

The Arc
High Street
Clowne
S43 4JY

To: Chair & Members of the Climate
Change and Communities Scrutiny
Committee

Contact: Coby Bunyan
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Email: coby.bunyan@bolsover.gov.uk

Friday, 19 June 2026

Dear Councillor,

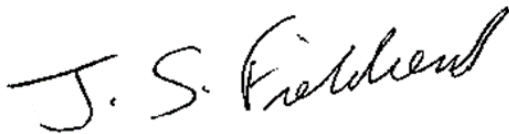
CLIMATE CHANGE AND COMMUNITIES SCRUTINY COMMITTEE

You are hereby summoned to attend a meeting of the Climate Change and Communities Scrutiny Committee of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Tuesday, 30th June, 2026 at 10:00 hours.

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

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

Yours faithfully



Solicitor to the Council & Monitoring Officer

Equalities Statement

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

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

Access for All statement

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

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

CLIMATE CHANGE AND COMMUNITIES SCRUTINY COMMITTEE AGENDA

**Tuesday, 30 June 2026 at 10:00 hours taking place in the Council Chamber, The Arc,
Clowne**

Item No.		Page No.(s)
	<u>PART A: FORMAL</u>	
1.	Apologies for Absence To receive apologies.	
2.	Urgent Items of Business To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.	
3.	Declarations of Interest Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of: a) any business on the agenda; b) any urgent additional items to be considered; c) any matters arising out of those items; and if appropriate, withdraw from the meeting at the relevant time	
4.	Minutes To consider the minutes of the Climate Change and Communities Scrutiny Committee meeting held on Tuesday the 14 th of April, 2026.	5 - 10
5.	List of Key Decisions and Items to be Considered in Private <i>Members should contact the officer whose name appears on the List of Key Decisions for any further information). NB: If Members wish to discuss an exempt report under this item, the meeting will need to move into exempt business and exclude the public in accordance with the Local Government (Access to Information) Act 1985 and Local Government Act 1972, Part 1, Schedule 12a for that part of the meeting only.</i>	11 - 17
6.	Review of Council's Approach to Carbon Reduction - Post Scrutiny Monitoring Report	18 - 37
7.	Draft Climate Resilience Plan	38 - 55

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|-----------|--|------------------|
| 8. | Animal Licensing Policy Review | 56 - 119 |
| 9. | Agreement of Work Programme 2026/2027 | 120 - 125 |

PART B: INFORMAL

- | | | |
|------------|--------------------|--|
| 10. | Review Work | |
|------------|--------------------|--|

Agenda Item 4

CLIMATE CHANGE AND COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Climate Change and Communities Scrutiny Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Tuesday, 14th April 2026 at 10:00 hours.

PRESENT:-

Members:-

Councillor Anne Clarke in the Chair

Councillors Cathy Jeffery, Sandra Peake and Catherine Tite.

Officers:- Steve Brunt (Strategic Director of Services), Victoria Dawson (Assistant Director of Housing), Mark Giles (Assistant Director (Streetscene, Community Safety and Enforcement), Matt Liddy (Community Safety and Enforcement Manager), Ellie Bircumshaw (Community Safety Officer), Louise Parsons (Anti-Social Behaviour Officer), Lucy Hollis (Assistant Community Safety Officer), Richard Winter (Climate Change Officer), Coby Bunyan (Scrutiny Officer) and Matthew Kerry (Governance and Civic Officer).

Also in attendance at the meeting, observing, were Councillors Clive Moesby (Portfolio Holder for Resources) and Jeanne Raspin (Junior Portfolio Holder for the Environment).

CLI31-25/26 APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Ashley Taylor and Deborah Watson.

CLI32-25/26 URGENT ITEMS OF BUSINESS

There were no urgent items of business to be considered.

CLI33-25/26 DECLARATIONS OF INTEREST

There were no declarations of interest made.

CLI34-25/26 MINUTES

Moved by Councillor Sandra Peake and seconded by Councillor Cathy Jeffery
RESOLVED that the minutes of a Climate Change and Communities Scrutiny Committee held on 3rd February 2026 be approved as a true and correct record.

CLI35-25/26 LIST OF KEY DECISIONS AND ITEMS TO BE CONSIDERED IN PRIVATE

The Committee considered the List of Key Decisions and Items to be considered in private.

CLIMATE CHANGE AND COMMUNITIES SCRUTINY COMMITTEE

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

CLI36-25/26 REVIEW OF THE COUNCIL'S APPROACH TO ENVIRONMENTAL DESPOILMENT EDUCATION AND ENFORCEMENT - FIRST INTERIM POST SCRUTINY MONITORING REPORT

The Scrutiny Officer presented the report to the Committee.

The Committee had agreed to undertake a review of the Council's approach to environmental despoilment education and enforcement as part of its Work Programme 2024/25.

To date, 10 out of 11 recommendations had been achieved, with the final recommendation on track to be completed within the original target date set – it was noted no recommendations had been extended or marked as alert.

To a question on the operational task and finish groups proposed to identify fly-tipping hotspots, the Assistant Director of Streetscene confirmed these would take place to facilitate identification and the Council's response to incidents quickly.

Moved by Councillor Sandra Peake and seconded by Councillor Cathy Jeffery

RESOLVED that: 1) Scrutiny Members note the progress against the review recommendations;

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

CLI37-25/26 REVIEW OF THE COUNCIL'S ENERGY POLICY FOR LOCAL HOUSING - FINAL POST SCRUTINY MONITORING REPORT

The Scrutiny Officer presented the report to the Committee.

The Committee had agreed to undertake a review of the Council's Energy Policy for Local Housing as part of its Work Programme 2023/24.

To date, 2 out of 5 recommendations had been achieved, 1 had been achieved behind target, 1 was extended and 1 was overdue.

Attention was drawn to the overdue recommendation. The Climate Change Officer informed the Council had been awaiting the completion of Savills' Stock Condition Survey before establishing a strategy for improving energy efficiency within the Council's Housing Stock.

CLIMATE CHANGE AND COMMUNITIES SCRUTINY COMMITTEE

Moved by Councillor Sandra Peake and seconded by Councillor Cathy Jeffery

RESOLVED that: 1) Scrutiny Members note the progress against the review recommendations;

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

The Assistant Director of Housing left the meeting at 10:08 hours.

CLI38-25/26 RECOMMENDATION WITHDRAWAL REQUEST - CCCSC 22-24 2.5 - REVIEW OF ENERGY IN LOCAL HOUSING – POST-SCRUTINY MONITORING FINAL INTERIM REPORT

The Scrutiny Officer presented the report to the Committee.

The Committee had agreed to undertake a review of the Council's Energy Policy for Local Housing as part of its Work Programme 2023/24.

To date, 2 out of 5 recommendations had been achieved, 1 had been achieved behind target, 1 was extended and 1 was overdue.

Following discussion with the Chair, Vice Chair and Council officers relating to recommendation CCCSC 23-24 2.5, it was confirmed that responsibility sat with Derbyshire County Council and not with the Council.

Moved by Councillor Sandra Peake and seconded by Councillor Cathy Jeffery

RESOLVED that the Committee recommends that the Executive withdraw recommendation CCCSC 23-24 2.5.

CLI39-25/26 SPOTLIGHT REVIEW OF GMB'S RECOGNITION APPLICATION - PRE DECISION SCRUTINY

The Scrutiny Officer presented the supplementary report to the Committee.

The GMB Union had informally requested recognition under Schedule A1 of the Trade Union and Labour Relations (Consolidation) Act 1992.

The application fell within the functions of the Committee as per the terms of reference set out in Part 3 of the Council's Constitution.

The Chair was consulted and had agreed to bring the request to the Committee's attention.

CLIMATE CHANGE AND COMMUNITIES SCRUTINY COMMITTEE

The Pre-Decision Scrutiny Report was attached at Appendix 1.

