of the day (between 7.00 am and 7.00 p.m.). There are no core times within the scheme when employees must be at work, but the needs of the service will determine staffing levels during the main part of the day, i.e. between 9 a.m. and 5 p.m. An employee who accrues excess hours can take time off up to 2 days per month. The full flexitime scheme is available on the Intranet (ERIC).
- 7.2.3 **Annualised hours** will see your hours defined on an annual or seasonal basis and may be very different over a year. Annualised hours are usually applied to a whole work group and may be introduced initially on a temporary trial basis. The average of annualised hours will be 37 hours per week (pro rata for part timer employees). The evaluated annual salary will be paid as 12 equal monthly

payments and not vary with changing hours. Annualised working agreements are reached at service level in consultation with the recognised trade unions.

- 7.2.4 **Voluntarily reduced hours working** means you can work reduced or variable hours on an agreed short term and temporary basis. Salary will be pro-rated for the agreed period.
- 7.2.5 **Team/self-determined rotas** give teams the opportunity to propose the patterns they want to work outside of formal shift arrangements. Any arrangements (including mutually agreed shift swaps) will only be approved if service needs are met or improved.
- 7.2.6 **Working compressed weeks/fortnights** are where the same weekly basic hours are worked over, for example, four and half days or nine days out of ten. This is useful for services where there are longer working days and for employees who get the opportunity to take a longer weekend. This allows the possibility of an evening or Saturday morning service to be offered to customers.
- 7.2.7 **Home working/hot desking.** If you work partly from home or in different places you may not have a permanent office base. This way of working can be introduced on a trial basis for groups of employees or individuals.
- 7.2.8 **Job share.** If you share a full time post with another employee you will usually work half the week each, but other proportional arrangements may apply. You may also be required to provide cover in the absence of your job share partner.
- 7.2.9 **Unpaid Career breaks.** You can take a career break for up to five years. This gives you the opportunity of returning to the Council without having to apply for a new job instead you will be offered suitable jobs (as they become available) on the grade you were on when you took the break for a period of up to 12 months. If you are on a career break you will not have a contract of employment except during periods of training or work experience, at least two paid weeks per year to update your knowledge and provide holiday cover for some teams.
- 7.2.10 Any requests from an employee to vary their working pattern must be made on the Flexible Working Requests form in the Work-Life Balance Toolkit – Guidance for Managers and Employees on the Intranet (ERIC). Copies of this form are available from the HR & Payroll Team.

### **7.3 Legislation covering flexible working**

- 7.3.1 The Flexible Working Act 2023 gives qualifying employees the right to request flexible working to care for a child, or vulnerable adult, although employers can refuse this request on business grounds.
- 7.3.2 If flexible working arrangements are agreed between yourself and your Assistant Director/Director, it normally means a permanent change to your substantive terms and conditions of employment. You do not have a contractual right to revert back to former work patterns if your circumstances change, although you may be able to mutually agree to return to former work patterns. If flexible working arrangements reduce your normal working hours, this will affect your local government pension entitlements.

## 8. Glossary of useful terms

### **Acting-Up**

- When an employee formally covers the job, or part of the job, of a higher graded employee

### **Assimilation**

- The means by which a job holder moves from the old pay structure to the new pay structure when their current earnings are rounded up to meet the nearest spinal column point in the new grade

### **Annual salary**

- The total earnings for the year made up of basic pay (excluding any allowances received). This is usually divided by 12 to arrive at the monthly salary

### **Grade**

- A grade may contain one fixed point or a range of spinal column points which define the maximum and minimum of the grade

### **Grading structure**

- The relationship of pay grades to job evaluation scores which define the spinal column points for each grade

### **Green Book**

- The NJC National Agreement on Pay and Conditions of service. This incorporates key national provisions and guidance on the Job Evaluation Scheme

### **Increment**

- The step in earnings between one spinal column point and the next

### **Job**

- A range of tasks, activities and responsibilities defined in the job evaluation scheme, which is undertaken by one or more jobholders

### **Job evaluation**

- The process by which the different requirements within a job are given a points value according to a set of common factors

### **Job evaluation scheme**

- The description of the factors and levels, which determine the job evaluation score. The National Job Evaluation scheme is described in the green book

### **Job holder**

- An employee or number of employees occupying a job evaluated as the same job

### **Job Description Questionnaire (JDQ)**

- The form (designed nationally) on which the jobholder describes the duties of their job under the different factor headings

### **LGPS (Local Government Pension Scheme)**

- This is the body which manages the pension scheme for all local authority workers (excluding teachers)

**Market supplements**

- An additional level of earnings usually paid for a particular job in the Council in order to recruit and retain certain skills. Market Supplements will be reviewed annually by Governance Management Team. They are not consolidated into basic pay, and are shown separately in the contract of employment

**Multi-Graded Posts**

- Under the old grading structure some posts had the opportunity to progress, by annual increments, through more than one grade, e.g. Scale 6/SO1. Multi-Graded posts will not exist in the new grading structure

**National Joint Council (NJC)**

- The National Joint Council for Local Government Services is the body, which decides the pay and conditions of service for many people in local government. These decisions and rules are written into the 'Green Book'

**Normal pay**

- The combination of annual salary and regular allowances which are paid through periods of holidays, sickness and other forms of leave

**Pay spine**

- The list of annual salaries which make up the grades for the pay structure, there are 39 spinal column points on the pay spine each of which represents one increment

**Plain time rate**

- Plain time rate is the basic hourly rate for the job

**Post**

- Each job holder occupies a post within the same job

**Pro-rata**

- A proportion of the full time salary or working hours

**Recruitment and retention**

- The purpose of any pay scheme is for an employer to be able to recruit and retain the people able to do the jobs required by the organisation

**Roster/rota**

- The plan for how working hours over a period of time (day/week/month) are to be covered by employees.