It was intended a formal report would be available on / before 14th April 2026.

The Committee was asked to provide comment on the recommendations for or against the application by the GMB Union, with the intention of informing the Executive.

A Member noted it was always reassuring to know unions were present in the workplace.

A Member shared previous membership of the GMB Union and agreed it was most appropriate.

Moved by Councillor Sandra Peake and seconded by Councillor Catherine Tite

RESOLVED that: 1) Committee considers the report and appendix to inform a critical discussion on the application and make recommendations for or against the application;

2) To make its recommendations on the application and submit them to the Executive Committee for approval, denial or deferral; and,

3) Following 2, Per 4.5.9 of the Constitution await a response for up to a maximum of two months. Before considering further actions.

CLI40-25/26 AGREEMENT OF WORK PROGRAMME 2025/2026

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

Moved by Councillor Sandra Peake and seconded by Councillor Catherine Tite

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

CLI41-25/26 ANNUAL REVIEW OF THE BOLSOVER COMMUNITY SAFETY PARTNERSHIP - PUBLIC SESSION

Section 19 of the Police and Justice Act required local authorities to have a crime and disorder body with the power to review / scrutinise decisions made or other actions taken in connection with the discharge by the responsible authorities of their crime and disorder functions.

This responsibility fell within the responsibilities of the Committee.

The Committee had been consulted prior to the review to establish current issues and key lines of enquiry.

The Bolsover Community Safety Partnership Plan 2026-2029 was attached at Appendix 1.

The Bolsover Community Safety Partnership Action Plan 2026-2029 was attached at

CLIMATE CHANGE AND COMMUNITIES SCRUTINY COMMITTEE

Appendix 2.

The Community Safety Officer delivered a presentation on the Bolsover Community Safety Partnership (the 'Partnership').

The Committee was informed of the new structure of the Partnership, the 2026/29 plan, the priorities to be pursued, a large number of trends and statistics, and what was next for the Partnership.

Of note was an Inspector of the Derbyshire Constabulary being made Vice Chair of the Strategic Group and the request of Members to, during the arrangement of community engagements, invite the Partnership to attend and promote the service or to lead / organise efforts on, for example, diversion activities for young adults / children.

A Member thanked the Community Safety Officer for the precise and informative presentation.

The Portfolio Holder for Resources added thanks for the team and additionally informed the Committee on the extensive work and required restructure of the Partnership that had taken place in the previous year.

It was noted funding from the Derbyshire Police and Crime Commissioner was limited but continued to prove helpful, and that the Partnership's hard work with a new dynamic was already making a considerable difference.

The team was thanked as too was the Chair for providing the time to inform the Committee and the Council of the work being undertaken.

The Community Safety Officer additionally provided a verbal update on behalf of the Risk Reduction Manager for the Derbyshire Fire and Rescue Service.

The Anti-Social Behaviour Officer delivered a presentation on the work of the Anti-Social Behaviour Team.

Officers were introduced and the work undertaken detailed to the Committee – it was noted during community events the Anti-Social Behaviour Team worked closely with the Partnership and the Derbyshire Constabulary.

The Committee was informed support for victims of Anti-Social Behaviour was a considerable part of the work involved.

Figures were presented to the Committee, as too were case studies (one injunction and one operation).

Questions were asked on Fixed-Penalty Notices and the previous incidents of street-racing / crawling.

The Committee was informed every operation drove forward improvements and that the capture of high quality footage enabled a greater likelihood of the successful identification of individuals.

Finally, it was noted all reports to the Derbyshire Constabulary increased the likelihood of

CLIMATE CHANGE AND COMMUNITIES SCRUTINY COMMITTEE

successful arrests, charges and fines.

RESOLVED that: 1) Members review the supporting documents to refresh their knowledge of current delivery; and,

- 2) Following briefings by the officers present, Members scrutinise current and planned delivery of the CSP, making recommendations where required, in accordance with Part 3.6(7) of the Constitution.

The meeting concluded at 10:45 hours.



The Arc
High Street
Clowne
Derbyshire
S43 4JY

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Key Decisions & Items to be Considered in Private

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

Published on: 1st June 2026

Agenda Item 5

INTRODUCTION

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

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

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

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Members of Executive are as follows:

Councillor Jane Yates - Leader and Portfolio Holder - Policy, Strategy and Communications

Councillor Donna Hales - Deputy Leader and Portfolio Holder - Corporate Governance and Performance

Councillor Mary Dooley - Portfolio Holder - Partnerships and Health and Wellbeing

Councillor Clive Moesby - Portfolio Holder - Resources

Councillor Phil Smith - Portfolio Holder - Housing

Councillor Tom Munro - Portfolio Holder - Growth

Councillor Rob Hiney-Saunders - Portfolio Holder - Environmental

Councillor John Ritchie - Portfolio Holder – Devolution

The Executive agenda and reports are available for inspection by the public five clear days prior to the meeting of the Executive. The papers can be seen at The Arc at the above address. The papers are also available on the Council’s website referred to above.

Background papers are listed on each report submitted to the Executive and members of the public are entitled to see these documents unless they contain exempt or confidential information. The report also contains the name and telephone number of a contact officer.

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

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

(1) **REVENUE**

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

(2) **CAPITAL**

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

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

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

The dates for meetings of Executive can be found here:

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

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

Matter in respect of which a decision will be taken	Decision Maker	Date of Decision	Documents to be considered	Contact Officer	Is this decision a Key Decision?	Is this key decision to be heard in public or private session
Regeneration Fund - Update on the Former Cooperative Food Store	Executive	22 nd June 2026	Report of the Portfolio Holder for Growth	Natalie Etches, Head of Business Growth	Key - It is likely to result in the Council making capital savings or incurring capital expenditure of £150,000 or more.	Public – General Exception Notice published on 1 st June 2026
Pleasley Vale Business Park To seek approval for a scheme of works to be procured.	Executive	22 nd June 2026	Report of the Portfolio Holder for Growth	Jim Fieldsend, Solicitor to the Council & Monitoring Officer	Key - It is likely to result in the Council making capital savings or incurring capital expenditure of £150,000 or more.	Fully exempt
Contract Award to enable the Bolsover Partnership to administer Mental Health Small Grants for the Emotional Health & Wellbeing of Children & Young People Bolsover Partnership seek approval to accept an award from DCC Public Health Funds, totalling £75K over the period 1/4/26 – 31/3/29 inclusive, which is to be utilised via the provision of ‘Mental Health Small Grants’ (of no more than £5000 each)	Delegated Decision of the Chief Executive	21 st May 2026	Report of the Portfolio Holder for Health & Wellbeing	Arron Johnson, Partnership & Strategy Manager	Key - It is significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.	Public

Matter in respect of which a decision will be taken	Decision Maker	Date of Decision	Documents to be considered	Contact Officer	Is this decision a Key Decision?	Is this key decision to be heard in public or private session
Contract award - electrical maintenance, upgrade, inspection and testing of void properties owned by the Council 5 year contract; decision to delegate authority to the Assistant Director Housing Management to award and enter into the contract after procurement concluded.	Executive	22nd June 2026	Report of the Portfolio Holder for Housing	Victoria Dawson, Assistant Director of Housing Management and Enforcement	Key - It is likely to result in the Council making capital savings or incurring capital expenditure of £150,000 or more.	Public
Tender Evaluation for Kitchen Contract for the period 2026 - 2031	Executive	22nd June 2026	Report of the Portfolio Holder for Housing	Catherine Platts, Managing Surveyor, Property Services	Key - It is likely to result in the Council making capital savings or incurring capital expenditure of £150,000 or more.	Public
Tender Evaluation for Bathroom Contract for the period 2026 - 2031.	Executive	27th July 2026	Report of the Portfolio Holder for Housing	Catherine Platts, Managing Surveyor, Property Services	Key - It is likely to result in the Council making capital savings or incurring capital expenditure of £150,000 or more.	Public
Pleasley Vale Business Park	Executive	Between 1 st Nov 2025 and 1 st November 2026	Report of the Portfolio Holder for Growth	Natalie Etches, Head of Business Growth	Key - It is likely to result in the Council making capital savings or incurring capital expenditure of £150,000 or more.	Public

Matter in respect of which a decision will be taken	Decision Maker	Date of Decision	Documents to be considered	Contact Officer	Is this decision a Key Decision?	Is this key decision to be heard in public or private session
Pleasley Vale Business Park Capital Spend Programme Decision required regarding providing a budget for the works set out in the report.	Executive	Between 18th May 2026 and 17th May 2027	Report of the Portfolio Holder for Growth	Ian Barber, Strategic Director - Property, Construction and Assets	Key - It is likely to result in the Council making capital savings or incurring capital expenditure of £150,000 or more.	Exempt
Capital Works to incorporate Stock Condition Survey Results 16	Executive	March 2026 and March 2027	Report of the Portfolio Holder for Housing	Catherine Platts, Managing Surveyor, Property Services	Key - It is likely to result in the Council making capital savings or incurring capital expenditure of £150,000 or more.	Public
Options appraisal on the future delivery of HRA Stock Condition Surveys	Executive	Between March 2026 and March 2027	Report of the Portfolio Holder for Housing	Victoria Dawson, Assistant Director of Housing Management and Enforcement	Key - It is likely to result in the Council making revenue savings or incurring Revenue expenditure of £75,000 or more.	Public

SCHEDULE 12A
ACCESS TO INFORMATION: EXEMPT INFORMATION

PART 1
DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

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

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BOLSOVER DISTRICT COUNCIL

Meeting of the Climate Change & Communities Scrutiny Committee 30th June 2026

Review of Council Approach to Carbon Reduction – Update

Report of the Chair of the Climate Change & Communities Scrutiny Committee

Classification	This report is Public
Contact Officer	Scrutiny Officer – Coby Bunyan

PURPOSE/SUMMARY OF REPORT

To introduce to the Committee the first draft of the Climate Resilience Plan that once complete will supersede the Carbon Reduction Plan.

REPORT DETAILS

1. Background

- 1.1. The Climate Change Act 2008 commits the UK government by law to reducing greenhouse gas emissions by at least 100% of 1990 levels (net zero) by 2050. This includes reducing emissions from the devolved administrations (Scotland, Wales, and Northern Ireland), which currently account for about 20% of the UK's emissions. The 100% target was based on advice from the CCC's 2019 report, 'Net Zero – The UK's contribution to stopping global warming'
- 1.2. Scrutiny has previously received updates on progress against the Carbon Reduction Plan 2019-30 (CRP). The original CRP set out 8 thematic areas by which the authority aimed to reduce its carbon emissions.
- 1.3. In March 2022 Executive agreed to move away from the original 8 theme areas and follow a 10-point framework used by the Midlands Engine and move away from more traditional monitoring to a live document that tracked and evidenced progress across all schemes and or initiatives.
- 1.4. The Climate Change & Communities Scrutiny Committee received a further update in May 2022. Committee Members agreed to complete further detailed work in relation to carbon reduction as part of the 2022/23 work programme in order to evaluate work completed within the current municipal cycle 2019-23, to guide incoming Members on potential future action.
- 1.5. The Committee put together nine recommendations, as outlined in Appendix 1, which will hopefully enable the Council to clarify immediate priorities for action, as well as longer term plan to ensure the Council and District is net zero by 2050.

2. Details of Proposal or Information

- 2.1 Appendix 2 sets out the progress so far in meeting the recommendations.
- 2.2 Following the previous meeting a Communications Plan has been developed. The new communications plan is included as Appendix 3. The website and other communications channels will be developed as projects move forward and will be accompanied by press articles where appropriate. This working communication plan delivers recommendations 2.5 and 2.8.
- 2.3 The Council has also developed a DRAFT Climate Resilience Plan (CRP) which will go out to consultation. This plan has also moved away from being focussed on Carbon Emissions to encompass adaptation to climate change and a wider range of environmental concerns. This plan has been created to make the Council more resilient to the developing effects of Climate Change.
- 2.4 The Climate Change Officer (CCO) is to present a report to Scrutiny at this committee meeting on the development of the CRP.
- 2.5 The CCO has identified that recommendation 2.8 put forward as part of the scrutiny recommendations is not a SMART measure for the new Climate Resilience Plan and diverts focus from the wider objectives of the Climate resilience plan. The CCO would like to remove the need to create a narrow focussed baseline where better service specific measures can be used instead.

3. Reasons for Recommendation

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

4. Alternative Options and Reasons for Rejection

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

RECOMMENDATION(S)

- 1. That Scrutiny Members note the progress against the review recommendations.
- 2. That Scrutiny Members acknowledge any exceptions to delivery and clarify the additional action required by the service.
- 3. That Scrutiny Members make its report and findings public, in accordance with Part 4.5.17(4) of the Council's Constitution.
- 4. That Scrutiny Members note the move away from a narrow Carbon Plan to a more comprehensive Climate Resilience Plan and review the validity of recommendation CCCSC22-23 2.3.

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details:		
None from this report. Suggested action for the Council can be contained within existing budgets.		
On behalf of the Section 151 Officer		
<u>Legal (including Data Protection)</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details:		
In carrying out scrutiny reviews the Council is exercising its scrutiny powers as laid out in Part 1A, s9F(2) of the Local Government Act 2000.		
On behalf of the Solicitor to the Council		
<u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details: N/A		
On behalf of the Head of Paid Service		
<u>Equality and Diversity, and Consultation</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

Details: N/A

Environment Yes No

Details: The recommendations and review of the Council Approach to Carbon Reduction will help influence the development of a Climate Resilience Plan for the Authority.

DECISION INFORMATION:

Please indicate which threshold applies:

Is the decision a Key Decision?

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

Yes No

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

(a) (b)

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

(a) (b)

District Wards Significantly Affected:

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

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

All

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

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

DOCUMENT INFORMATION:

Appendix No	Title
1	Original Recommendations and Executive's Response - Review of Council's Approach to Carbon Reduction
2	Updated Report on progress on Council Approach to Carbon Reduction

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

Original Recommendations from Review and Executive's Response

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
23 CCCSC22-23 2.1	That the officer function addressing the Council's strategic approach to carbon reduction should be kept in-house, with partnership work as required with Dragonfly Development Limited, for delivery associated with the service functions transferred.	That the current restructure following the creation of Dragonfly Development Limited keeps this function in-house so the Council can take a clear lead.	May 2023	Chief Executive	Officer time		Recommendation Approved.
CCCSC22-23 2.2	That a dedicated operational post be recruited to, in addition to the designation of a lead senior officer, to ensure that the delivery in relation to carbon reduction maintains momentum to reach the 2050 target.	Increased and dedicated resource to ensure progress in the short and medium term.	TBC	Chief Executive Director of Executive, Customer Services, Communications, Governance and Partnerships	Officer time Approval of a new post and associated budget will require a further report to Employment Committee and Executive/Council for approval.		Recommendation Approved.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
CCCSC22-23 2.3 24	That data quality related to carbon reduction be improved, with a clear baseline agreed from which to track progress up to 2050, with regular data reports as part of the corporate performance reporting.	Improved data quality	Mar 24	TBC – need lead officer in post.	Officer time Potential requirement of technical software – to be determined and would be subject to a further report to Executive/ Council for approval and budget.		Recommendation Approved.
CCCSC22-23 2.4	That the lead senior officer takes account of the Member analysis of the Council's current Ambitions and how activity was supporting carbon reduction as part of new programme development.	A review of current activity, and a clearer account moving forward of the Council's activity to ensure the 2050 target will be met.		Director of Executive, Customer Services, Communications, Governance and Partnerships New officer post - TBC	Officer time		Recommendation Approved.
CCCSC22-23 2.5	That a revised approach to communication of objectives and achievements be implemented, both external and internal, with a full	Improved documentation processes, clearer communication internally and externally.		New Officer post Communications, Design & Marketing Manager			Recommendation Approved.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
	review of the website to ensure the Council's activity, and progress towards the target, is clearly documented.						
CCCSC22-23 2.6 25	That the Council ensures that a lead Portfolio Member is agreed for Carbon Reduction from within the Executive, post-election May 2023.	A clear lead Member to champion the Council's approach to carbon reduction.	May 2023	Leader of the Council			Recommendation Approved.
CCCSC22-23 2.7	That the membership of the Low Carbon Thematic Group is reviewed, post-election May 2023, to ensure it incorporates the Portfolio lead and a link to Climate Change & Communities Scrutiny to further improve communication. It is also recommended that	Improved communication between Executive and Scrutiny on carbon reduction.	July 2023	Leader's Executive & Partnerships team	Officer time Member time (meeting attendance)		Recommendation Approved.