**Spinal Column Point (SCP)**

- The pay spine is divided up into money values, each of which is called a spinal column point. There are 39 spinal column points on the new pay spine

**Shifts**

- Are the periods of time, over 24 hours, during which the service must be provided

**Single Status**

- This the common name given to the agreement reached in 1997 by the National Joint Council for Local Government Services (Green Book)

**Skills**

- Techniques gained from knowledge, learning and experience, which enable the jobholder to meet the requirements of the job in the most efficient and effective way

### **Working Time Regulations**

- These are the rules, which the Government sets, which limit the amount of work people, can do, with minimum levels for holidays and rest breaks for the health and safety of employees. Information is available from the HR & Payroll Team

## 9. Useful contact numbers

You may have queries or concerns about the details in this agreement. There are a number of ways you can talk to someone who will be able to give you help and advice on a variety of pay issues.

A dedicated part of the Council's Intranet site includes all documentation around job evaluation and single status,

- You can contact your line manager in the usual way
- You can also ring the HR & Payroll Team, telephone: 01246 242525

You can also contact a member of the trade union on the following numbers:-

Steve Sambrooks (UNITE)	01246 593095
Liz Robinson (UNISON)	01246 242220

## 10. Conclusion

This booklet has been designed to give as much explanation as possible about the implications of the new pay arrangements. Inevitably it is difficult in a single communication to cover everyone's situation so please ask for help or advice from one of the contact possibilities above.

Thank you for your co-operation

Karen Hanson  
Chief Executive  
Bolsover District Council

**Bolsover District Council**

**Meeting of Council**  
**on 21<sup>st</sup> May 2025**

**Preventing Sexual Harassment Policy**

**Report of the Portfolio Holder for Resources**

<b>Classification</b>	This report is Public
<b>Contact Officer</b>	Peter Wilmot, HR Business Partner

**PURPOSE/SUMMARY OF REPORT**

To approve a new Preventing Sexual Harassment Policy to ensure compliance with the government’s Worker Protection (Amendment of Equality Act 2010) Act 2023.

**REPORT DETAILS**

**1. Background**

- 1.1 Following formal consultation at the Council’s Union Employee Consultation Committee, Council is asked to approve the appended Preventing Sexual Harassment Policy.
- 1.2 In response to new 2024 UK legislation aimed at combating workplace sexual harassment, the HR Business Partner has undertaken a review of the current policy in place. The legislation obligates employers to take proactive measures to prevent sexual harassment and imposes stricter penalties for non-compliance, which includes increasing compensation awards by up to 25%. The legislation also establishes clearer pathways for victims to seek redress.
- 1.2 Current policies within the Council have served well but are not fully aligned with the new legislative requirements. Therefore, the introduction of a comprehensive and updated preventing sexual harassment policy is necessary to ensure compliance with the law and to foster a safe, respectful working environment for all employees.

**2. Details of Proposal or Information**

- 2.1 The proposed policy includes the following key components:

- 2.2 **Zero-Tolerance Stance:** The policy clearly defines what constitutes sexual harassment, including examples of inappropriate behaviour, and states that any form of harassment will not be tolerated.
- 2.3 **Prevention Measures:** As required by the new legislation, the organisation will implement specific preventive measures to reduce the risk of sexual harassment, including regular awareness training for all employees, awareness campaigns, and risk assessments of workplace culture.
- 2.4 **Clear Reporting and Investigation Procedures:** A confidential and accessible reporting mechanism will be established, ensuring victims and witnesses can come forward without fear of retaliation. Procedures for investigating complaints will also be implemented with transparent outcomes.
- 2.5 **Support for Victims:** In compliance with the legislation, the policy will ensure comprehensive support for victims, including access to counselling via the Council's Employee Assistance Programme or Occupational Health provision, adjustments to working conditions if needed, and regular follow-ups.
- 2.6 **Managerial Responsibility:** The new legislation introduces a "duty to prevent" requirement. This means managers and senior staff must take proactive steps to prevent sexual harassment, including creating an open culture where inappropriate behaviour is not tolerated. Under the proposed policy, managers will undergo enhanced training to recognise early signs of harassment and ensure proper workplace conduct.
- 2.7 **Legal Compliance and Accountability:** The updated policy reflects new legal obligations for employers, including the following:
- **Duty to Prevent Sexual Harassment:** Employers are now legally required to take all reasonable steps to prevent harassment from occurring. This extends beyond reactive measures and includes proactive training, communication, and visible commitment to addressing the issue.
  - **Vicarious Liability:** Employers will be held accountable for acts of sexual harassment perpetrated by employees unless they can prove they took all possible steps to prevent such behaviour. This amplifies the importance of prevention measures and comprehensive training.
  - **Third-Party Harassment:** Employers are now responsible for preventing harassment by third parties, such as clients or suppliers, in addition to internal employees. The policy includes mechanisms for reporting and addressing third-party incidents.
  - **Stricter Penalties:** Non-compliance with the legislation now results in heavier fines, and victims can seek compensation more easily through legal avenues. Employers will also be named in public reports for repeated non-compliance.