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
	the cross-party representation remains going forward as this is seen as a positive way of working.						
CCCSC22-23 2.8 26	That the Council website is reviewed and updated to provide clear guidance on current Council activity.	Improved public facing communication of the Council's priorities and achievements in relation to carbon reduction.	TBC	New Officer post Communications, Design & Marketing Manager	Officer time		Recommendation Approved.
CCCSC22-23 2.9	That Scrutiny analysis of progress against the Council Motion previously passed to the Low Carbon Thematic Group, be shared so future work planning can take account of outstanding areas capable of delivery.	Completion of outstanding elements of the 2019 Council Motion which may be deliverable.	July 2023	Leader's Executive & Partnerships team	Officer time		Recommendation Approved.

RESPONSE TO SCRUTINY COMMITTEE ON IMPLEMENTATION FOLLOWING SCRUTINY REVIEW

Title of Review:	Review of Council's Approach to Carbon Reduction					
Timescale of Review:	November 2022 – January 2023		Timescale of Review:	November 2022 – January 2023		
Date agreed by Scrutiny:	January 2023		Date agreed by Scrutiny:	January 2023		
Total No. of Recommendations and Sub Recommendations	Achieved	5	On track	0	Extended	1
	Achieved (Behind target)	3	Overdue	0	Alert	0

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Key Achievements:

- A lead Portfolio Member has been agreed for Carbon Reduction from within the Executive.
- The post of the Climate Change Officer has been appointed.
- An internal Climate Resilience Group has been created and is developing a climate action plan.
- The role of the Low Carbon Thematic Group within Bolsover Partnership has been identified with an action plan to work in partnership with Bolsover District Council

Reasons for non-implementation of Recommendations:

- The Climate Change Officer started at the Council in July 2024.
- Progress is being made, and the recommendations will be completed during 2025.
- The new Performance team, which has recently taken over responsibility for corporate Performance reporting, will be reviewing the format and delivery of these reports during summer 2025. As part of this review, the team aims to incorporate carbon reduction data, as outlined in recommendation 2.3, into the quarterly Performance updates.
- Following the major changes and updates to the Council website during Spring 2025, progress has been delayed for recommendations 2.5 and 2.8.
- Staff changes and absences have impacted the service.

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
CCCSC22-23 2.1 28	That the officer function addressing the Council's strategic approach to carbon reduction should be kept in-house, with partnership work as required with Dragonfly Development Limited, for delivery associated with the service functions transferred.	Chief Executive	May 2023	May 2023	Achieved	Officer time	<u>First Interim Report</u> The Service Director of Executive, Corporate Services and Partnerships is now the climate lead for the Council responsible for the strategic approach to carbon reduction.
CCCSC22-23 2.2	That a dedicated operational post be recruited to, in addition to the designation of a lead senior officer, to ensure that the delivery in relation to carbon reduction maintains momentum to reach the 2050 target.	Chief Executive Service Director Executive, Corporate Services and Partnerships	Summer 2024	July 2024	Achieved (Behind Target)	Officer time Approval of a new post and associated budget will require a further report to Employment Committee and Executive/ Council for approval.	A new post entitled Carbon Reduction Officer has been approved by the Employment and Personnel Committee. Council will consider putting the post on the establishment on 6 December 2023 prior to recruitment. <u>First Interim Report</u> The post of the Carbon Reduction Officer is now titled Climate Change Officer and is still in the hiring process.

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
							<p><u>Second Interim Report</u> The post of the Climate Change Officer has been appointed.</p>
<p>CCCSC22-23 2.3</p> <p>29</p>	That data quality related to carbon reduction be improved, with a clear baseline agreed from which to track progress up to 2050, with regular data reports as part of the corporate performance reporting	Carbon Reduction Officer (when in post).	March 2025		Extended and Overdue	<p>Officer time</p> <p>Potential requirement of technical software – to be determined and would be subject to a further report to Executive/ Council for approval and budget.</p>	<p>Will be undertaken when the Carbon Reduction Officer is in post.</p> <p><u>First Interim Report</u></p> <p>Progress for this recommendation is subject to the appointment of the Climate Change Officer</p> <p><u>Second Interim Report</u></p> <p>Following the appointment of the Climate Change Officer, the CCO is working with other BDC staff and Dragonfly to calculate Scope 1, 2 and some Scope 3 emissions. We are working with other</p>

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
30							<p>Councils locally to determine a method of reporting so as to provide consistency across Derbyshire.</p> <p><u>Third Interim Report</u></p> <p>Data is being collected (annually) by the CCO and discussions are being undertaken with the new Performance team to integrate this data into the quarterly Performance reports. The target therefore has been extended.</p> <p><u>Fourth Interim Report</u></p> <p>The first Climate Resilience Group meeting will take place Monday 2 February. The lead officer will give a verbal update to Scrutiny Committee, Tuesday 3 February.</p>

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
31							<p><u>Fifth Interim Report</u> The new Climate Resilience Plan focuses on a wider range of indicators than Carbon Emissions</p> <p>There is currently a review of corporate performance being undertaken by the Programme and Major Projects Manager</p>
CCCSC22-23 2.4	That the lead senior officer takes account of the Member analysis of the Council's current Ambitions and how activity was supporting carbon reduction as part of new programme development.	Service Director Executive, Corporate Services and Partnerships Carbon Reduction Officer (when in post).	January 2025	Spring 2025	Achieved	Officer time	<p><u>First Interim Report</u> Progress for this recommendation is subject to the appointment of the Climate Change Officer</p> <p><u>Second Interim Report</u> Following the appointment of the Climate Change Officer, the CCO attends a monthly brief with the Cabinet Member for Environment. In addition, Councillor</p>

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
32							<p>input is sought for existing projects. Action is needed to develop an authority wide forum for managers to develop projects.</p> <p><u>Third Interim Report</u> The CCO now meets monthly with the PH for Environment. Considerations are being made for LGR and future corporate plans.</p>
CCCSC22-23 2.5	That a revised approach to communication of objectives and achievements be implemented, both external and internal, with a full review of the website to ensure the Council's activity, and progress towards the target, is clearly documented.	Carbon Reduction Officer (when in post). Communications, Design & Marketing Manager	August 2025		Achieved (Behind Target)		<p><u>First Interim Report</u> Progress for this recommendation is subject to the appointment of the Climate Change Officer</p> <p><u>Second Interim Report</u> Following the appointment of the Climate Change Officer, the CCO has worked with the Communications manager to develop web content for</p>

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
33							<p>Energy Advice, raise the profile of the CCO, and produce content for ERIC and Bolsover Website. The CCO is also working with the Communications Manager to develop a communication plan.</p> <p><u>Third Interim Report</u> Steady progress being made however a solid plan is still yet to be implemented.</p> <p><u>Fourth Interim Report</u></p> <p>The first Climate Resilience Group meeting will take place Monday 2 February. The lead officer will give a verbal update to Scrutiny Committee, Tuesday 3 February. In addition, the climate officer has produced a</p>

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
34							<p>sustainability calendar for 2026 that has been shared with communications and other lead officers</p> <p><u>Fifth Interim Report</u></p> <p>As part of the new Climate Resilience Plan a new communications plan has been adopted. This plan contains Core Principals, Audience, Core Messages and Channels and Tactics. This comms plans sits centrally within the Climate Plan. The website is reviewed as part of this.</p>
CCCSC22-23 2.6	That the Council ensures that a lead Portfolio Member is agreed for Carbon Reduction from within the Executive, post-election May 2023.	Leader of the Council	May 2023	May 2023	Achieved		Councillor Anne Clarke – Cabinet Member for Environment appointed since Elections in May 2023. Cllr Rob Hiney-Saunders PH for Environment

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
							appointed Spring 2025.
35 CCCSC22-23 2.7	That the membership of the Low Carbon Thematic Group is reviewed, post-election May 2023, to ensure it incorporates the Portfolio lead and a link to Climate Change & Communities Scrutiny to further improve communication. It is also recommended that the cross-party representation remains going forward as this is seen as a positive way of working.	Leader's Executive & Partnerships team	July 2023	July 2023	Achieved	Officer time Member time (meeting attendance)	Low Carbon Thematic Group reviewed with appointment of Chair and Vice Chair. Meetings have taken place and priorities set. (The Low Carbon Thematic Group for Bolsover Partnership is now called the Housing, Environment and Net Zero Group)
CCCSC22-23 2.8	That the Council website is reviewed and updated to provide clear guidance on current Council activity.	Carbon Reduction Officer (when in post). Communications, Design & Marketing Manager	August 2025		Achieved (Behind Target)	Officer time	<u>First Interim Report</u> Progress for this recommendation is subject to the appointment of the Climate Change Officer <u>Second Interim Report</u> Following the appointment of the Climate Change Officer, the CCO has

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
36							<p>worked with the Communications manager to; develop web content for Energy Advice, raise the profile of the CCO, and produce content for ERIC and Bolsover Website.</p> <p><u>Third Interim Report</u> Progress on this will follow the implementation of recc 2.5. The website has been in development since January 2025.</p> <p><u>Fourth Interim Report</u> This is being undertaken at present and committee will be updated when this has been implemented.</p> <p><u>Fifth Interim Report</u></p>

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
37							As part of the new Climate Resilience Plan a new communications plan has been adopted. This plan contains Core Principals, Audience, Core Messages and Channels and Tactics. This comms plans sits centrally within the Climate Plan. The website is reviewed as part of this.
CCCSC22-23 2.9	That Scrutiny analysis of progress against the Council Motion previously passed to the Low Carbon Thematic Group, be shared so future work planning can take account of outstanding areas capable of delivery.	Leader's Executive & Partnerships team	July 2023	September 2023	Achieved	Officer time	Low Carbon Group have had sight of this.



BOLSOVER DISTRICT COUNCIL

Meeting of the Climate Change & Communities Scrutiny Committee

30th June 2026

Review of the Creation of Climate Resilience Plan

Report of the Chair of the Climate Change & Communities Scrutiny Committee

Classification	This report is Public
Contact Officer	Scrutiny Officer – Coby Bunyan

PURPOSE/SUMMARY OF REPORT

To introduce to the Committee the first draft of the Climate Resilience Plan that has been developed and to recommend that this plan goes to internal consultation.

REPORT DETAILS

1. Background

1.1 Bolsover District Council has been working on a Climate Resilience Plan, since spring 2026. This is to deliver Corporate Plan Target ENV -01 Update the Carbon Reduction plan to deliver Net Zero 2050. It also follows recommendations set out following an Internal Audit of Climate Change and is in line with the nine recommendations set out by Climate Change & Communities Scrutiny Committee.

2. Details of Proposal or Information

2.1 A Climate Resilience Plan (CRP) has been developed rather than a Carbon Reduction Plan. This change allows for a wider range of environmental elements to be delivered and for adaption to climate change be included within the plan.

2.2 The CRP has been developed with member input inline with Scrutiny recommendations, the Portfolio Holder (and Junior Portfolio Holder) for the Environment developed the Mission Statement and Chair the meetings of the Climate Resilience Group.

2.3 An internal Climate Resilience Group was created to develop the plan rather than bringing in external consultants. This has means that:

- Staff have a greater input into the plan and have ownership of the plan.
- Helps develop cross department collaboration and has already resulted in departments working on projects together.
- Involving staff in the development means we consider previous projects, decisions and history meaning projects run more effectively.
- Many of the actions involve cross departmental working, this is easier if the departments have been involved in developing the action.

- 2.4 The Climate Resilience Group include senior staff from key departments across the council and were nominated by Directors and Heads of service. The CRP has focussed on those services that can deliver the most immediate changes. All services will be impacted by climate change or will affected climate change and will be included as the plan develops.
- 2.5 The Climate Plan is attached in Appendix 1. This is an operational plan and was developed by identifying environmental projects that the Council are currently undertaking and projects that could be delivered in the short term. These projects were then classified under key Strategic Themes. The group have also set out some measures that will be used to evaluate progress.

Energy Efficiency & Asset Optimisation	On-Site Renewables & Low-Carbon Heat
Whole-Building Decarbonisation & Compliance	Housing Retrofit, Health & Fuel Poverty Reduction
Climate Adaptation & Household/Community Resilience	Water Efficiency & Resource Management
Nature-Based Solutions & Biodiversity Net Gain	Sustainable Mobility & Modal Shift
Circular Economy & Waste Reduction	Supply Chain Decarbonisation & Skills Uplift
Business Decarbonisation	Programme Governance, Data & Policy Alignment
Operational Continuity & Culture Change	

2.6 Communication will form a key element of the project, raising awareness of the plan, educating and informing staff & members and showing success will enhance the overall success. The Communications Manager is an integral part of the Climate Group and has developed a comprehensive Communications Strategy, this is attached as Appendix 2.

3. Reasons for Recommendation

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

4. Alternative Options and Reasons for Rejection

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

RECOMMENDATION(S)

1. That Scrutiny Members note the development of the DRAFT Climate Resilience Plan.
2. That Scrutiny Members put forward the plan for Internal Consultation and with Bolsover Partnership teams.
3. That Scrutiny Members review the amended Plan post consultation.

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input type="checkbox"/> No <input type="checkbox"/>		
Details: None from this report. Suggested action for the Council can be contained within existing budgets. <p style="text-align: right;">On behalf of the Section 151 Officer</p>		
<u>Legal (including Data Protection)</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details: In carrying out scrutiny reviews the Council is exercising its scrutiny powers as laid out in Part 1A, s9F(2) of the Local Government Act 2000. <p style="text-align: right;">On behalf of the Solicitor to the Council</p>		
<u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details: N/A <p style="text-align: right;">On behalf of the Head of Paid Service</p>		
<u>Equality and Diversity, and Consultation</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Details: N/A		
<u>Environment</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Details: The development of a Climate Resilience Plan will focus Bolsover District Council on the key themes identified and will support the work of staff in delivering on the Corporate Plan aim - Our Environment by protecting the quality of life for residents and businesses and meeting environmental challenges		

DECISION INFORMATION:

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

Ambition: Environment

DOCUMENT INFORMATION:

Appendix No	Title
1	Climate Resilience Plan (Operational Plan)
2	Climate resilience Plan (Communications Strategy)

Background Papers

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

None.