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

- 3.1 This updated policy is recommended for several reasons:

- **Legal Compliance:** The most immediate need is to comply with the 2024 legislation. Failure to do so could result in legal action, financial penalties, and reputational damage.
- **Workplace Safety and Well-being:** A clear, robust policy sends a strong message that sexual harassment is not tolerated, fostering a safer and more supportive environment for employees.
- **Employee Morale and Retention:** Implementing proactive measures to prevent sexual harassment can increase trust between staff and management, improve morale, and reduce employee turnover.
- **Minimising Legal Risks:** A strong prevention framework will minimise legal risks for the organisation by ensuring that reasonable steps are taken to prevent harassment, thus reducing liability.

### 3.2 **Conclusion**

The introduction of a new, comprehensive preventing sexual harassment policy is both a legal and ethical necessity for the Council. It reflects the heightened obligations imposed by the 2024 legislation and aims to foster a respectful and safe work environment for all employees.

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

- 4.1 The current policy was not written to meet the new legislative requirements, particularly regarding the “duty to prevent” clause and third-party harassment. Failure to update the policy would leave the Council vulnerable to legal non-compliance and associated penalties.

## **RECOMMENDATION(S)**

1. That Council approves the adoption of this policy to ensure compliance, enhance workplace culture, and minimise legal and reputational risks.

Approved by Councillor Clive Moesby, Portfolio Holder for Resources

## **IMPLICATIONS:**

<b><u>Finance and Risk</u></b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
<b>Details:</b> Not applicable.			On behalf of the Section 151 Officer
<b><u>Legal (including Data Protection)</u></b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
<b>Details:</b> Increased compliance with employment legislation is set out in the report and policy.			On behalf of the Solicitor to the Council

<p><b>Staffing</b>      Yes <input checked="" type="checkbox"/>      No <input type="checkbox"/></p> <p><b>Details:</b> The policy provides additional reassurance of the Council's intentions of supporting equal and diverse work practices.</p> <p style="text-align: right;">On behalf of the Head of Paid Service</p>
<p><b>Equality and Diversity, and Consultation</b>      Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p><b>Details:</b></p>
<p><b>Environment</b>      Yes <input checked="" type="checkbox"/>      No <input type="checkbox"/></p> <p>Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.</p> <p><b>Details:</b> Not Applicable.</p>

**DECISION INFORMATION:**

<p><input checked="" type="checkbox"/> <b>Please indicate which threshold applies:</b></p>	
<p><b>Is the decision a Key Decision?</b> A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds:</p>	<p>Yes <input type="checkbox"/>      No <input checked="" type="checkbox"/></p>
<p><b>Revenue (a)</b> Results in the Council making Revenue Savings of £75,000 or more or <b>(b)</b> Results in the Council incurring Revenue Expenditure of £75,000 or more.</p>	<p>(a) <input type="checkbox"/>      (b) <input type="checkbox"/></p>
<p><b>Capital (a)</b> Results in the Council making Capital Income of £150,000 or more or <b>(b)</b> Results in the Council incurring Capital Expenditure of £150,000 or more.</p>	<p>(a) <input type="checkbox"/>      (b) <input type="checkbox"/></p>
<p><b>District Wards Significantly Affected:</b> <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 <b>All</b> if all wards are affected:</p>	<p><b>All</b> <input type="checkbox"/></p>

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

<b>Links to Council Ambition: Customers, Economy, Environment, Housing</b>
This supports the Council's priority of 'promoting equality, diversity, and inclusion, and supporting and involving vulnerable and disadvantaged people'.

**DOCUMENT INFORMATION:**

Appendix No	Title
1	Preventing Sexual Harassment Policy

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



**Preventing  
Sexual Harassment  
Policy**

January 2025

## **Equalities Statement**

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

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

### **Access for All statement**

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

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

## CONTROL SHEET FOR SEXUAL HARASSMENT POLICY

<b>Policy Details</b>	<b>Comments / Confirmation (To be updated as the document progresses)</b>
Policy title	Preventing Sexual Harassment Policy
Current status – i.e. first draft, version 2 or final version	Final
Policy author (post title only)	HR Business Partner
Location of policy (whilst in development)	Eric/S-Drive HR & Payroll Public Folder
Relevant Cabinet Member (if applicable)	Councillor Clive Moesby
Equality Impact Assessment approval date	TBD
Partnership involvement (if applicable)	N/A
Final policy approval route i.e. Executive/ Council	
Date policy approved	
Date policy due for review (maximum three years)	
Date policy forwarded to Performance & Communications teams (to include on ERIC, and website if applicable to the public)	

## **Preventing Sexual Harassment at Work Policy**

### Policy Statement

Bolsover District Council is committed to providing an inclusive and supportive working environment for everyone who works here. This includes a zero-tolerance approach to sexual harassment and recognises the appropriate steps that should be taken to achieve this.

The aim of the policy is to set out expectations of behaviour by the Council's staff, protect all staff from sexual harassment and foster a working environment that supports the dignity and respect of all workers and is free from any form of bullying or harassment.

The Council will take seriously and investigate any complaints of discrimination, harassment or victimisation, using the agreed procedures and respecting confidentiality.

This policy is part of the Council's commitment to ensuring the health and safety and wellbeing of all the workforce.

This policy is part of Bolsover District Council's commitment to equality and diversity. We are committed to creating a workplace that respects and values each other's differences, that promotes dignity and combats prejudice, discrimination and harassment.

This policy seeks to benefit the welfare of individual members of staff; retain valued workers; improve morale and performance and enhance the reputation of the Council as an employer of choice.

All workers will be made aware of the Council's policy forbidding the sexual harassment of any worker by another worker and will be expected to comply with this policy. Sexual harassment will be treated as a disciplinary offence. Appropriate disciplinary action, including warnings, compulsory transfers (without protection of wages or salary), and dismissal for serious offences, may be taken against any worker who violates this policy. Abuse of power over another worker will be taken into account when deciding what disciplinary action to take.

The Council also recognises that it has a responsibility to protect workers from sexual harassment at work by members of the public and contractors. All staff have the right to be treated with respect by the public they provide services to or work with. The sexual harassment of staff by members of the public and contractors will not be tolerated and workers are encouraged to report it to their line manager.

All workers have a clear role to play in helping to create a work environment in which all forms of bullying or harassing behaviour are unacceptable. In particular,

workers should be aware of their own conduct, avoid colluding with inappropriate behaviour and co-operate fully in any complaints procedure.

### Scope of Policy

This policy applies to all employees who are employed by the Council on and off the premises, including those working away from their main office or normal place of work, and those on temporary contracts.

This policy is supported by and developed with the trade unions representing the employees. It will be communicated to all staff using a variety of methods including awareness training, information and publicity, team briefings, departmental team meetings and in-house publications.

### Definition of Sexual Harassment

The definition should be unambiguous and include examples of sexual harassment that may be relevant to your particular working environment and the circumstances where it might occur.

Sexual harassment is unlawful. As defined by the Equality Act 2010, it is when a person engages in unwanted behaviour of a sexual nature, whether verbal, non verbal or physical, that creates an intimidating, hostile, offensive, degrading or humiliating working environment.

It is also unlawful to treat someone less favourably because they have either submitted a complaint of sexual harassment or have rejected such behaviour. What is important is not necessarily the action, but how the recipient feels about what has been done and whether or not it is unwanted.

An individual can experience sexual harassment from someone of the same or different sex. It may be persistent or an isolated incident. Sexual harassment may be obvious or it may be subtle and more difficult to recognise. It can take place at any level and within any workplace relationship and can also be carried out by third parties, such as service users, visitors or contractors.

It can happen anywhere in the workplace such as out on the district, the canteen, toilets, communal areas or in the office. It can also occur away from the workplace such as at a service users home or office, at conferences, training courses, staff parties and other social events related to work. It may be face to face or in written communications, while using social media and any other form of online interaction including email communication in or outside of a work situation. It may take place in private or in public. Whatever form it takes, it is unwarranted and unwelcome to the individual.

The list below shows some examples of common forms of sexual harassment but is by no means exhaustive:

- unwelcome sexual advances, propositions and demands for sexual favours
  - unwanted or derogatory comments or nicknames about clothing or appearance
  - leering and suggestive gestures and remarks or jokes
  - intrusive questioning or suggestions about your sex life or a colleague's sex life, and discussing their own sex life
  - sexual posts or contact on social media
  - spreading sexual rumours about a person
  - sending sexually explicit emails or text messages
  - comments of a sexual nature about your or a colleague's sexual orientation
  - comments of a sexual nature about your or a colleague's gender identity
  - displaying offensive material, such as pornographic pictures or calendars, including those in electronic forms such as computer screen savers or by circulating such material in emails or via social media
  - 'upskirting' that typically involves someone taking a picture under another person's clothing without their knowledge
  - predatory behaviour
  - coercion
  - physical contact such as the invasion of personal space and unnecessary touching, hugging or kissing through to sexual assault, indecent exposure, stalking and rape (although rape is defined as a separate criminal offence).
- Prevention measures

The Council recognises that there are many organisational measures that can help prevent sexual harassment in the workplace. These include:

- good management practice, including competent, respectful people management, recognition of sexual harassment and appropriate intervention
- undertaking risk assessments that include consideration of power imbalances, job insecurity, lone working, customer-facing, service user-facing duties, lack of diversity in the workforce
- appropriate induction and awareness training on sexual harassment and about this policy for all staff, including supervisors, managers and new staff. This will include information on what constitutes harassment and, for managers and supervisors, on what their responsibilities are. The training will reference the Council's recognised Trade unions for employees to source support as required.
- ensuring workers have somewhere to go for a confidential discussion of their situation and signposting ways of taking further action
- look to improve diversity and inclusion at all levels of the organisation refer to the equality policy.