Climate Resilience Plan 2026

Our Mission	To deliver improvements to our climate resilience and significant reductions in our emissions by taking responsibility for our actions today	
Our Principals	We minimise waste and choose the most sustainable option available.	We invest early to futureproof our assets and reduce long-term costs.
	We educate, train and empower staff and supply chain partners.	We procure sustainably with clear environmental requirements.
	We communicate clearly and share knowledge across the organisation.	We use evidence, data and research to guide decisions.
	We collaborate across teams and with external partners.	We set clear expectations and plan proactively for future regulation.
	We maximise asset performance and continuously improve.	We record, store and share organisational knowledge.
Our Themes	Energy Efficiency & Asset Optimisation	On-Site Renewables & Low-Carbon Heat
	Whole-Building Decarbonisation & Compliance	Housing Retrofit, Health & Fuel Poverty Reduction
	Climate Adaptation & Household/Community Resilience	Water Efficiency & Resource Management
	Nature-Based Solutions & Biodiversity Net Gain	Sustainable Mobility & Modal Shift
	Circular Economy & Waste Reduction	Supply Chain Decarbonisation & Skills Uplift
	Business Decarbonisation	Programme Governance, Data & Policy Alignment
	Operational Continuity & Culture Change	

Energy Efficiency & Asset Optimisation

Objectives 2025 - 2026	To optimise the performance of our existing assets making best use of our current equipment. To Identify areas where savings could be made to reduce our current operating costs and environmental impact
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Why should Bolsover District Council do this <i>Our Principals</i>	We minimise waste and choose the most sustainable option available. We maximise asset performance and continuously improve.
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Activities 2026-2028

No		Outputs and Measures	Lead Officer & Section
1	Complete lighting review at key assets to identify where LED lighting can be installed The Arc, The Tangent, Riverside Depot etc.	Number of Sites Reviewed / Number of actions	Head of Property Services
2	Complete LED lighting switch over at The Arc Car Park.	Completion	Head of Property Services
3	Optimise Operation of Combined Heat and Power Plant at the ARC	Completion of Optimisation	Head of Property Services / AD - Leisure, Health &
4	Maintain Use of HVO fuel in Council fleet	Carbon Reduction against Diesel	AD Streetscene, Community Safety and Enforcement
5	Undertake Business Case Review for Route optimisation	Business Case Undertaken / Actions Taken	AD Streetscene, Community Safety and Enforcement
6	Electrification of small plant (strimmers, hedge cutters, chainsaws)	No Of	Grounds Maintenance and Street Cleansing Manager /
7	Undertake Business Case Review for Digitising Crew Sheets for Operational Staff	Business Case Undertaken / Actions Taken	AD Streetscene, Community Safety and Enforcement
8	Upgrade Lighting on Multi Use Games Areas to LED	Number of Sites switched to LED	Leisure Facilities Planning & Development Manager
9	Installation of timers on water heaters in Sports Club changing rooms	Number of Sites Actioned	Leisure Facilities Planning & Development Manager

On-Site Renewables & Low-Carbon Heat

Objectives 2025 - 2026	To review BDC assets in line with the Strategic Asset Management Plan to review the potential of low carbon heat and renewables		
Why should Bolsover District Council do this Our Principals	<p>We invest early to futureproof our assets and reduce long-term costs.</p> <p>We minimise waste and choose the most sustainable option available.</p> <p>We maximise asset performance and continuously improve.</p>		
Activities 2026-2028			
No		Outputs and Measures	Lead Officer & Section
10	Review Installation of PV Panels at Riverside Depot	Review of Business Case Undertaken & reported to	Head of Property Services
11	Review of ASHP at Riverside Depot	Review of Business Case Undertaken & reported to	Head of Property Services
12	Review Fossil Fuel Provision at All Council Assets	Review of Business Case Undertaken & reported to	Head of Property Services

Whole-Building Decarbonisation & Compliance

Objectives 2025 - 2026

Strategically review our Council specifications to deliver whole building decarbonisation and create buildings fit for the future

Why should Bolsover District Council do this *Our Principals*

Activities 2026-2028			
No		Outputs and Measures	Lead Officer & Section
13	Develop Agreed Specifications for Regeneration Projects that maximise adaptation to climate resilience, aim for lowest carbon emissions, and lowest long term		Projects Team

Housing Retrofit, Health & Fuel Poverty Reduction

Objectives 2025 - 2026	To improve Housing stock that Bolsover District Council own and manage, and to support homeowners to make their house more sustainable
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Why should Bolsover District Council do this <i>Our Principals</i>	<p>We maximise asset performance and continuously improve.</p> <p>We minimise waste and choose the most sustainable option available.</p>
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Activities 2026-2028

No		Outputs and Measures	Lead Officer & Section
14	Delivery of Warm Homes: Local Grant, 3 year programme 2025-28	Number of Houses Retrofitted; Number of measures installed	Housing
15	Delivery of Warm Homes: Social Fund, 3 year programme 2025-28	Number of Houses Retrofitted; Number of measures installed	Housing
16	Update 30 Yr HRA Business Plan - Evaluate higher environmental standards	Delivery of Plan	Housing
17	Seek External Funding from Warm Homes Plan to deliver future retrofit in housing across the authority (private, Social and rented)	Successful Bids Submitted	Housing
18	Acquisition of new stock via s. 106 - Introduce new standards for all future purchases of properties	New Standards Introduced; Number of homes purchased meeting standards	Housing
19	New Council Stock (Bolsover Homes) - Introduce a clear build standard for all future stock. To exceed Future Homes Standard	New Standards Introduced; Number of homes built to revised standard	Housing
20	Provide Private Sector Housing Enforcement and Advice	Number of Houses improved in compliance with MEES	Env Health
21	Provide continued Home Assistance Service including Energy Advice with Marches Energy Agency		Env Health
22	Provide Disabled Adaptations Service to residents (including Environmental retrofit improvements where possible)		Env Health

Climate Adaptation & Household/Community Resilience			
Objectives 2025 - 2026		To Work with EMCCA to support the development of an Adaption Startegy covering the EMCCA region	
Why should Bolsover District Council do this <i>Our Principals</i>		We collaborate across teams and with external partners. We record, store and share organisational knowledge.	
Activities 2026-2028			
No		Outputs and Measures	Lead Officer & Section
23	Work with EMCCA to develop an Adaption Strategy covering EMCCA region including Bolsover (e.g. PV ready buildings)		Climate Change Officer

Water Efficiency & Resource Management

Objectives 2025 - 2026

To reduce our Water Consumption at key sites and investigate the restarting of rainwater harvesting at Riversdie and Tangent

Why should Bolsover District Council do this *Our Principals*

We minimise waste and choose the most sustainable option available.
We maximise asset performance and continuously improve.

Activities 2026-2028

No	Outputs and Measures	Lead Officer & Section
24	Investigate re-introduction of Rainwater Harvesting at Riversdie Deopot and the Tangent	Sites Reviewed Head of Property Services

Nature-Based Solutions & Biodiversity Net Gain			
Objectives 2025 - 2026	To pilot new enhanced wildlife areas across the authority, and to develop our nature based activity		
Why should Bolsover District Council do this <i>Our Principals</i>	We collaborate across teams and with external partners. We maximise asset performance and continuously improve.		
Activities 2026-2028			
No		Outputs and Measures	Lead Officer & Section
25	Introduce enhanced biodiversity areas on Council owned land (e.g Housing)	Number of Areas Added	Grounds Maintenance and Street Cleansing Manager /
26	Undertake Bolsover Community Woodlands project / Tree and Woodland Strategy	Amount of Area planted	Development Manager
27	Undertake review in to opportunities to introduce Rewilding Areas on Leisure Sites	Number of Areas Added	Leisure Facilities Planning & Development Manager
28	Review Grounds Maintenance Arrangements for Sites that don't need regular mowing	Number of Reviewws undertaken	Leisure Facilities Planning & Development Manager
29	Investigate the development of a Whole Catchment Solution to River Meden Catchment Upstream of Pleasley Vale	Development of a Funding Bid to develop / Deliver	Bolsover Countryside Partnerships Manager
30	Agree a specification for enhanced biodiversity areas within New Developments		