## Responsibilities of Managers and Supervisors

Managers and supervisors should ensure that all employees are aware of this policy and understand their own and the employer's responsibilities. Awareness Training on sexual harassment will be provided to all managers.

Managers and supervisors have a particular responsibility to ensure that within their area of control, everyone has the right to be treated with dignity and respect. They should:

- always challenge any unacceptable behaviour in the workplace
- respond to complaints of sexual harassment swiftly, sensitively and objectively and be aware of behaviour that would cause offence, if necessary reminding workers of expected standards
- deal explicitly with third party perpetrators (such as service users, clients, visitors or contractors) with a view to withdrawing service or ending a contract or banning from the premises if behaviour is not moderated
- ensure that this policy is followed and that there are thorough investigations if required. HR & Payroll will assist any line manager in dealing with complaints of sexual harassment. All complaints of sexual harassment must be dealt with confidentially using the agreed procedures and in accordance with the data protection policy.

Managers and supervisors have an additional responsibility to be exemplars of acceptable behaviour. They should be aware that an abuse of their positional power will send mixed messages about what is acceptable behaviour, and will only serve to condone harassment.

A line manager's failure to actively implement this policy within their area of responsibility or to fail to deal with sexual harassment when they become aware of it could constitute a breach of the policy and disciplinary action may be taken.

Sexual harassment is a workplace issue:

The Council recognises that there can be difficulties in raising the issue of sexual harassment and bullying, particularly if:

- the immediate manager is doing the harassing
- the worker is reluctant or too embarrassed to raise the matter with their manager, or feels the manager may lack the skills, knowledge or sensitivity to deal with complaints of harassment
- the worker finds the prospect of using the formal procedure intimidating.

The Council is committed to ensuring that such potential difficulties are overcome so that allegations of sexual harassment are raised and can be acted upon. To help ensure this, the Council's HR team have members who have received specialist training to help them deal with complaints of sexual harassment and to offer advice to workers who believe that they or their colleagues have experienced sexual harassment.

The main role of the Contact Officer(s) is to:

- provide sympathetic assistance to workers with complaints of sexual harassment
- explain to them how the procedures for making a complaint operate
- establish the main details of any complaint
- channel the complaint to the appropriate manager for action if the worker decides to take the matter further.

Designated HR & Payroll Officers will discuss cases in complete confidence and will not divulge information to any other person without the agreement of the worker.

An employee who comes to HR & Payroll to talk about sexual harassment is under no obligation to take further action. HR & Payroll are there to help workers decide what they want to do. Employees who have been sexually harassed are not obliged to refer their complaints to HR & Payroll. It is entirely up to them whether they do so. However, having HR & Payroll as a neutral contact is a means of ensuring that such workers are not discouraged from bringing forward complaints.

### Responsibilities of Employees

All staff have a responsibility to contribute to a respectful and productive working environment. They have a duty to assist in the creation of a safe working environment, where unacceptable sexual behaviour is not tolerated. Every worker has a personal responsibility to:

- ensure they understand the nature of sexual harassment
- be aware of how their behaviour may affect others and to uphold the standards of behaviour set within the team
- work within the policy guidelines including co-operating fully in any investigation undertaken
- be aware of sexual harassment and challenge unacceptable behaviour where appropriate if it is safe to intervene. Possible ways of intervening include telling the harasser that their behaviour is unacceptable; distracting either the harasser or the target to defuse the situation and also checking in with the target of the behaviour after it has taken place. It is validating for them to know that another person believes what has happened is not acceptable
- reporting incidents of sexual harassment when witnessed, or supporting targets of sexual harassment in reporting it, and co-operating in an investigation into alleged sexual harassment.

Workers should report any instances of harassment, victimisation or discrimination experienced whether they are the target of the behaviour or they have witnessed it. Reporting is necessary in order to address the issue both for the worker's own well-being and that of their colleagues. However the Council recognises that there

may be many reasons that someone who has experienced sexual harassment may not complain immediately.

If a worker is found to have sexually harassed, victimised or discriminated against another worker, then they will be seen as having committed a disciplinary offence.

### Trade Union Involvement

Consultation will take place with the recognised trade union on the implementation, development, monitoring and review of this policy. Because of their role in potentially representing an alleged harasser and a complainant, trade union representatives will be given training equal to that of managers and supervisors and sufficient time to carry out their duties.

Trade union representatives are able to assist their members who have been the targets of harassment, including supporting them in making complaints. The Council encourages all members who are concerned about harassment to speak to their trade union representatives.

The Council will allow trade union representatives time off to attend union provided training courses on sexual harassment at work. The Council will support the union's activities on raising awareness and tackling the issue of sexual harassment amongst their members.