Sustainable Mobility & Modal Shift			
Objectives 2025 - 2026		To encourage Active Travel across the Authority and increase the use of public transport such as the Robin Hood Line	
Why should Bolsover District Council do this <i>Our Principals</i>		We minimise waste and choose the most sustainable option available. We collaborate across teams and with external partners.	
Activities 2026-2028			
No		Outputs and Measures	Lead Officer & Section
31	Lead Development of Active Travel Infrastructure including Trails	KMs of new trails added	Bolsover Countryside Partnerships Manager
32	Undertake Participation and Engagement Activities to increase use of Trails	Activities / Campaigns undertaken	Bolsover Countryside Partnerships Manager
33	Support ongoing development of Community Rail Partnership to increase use of rail journeys locally		Community Rail Partnership Manager

Circular Economy & Waste Reduction			
Objectives 2025 - 2026		To develop a clear process for waste at key project construction sites	
Why should Bolsover District Council do this <i>Our Principals</i>		We minimise waste and choose the most sustainable option available. We procure sustainably with clear environmental requirements.	
Activities 2026-2028			
No		Outputs and Measures	Lead Officer & Section
34	Develop an agreed Site Waste Management Plan for all Regeneration and Consyruction Project		Construction and Projects Team

Supply Chain Decarbonisation & Skills Uplift

Objectives 2025 - 2026

To pilot Supply Chain Decarbonisation within construction and projects and roll out to other areas

Why should Bolsover District Council do this
Our Principals

We minimise waste and choose the most sustainable option available.
We procure sustainably with clear environmental requirements.

Activities 2026-2028

No	Outputs and Measures	Lead Officer & Section
35	Develop a Supply Chain Decarbonisation and Social Value Policy - Pilot within Construction and Projects Team	Construction and Projects Team Policy Team
36	Develop a business case for use of Low Carbon energy supplies when using TEMPORARY ENERGY Supplies at Construction and Regeberation Sites	Development and Implementation of Policy Construction and Projects Team Policy Team

Communications Strategy Bolsover District Council's Climate Resilience Group

Purpose and Objectives

This strategy sets out how the climate resilience group will:

- explain the climate plan
- build public trust
- encourage participation

The communications approach should help residents, businesses, partners, elected members and staff understand why the plan matters locally, what actions are proposed, how decisions will be made, and how progress will be reported.

Communications objectives are to:

- raise awareness
- make the case for action and support involvement
- support meaningful two-way engagement
- reduce confusion and misinformation
- demonstrate visible progress over time

Core Principles

- Use plain English and explain local impacts, benefits, costs and trade-offs clearly.
- Lead with issues residents already care about e.g. warmer homes, lower bills, cleaner air etc.
- Be transparent about what is decided, what is still open for input, and how feedback changes the plan.
- Maintain a hopeful, practical tone: ambitious but realistic, evidence-based, and focused on action.
- Remain flexible throughout communications delivery to deal with changes in legalisation and/or policy

Audience

- **Residents:** householders, tenants, young people, older residents, commuters, and community volunteers.
- **Businesses and employers:** town centre firms, major employers, landlords, developers, and supply-chain partners.
- **Community organisations:** schools, colleges, NHS bodies, faith groups, charities, cultural organisations and community groups.
- **Partners:** elected members, parish and town councils, emergency services, housing associations, and regional agencies.

- **Internal audiences:** senior leadership, service managers, and frontline staff who need consistent messages and clear roles.

Core Messages

- **Why now:** Climate change is already affecting the area through risks such as flooding.
- **What the plan does:** The plan sets out practical actions to reduce emissions, adapt to climate impacts, and improve resilience.
- **Why it matters to people:** Action can support the Council's efforts to reach net zero. This will benefit the entire district creating a safer, cleaner and less costly place to live.
- **How decisions will be made:** The council will explain why decisions have been made including where one carbon saving method has been passed over for another.
- **What success looks like:** Clear milestones, regular progress updates, and visible local projects that residents can see and experience. Video and photography will be used to showcase the work being done.

Channels and Tactics

- **Own channels:** climate plan webpage, council news pages, social media, email newsletters, internal channels, and member updates.
- **Social and digital:** short videos, myth-busting posts, explainers, Q&A sessions, online surveys, and accessible infographics.
- **Face-to-face engagement:** pop-up stalls, school and youth sessions, business roundtables, and workshops with community groups.
- **Partner channels:** local media, libraries, GP practices, voluntary sector networks, schools and employers.
- **Content approach:** regular updates on net zero journey framing stories as part of a larger plan. Where appropriate, messaging will aim to encourage and inspire people to play their own part in improving the area's environment e.g. food waste.

Bolsover District Council

Climate Change and Communities Scrutiny Committee

30th June 2026

Review of the Council's Animal Welfare Licensing Policy

Report of the Assistant Director of Communities & Environmental Health

Classification	This report is Public
Report By	Environmental Health Team Manager (Licensing)

PURPOSE/SUMMARY OF REPORT

To consider the draft Animal Welfare Licensing Policy.

REPORT DETAILS

1. Background

- 1.1 The Animal Welfare Act 2006 creates an overarching welfare obligation on those who are responsible for animals, to ensure the 'five needs' of animals are met:
- The need for a suitable environment,
 - The need for a suitable diet,
 - The need to be able to exhibit normal behaviour patterns,
 - Any need to be housed with, or apart from, other animals; and
 - The need to be protected from pain, suffering, injury, and disease.
- 1.2 Bolsover District Council ('the Council') is responsible for the licensing and regulation of animal related activities in the district under four separate pieces of legislation. Those include:
- Animal Activity Licences issued under The Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018,
 - Primate Licences issued under the Animal Welfare (Primate Licences) (England) Regulations 2024,
 - Dangerous Wild Animal Licences issued under the Dangerous Wild Animals Act 1976; and
 - Zoo Licences issued under the Zoo Licensing Act 1981.

Although each piece of legislation establishes its own licensing regime, they all share the same core purpose: safeguarding animal welfare. The frameworks are based on shared principles and processes, with consistent standards and expectations applied across each regime.

- 1.3 Following the introduction of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018; which replaced a previous, fragmented licensing system and introduced a modern licensing framework for commercial activities involving animals; the Council adopted its current Animal Welfare Licensing Policy ('the Policy'). This Policy, in place since 16 September 2019, has remained unchanged since its adoption.
- 1.4 Whilst the Council is not legally required to adopt a Policy, doing so is recognised as good practice. The Council considers it essential for promoting high standards, ensuring consistent decision making, and safeguarding the welfare of both animals and people across the district.

2 Details of Proposal or Information

- 2.1 The current Policy was approved on 16 September 2019 and has remained unchanged since its adoption.
- 2.2 The joint Environmental Health Service, has undertaken an extensive review of the Policy, resulting in a complete and substantive rewrite of the Policy.
- 2.3 In summary the draft proposals aim to achieve the following:
- Modify the format of the Policy to ensure it is comprehensive and cohesive;
 - Ensure the Policy is consistent with legislation and statutory guidance;
 - Ensure the Council's processes are transparent;
 - Ensure the Council promotes the highest animal welfare standards; and
 - Ensure the Policy adequately safeguards the public.
- 2.4 The fundamental principles of the Policy remain the same; however, upon review it was felt that the Policy would benefit from being rewritten to achieve a more transparent and robust service.
- 2.5 The current Policy is attached as **Appendix 1**, and the revised draft Policy is attached as **Appendix 2**.
- 2.6 An equality impact assessment has been carried out, and a draft copy is attached as **Appendix 3**.

Animal Activity in the District

- 2.7 **Table 1 and Graph 1** below show how animal activity has changed across the district since the introduction of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 and the Council's current Animal Welfare Licensing Policy.