The Council recognises that women are more likely to experience sexual harassment than men and gender inequality can contribute to workplace sexual harassment, and that it may also intersect with other forms of discrimination and harassment.

The Council is committed to jointly agreeing with the trade union ways of tackling all forms of discrimination including the gender pay-gap and improving equality and diversity within all aspects of the workplace.

### Procedures

An individual can deal with sexual harassment in various ways, ranging from asking the person to stop the behaviour, to informal discussions with the HR & Payroll representatives or to making a formal complaint.

You do not have to be the recipient or target to make a complaint about sexual harassment. If you see it happening or become aware of the problem you have the right to complain about it. Tackling sexual harassment is everybody's responsibility.

Some people are unaware that their behaviour in some circumstances is sexual harassment. If it is clearly pointed out to them that their behaviour is unacceptable,

the problem can sometimes be resolved. With this in mind, this policy includes informal as well as formal action to deal with complaints of sexual harassment.

### Informal action

1. If possible, an employee who believes that they have been the subject of sexual harassment or has witnessed it should, in the first instance, ask the person to stop the behaviour and make it clear what aspect of their behaviour is offensive and unacceptable, and the effect it is having. This can be done either verbally or in writing. If the sexually harassed person or witness feels unable to approach the person responsible directly, a member of the HR & Payroll team, work colleague or trade union representative can make this initial approach.

2. If an employee is approached informally about stopping their unwelcome or upsetting behaviour, they should not consider the reaction to be over sensitive nor the incident to be too trivial but should remember that different people find different things acceptable and everyone has the right to decide what behaviour is acceptable to them and to have their feelings respected by others. An apology and assurance that the behaviour will not be repeated may be enough to end the matter.

3. If a worker who believes that he or she has been the subject of sexual harassment or has witnessed it is unable to adopt the above approach, or the sexual harassment is of a very serious nature, they can approach a Contact Officer who will provide informal advice in confidence. No further action will be taken without the consent of the worker making the complaint. Confidential advice is also available to other workers who themselves may not be the subject of sexual harassment but are concerned about the sexual harassment of others.

4. If an employee complains of sexual harassment but does not want to take the matter any further, the Council will periodically check in with the employee to find out if the situation has improved. The employer will respect the wishes of the complainant but there may be some circumstances where the harassment is of such a serious nature that the employer will need to take action because of the high immediate risk to the safety of the complainant, their colleagues or someone else the harasser may come into contact with. In such situations, the employer will put in place appropriate safeguards to prevent further harassment, or victimisation of the complainant.

### Formal action

If informal action does not stop the sexual harassment, or a formal complaint is made from the outset, the complaints procedure should be initiated and a formal report should be made. Throughout this procedure, the complainant and the person against whom the complaint is made has the right to be accompanied by a trade union representative or by a colleague, and to seek informal advice

from the HR & Payroll team.

1. A worker who believes that they have been the subject of sexual harassment should formally report the alleged act or acts to their line manager, or if the person doing the harassment is the line manager, a more senior manager. Where possible, the worker should set out details of the complaint in writing with specifics as to dates and times and an account of what the sexual harassment is alleged to consist of.

2. All complaints will be handled and investigated in a timely and confidential manner. The complainant will wherever possible be invited to a meeting to the manager within 5 working days of reporting the alleged act or acts. The worker has the right to be accompanied by a trade union representative or a work colleague at this meeting.

3. Confidentiality will be maintained at all times including by witnesses spoken to as part of the investigation, subject to any requirement to involve external agencies where a criminal offence may have been committed or where maintaining confidentiality would pose a risk to the complainant, or to others. Workers shall be guaranteed a fair and impartial hearing whether they are the harassed or the harasser. Breach of confidentiality may be a disciplinary offence.

4. As a first stage in a thorough investigation of the complaint, a senior manager will arrange to interview separately both the complainant, and the person against whom the complaint has been made, with a representative if requested. The investigator will not be the same person who hears the complaint nor any subsequent appeal, in order to help ensure independence and objectivity. Because of any particular sensitivities of the case, it is recognised that the complainant may prefer to talk to an investigator of the same sex.

5. A target timescale for completion of the investigation will be set and communicated to the complainant, along with updates on progress. Should the target timescale not be met, a clear explanation should be given to the complainant by the employer.

6. Wherever possible, the Council will try to ensure that both the complainant, and the person against whom the complaint has been made are not required to work together while the complaint is under investigation. In a serious case, the person against whom the complaint has been made may be suspended while investigation and any subsequent disciplinary policy are undertaken as a precaution for the protection of the complainant or to prevent interference in the investigation. Such suspension will be for as short a time as possible and will be on full pay.

7. Following the investigation, the senior manager will give a detailed response

in writing to the complainant including outcomes wherever appropriate or possible, including action taken to address the specific complaint if it is upheld, and any measures taken to prevent a similar event happening again in the future.

8. If the investigation reveals that the complaint is upheld, prompt action designed to stop the sexual harassment immediately and prevent its recurrence will be taken. In such circumstances, if relocation proves necessary, the alleged harasser and not the complainant will be relocated unless the person complaining requests otherwise.

9. Disciplinary action up to and including dismissal may be taken in accordance with the staff disciplinary procedure if a complaint of sexual harassment is upheld. Appropriate adjustments will be made to enable the complainant to participate in the disciplinary process without fear of victimisation.

10. If the sexual harassment is believed to be a criminal offence, such as a sexual assault, indecent exposure, stalking and offensive communications, the senior manager should advise the complainant to report the matter to the police as soon as possible and give them appropriate support. In cases where the police are involved, the Council will liaise with the police regarding the disciplinary process and take advice on how to conduct a fair process.

11. If it is believed that there is an ongoing risk of serious harm to an individual, the senior manager will contact the police themselves and inform the complainant that they have done so.

12. Workers shall be protected from intimidation, victimisation or discrimination for filing a complaint or assisting in an investigation. Retaliating against a worker for complaining about or assisting in an investigation of sexual harassment is a disciplinary offence.

13. Any decisions taken under this procedure do not preclude any worker from pursuing a grievance in the usual way under the staff grievance procedures and/or reporting the matter to the police should they believe that a criminal offence may have been committed.

14. The complainant has the right to appeal against the decision following the investigation within 10 working days of receiving the decision from the senior manager. Any appeal must be made in writing, stating the reasons for the appeal.

15. An appeal meeting will be arranged with a more senior manager not previously involved in the procedure who will consider the appeal. The worker will be given the opportunity to put forward their case and explain why they are not satisfied with the outcome. The meeting may be adjourned by the person hearing the appeal, if it is considered necessary to undertake further investigation. The meeting will be reconvened as soon as possible.

16. The decision of the person hearing the appeal shall be final.

### Review and Monitoring

Adequate resources will be made available to fulfil the aims of this policy. The policy will be widely promoted, and copies will be freely available and displayed in Council's offices and through the staff intranet (Eric).

This policy will be reviewed as a minimum every 3 years. The initial review of effectiveness will take place 12 months after this policy comes into effect.

The Council will also periodically monitor how successful it is in creating a workplace free of sexual harassment by other means which may include confidential staff surveys, training, raising awareness of harassment and bullying in general and undertaking risk assessments.

### Support for Workers who have Experienced Sexual Harassment

The Council recognises that sexual harassment can affect job performance and cause stress, anxiety or other mental health as well as physical health problems. Where sexual harassment causes deterioration in job performance, this will be treated as a health problem and the person will be encouraged to seek help under the terms of this policy. There will be no discrimination against individuals suffering from stress caused by sexual harassment.

Access to independent and trained counsellors will be available to all staff. This service as with all counselling will be strictly confidential between the counsellor and member of staff. No details or records will be disclosed without the written permission of the member of staff concerned. Employees who have been sexually harassed will be offered the opportunity to attend counselling sessions.

Confidential support, practical information and advice is also available for individual employees from the Council's Employee Assistance Programme (Currently via 'Viv Up'). Access is available via the Council's intranet or via the Viv Up app.

Where the workers' complaint is not upheld, or it is upheld but the disciplinary action falls short of the dismissal of the harasser, mediation and/or an offer of redeployment may be offered to the affected parties.

### **Further information:**

HR and Payroll Service at the Arc

Contact your local Trade union Representative at Unison and Unite  
Equality Advisory and Support Service (EASS)

www.equalityadvisoryservice.com  
For advice on discrimination issues.  
0808 800 0082

**Protect**

<https://protect-advice.org.uk/>

Confidential advice for individuals who have witnessed wrongdoing in their workplace but are unsure how to raise their concerns.

020 3117 2520

Rights of Women – Sexual harassment at work advice line

<https://rightsofwomen.org.uk>

Free employment legal advice to women in England and Wales experiencing sexual harassment at work

Call: 020 7490 0152, Mondays 6pm to 8pm, Tuesdays 5pm to 7pm,

Wednesdays 5pm to 6:30pm.

Signatories

This Policy is made in agreement between Bolsover District Council, UNISON and Unite. The Council's recognised Trade Union.



**BOLSOVER DISTRICT COUNCIL**

**Meeting of the Council on 21<sup>st</sup> May 2025**

**Housing Management System**

**Report of the Assistant Director for Housing Management**

<b>Classification</b>	This report is Open
<b>Contact Officer</b>	Victoria Dawson, Assistant Director Housing Management

**PURPOSE/SUMMARY OF REPORT**

To approve the Housing Revenue Account Capital programme be updated to include the capital cost of the One System upgrade to the Open Housing system.

**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.
- 1.3 On 14<sup>th</sup> April 2025, Executive approved a 5 year new contract with Capita Business Services for the ongoing annual support of the Housing Management System and One System upgrade.

**2. Details of Proposal or Information**

- 2.1 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.
- 2.8 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, however Council would need to approve that this be added to the capital programme.

- 2.9 The Housing Innovation Team will be responsible for working with Capita 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 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 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 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:**

<b><u>Finance and Risk</u></b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>Details:</b>		
The ongoing annual support can be contained within existing budgets. The capital expenditure of £189,720 can be funded by available capital receipts.		
On behalf of the Section 151 Officer		
<b><u>Legal (including Data Protection)</u></b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>Details:</b>		
A compliant public procurement exercise has been followed.		
On behalf of the Solicitor to the Council		
<b><u>Staffing</u></b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>Details:</b>		
The Upgrade and new module implementation will be delivered within existing staffing resource, the Housing Innovation Team.		
On behalf of the Head of Paid Service		

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

*(Please speak to the Equality and Diversity Officer for advice)*

**Details:** 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.

**Environment**      Yes       No

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment. *(Please speak to the Climate Change Officer for advice)*

**Details:** None arising from this report

**DECISION INFORMATION:**

**Please indicate which threshold applies:**

**Is the decision a Key Decision?**

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

Yes       No

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

**(a)**       **(b)**

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

**(a)**       **(b)**

**District Wards Significantly Affected:**

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

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

**All**

<b>Is the decision subject to Call-In?</b> <i>(Only Key Decisions are subject to Call-In)</i>	Yes <input 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"/>
<b>Consultation carried out:</b> <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"/>
<b>Leader</b> <input type="checkbox"/> <b>Deputy Leader</b> <input type="checkbox"/> <b>Executive</b> <input checked="" type="checkbox"/> <b>SLT</b> <input type="checkbox"/> <b>Relevant Service Manager</b> <input type="checkbox"/> <b>Members</b> <input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	

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

**DOCUMENT INFORMATION:**

Appendix No	Title
N/A	

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

## BOLSOVER DISTRICT COUNCIL

### Meeting of Council on 21<sup>st</sup> May 2025

#### Member Champions 2025/26

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

<b>Classification</b>	This report is Public
<b>Contact Officer</b>	Jim Fieldsend Director of Governance and Legal Services & Monitoring Officer

#### PURPOSE/SUMMARY OF REPORT

To appoint Member Champions for the 2025/26 Municipal Year.

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#### REPORT DETAILS

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

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

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

1.5 The Leader and Portfolio Holders will:

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

**2. Details of Proposal or Information**

2.1 The proposed Member Champions for 2025/26 Municipal Year are set out in **Appendix 1**.

**3. Reasons for Recommendation**

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

**4 Alternative Options and Reasons for Rejection**

4.1 None.

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**RECOMMENDATION(S)**

1. That the appointments of Member Champions as set out in Appendix 1 be agreed.

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**IMPLICATIONS:**

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

**DECISION INFORMATION:**

<p><input checked="" type="checkbox"/> <i>Please indicate which threshold applies:</i></p>	
<p><b>Is the decision a Key Decision?</b> A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds:</p>	<p>Yes <input type="checkbox"/>      No <input checked="" type="checkbox"/></p>
<p><b>Revenue (a)</b> Results in the Council making Revenue Savings of £75,000 or more or <b>(b)</b> Results in the Council incurring Revenue Expenditure of £75,000 or more.</p>	<p>(a) <input type="checkbox"/>      (b) <input type="checkbox"/></p>
<p><b>Capital (a)</b> Results in the Council making Capital Income of £150,000 or more or <b>(b)</b> Results in the Council incurring Capital Expenditure of £150,000 or more.</p>	<p>(a) <input type="checkbox"/>      (b) <input type="checkbox"/></p>

<p><b>District Wards Significantly Affected:</b>  <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 <b>All</b> if all wards are affected:</p>	<p><b>All</b> <input type="checkbox"/></p>
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<p><b>Is the decision subject to Call-In?</b>  <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><b>Consultation carried out:</b>  <i>(this is any consultation carried out prior to the report being presented for approval)</i></p> <p> <b>Leader</b> <input checked="" type="checkbox"/>   <b>Deputy Leader</b> <input checked="" type="checkbox"/>   <b>Executive</b> <input type="checkbox"/>   <b>SLT</b> <input type="checkbox"/>  <b>Relevant Service Manager</b> <input type="checkbox"/>   <b>Members</b> <input type="checkbox"/>   <b>Public</b> <input type="checkbox"/>  <b>Other</b> <input type="checkbox"/> </p>	<p><b>Yes</b> <input type="checkbox"/>    <b>No</b> <input checked="" type="checkbox"/></p> <p><b>Yes</b> <input type="checkbox"/>    <b>No</b> <input type="checkbox"/></p> <p><b>Yes</b> <input type="checkbox"/>    <b>No</b> <input type="checkbox"/></p>
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<p><b>Links to Council Ambition: Customers, Economy, Environment, Housing</b></p>
<p>Customers providing excellent and accessible services.</p>

**DOCUMENT INFORMATION:**

Appendix No	Title
1	Appointment of Member Champions 2025/26

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

## MEMBER CHAMPIONS

2025/26

<b>MEMBER CHAMPION</b>	<b>NAME</b>
Armed Forces Champion(s)	Councillors David Bennett and Tom Munro
Domestic Abuse Champion	To be confirmed
Local Nature Recovery Champion	Councillor Rob Hiney-Saunders
Member Development Champion	Councillor Catherine Jeffery
Safeguarding Champion	To be confirmed