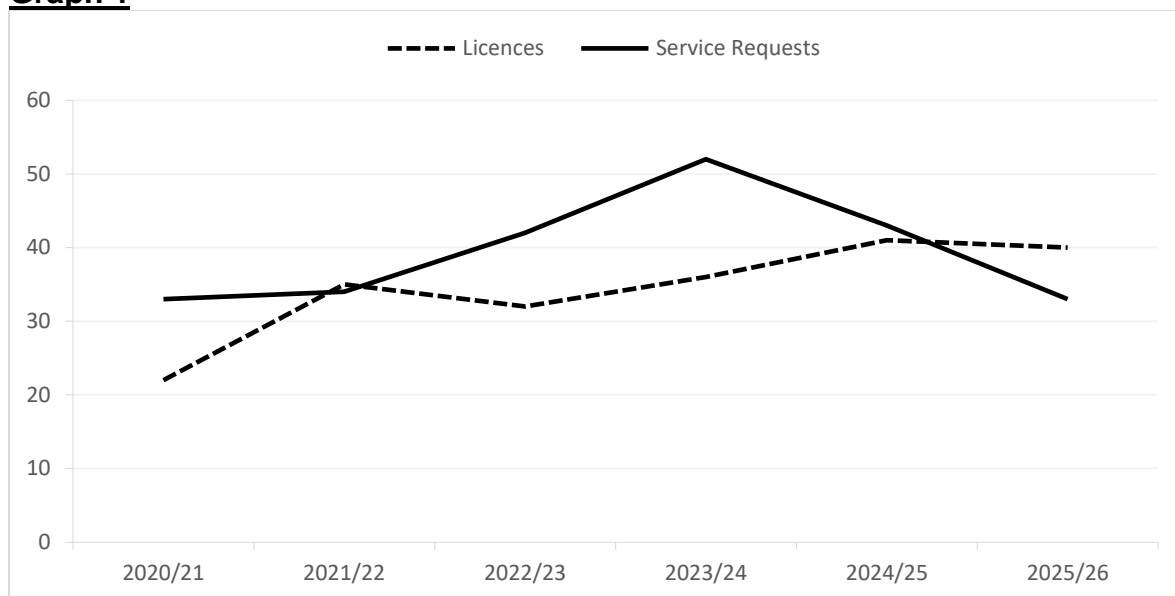
The number of animal licences within the district has almost doubled since 2021, while service requests relating to animal welfare increased between 2023 and 2025 before reducing to earlier levels.

Table 1

Number of animal licences and service requests recorded annually as of 1 April in each year shown.

	2021	2022	2023	2024	2025	2026
No of Licences	22	35	32	36	41	40
Service Requests	33	34	42	52	43	33

Graph 1



2.8 The increase in animal licences and complaints is likely a consequence of greater awareness of the animal licensing regime among operators and the public. Awareness of the licensing requirements may have increased over time, resulting in more reports of unlicensed activity and more operators obtaining licences. The subsequent reduction in complaints and plateau of licences may indicate a settling of the market as the regime becomes established.

2.9 To understand more about the requests being received by the Council, a more detailed qualitative analysis of the type of requests being received was conducted. This analysis demonstrated the following recurring themes:

- Requests for advice to start or expand a business.
- Requests for advice on what activities need a licence.
- Requests to verify information on current licences/licensing registers.
- Reports of unlicensed activity.
- Concerns about animal welfare.
- Nuisance linked to animal activities.

Legislative Updates

2.10 On 06 April 2026 the Animal Welfare (Primate Licences) (England) Regulations 2024 were introduced. These regulations introduce a new regime whereby keepers of primates are required to obtain a licence from the Council. It is currently unknown how many primates are in the district; however, in the [do-you-give-a-monkeys](#) report published by the RSPCA in 2016, it is estimated that the number of primates in the UK is between 4000

and 5000. It is therefore likely that the Council will see some demand for licences, particularly as awareness increases over time.

Conclusions

- 2.11 Overall the Council has seen a growth in animal activity in the district and is likely to see more growth as the new Animal Welfare (Primate Licences) (England) Regulations 2024 are introduced. Whilst no evidence has been found to suggest there are any major areas of concern in the district, data suggests the Council could benefit from enhancing their provision of information to operators and the public through a more detailed and comprehensive Policy.

Next Steps

- 2.12 On 19th May 2026 the General Licensing committee approved the draft Policy for consultation and a 12-week public and stakeholder consultation is due to commence on 22nd June 2026.

The results of the consultation, together with any comments or recommendations from this committee will be presented back to the General Licensing Committee for consideration, before a final draft is recommended to Council for adoption.

3. Reasons for Recommendation

- 3.1 Adopting an Animal Welfare Licensing Policy is widely considered to be best practice. A clear and up to date Policy enables the Council to set transparent standards, promote consistency in decision-making, and provide clarity to operators and the public. This in turn supports high standards of animal welfare and instils public confidence in the Council.

4 Alternative Options and Reasons for Rejection

- 4.1 The Council can choose not to prepare and publish a new Policy; however, this would leave the authority open to potential legal challenge by way of appeal against decisions, or judicial review.

RECOMMENDATION(S)

1. The Committee reviews the revised draft Animal Welfare Licensing Policy and provides comments for consideration by the General Licensing Committee.
2. The Committee notes the intention to carry out a public consultation and present the findings back to the General Licensing Committee, before a final draft is recommended to Council.

**Approved by Councillor Jeanne Raspin, Junior Portfolio Holder for
Environment**

IMPLICATIONS.

Finance and Risk: Yes No

Details:

There will be a minor cost associated with conducting the consultation. This can be accommodated from existing budgets.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details:

There is no legal requirement to prepare and publish a Policy every three years; however, it is considered best practice. Having a policy which is up to date, compliant with the legislation, fit for purpose and clear to operators could assist in implementing rules while preventing a legal challenge by way of appeal or judicial review.

On behalf of the Solicitor to the Council

Environment:

Details:

N/A

Staffing: Yes No

Details:

It is not anticipated that the introduction of the new regulations or the revised Policy will have any significant staffing implications. However, this will be kept under review.

On behalf of the Head of Paid Service

DECISION INFORMATION

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

District Wards Significantly Affected	All
Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input checked="" type="checkbox"/> Relevant Service Manager <input checked="" type="checkbox"/> Members <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/>	Details: Chair of General Licensing Committee Junior Portfolio Holder for Environment

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

DOCUMENT INFORMATION	
Appendix No	Title
1	Current Animal Welfare Licensing Policy
2	Draft Animal Welfare Licensing Policy
3	Draft Equality Impact Assessment
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>	
Statistical information from the Council's systems. RSPCA (no date) <i>Do you give a monkeys?</i> Available at: https://www.rspca.org.uk/documents/d/rspca/do-you-give-a-monkeys	



Animal Welfare and Licensing Policy

September 2019



We speak your language

Polish

Mówimy Twoim językiem

Slovak

Rozprávame Vaším jazykom

Chinese

我们会说你的语言

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CONTROL SHEET FOR [policy title here]

Policy Details	Comments / Confirmation (To be updated as the document progresses)
Policy title	Animal Welfare and Licensing Policy
Current status – i.e. first draft, version 2 or final version	Final Version
Policy author (post title only)	Senior /Environmental Health Officer
Location of policy (whilst in development) – i.e. L-drive, shared drive	S Drive
Relevant Cabinet Member (if applicable)	Councillor Deborah Watson
Equality Impact Assessment approval date	15 th August 2019
Partnership involvement (if applicable)	
Final policy approval route i.e. Joint Strategic Alliance Committee, Cabinet/Executive/Council	Scrutiny Committee, Executive
Date policy approved	16 th September 2019
Date policy due for review (maximum three years)	September 2022
Date policy forwarded to Improvement (to include on Intranet and Internet if applicable to the public)	16 th September 2019

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ANIMAL WELFARE AND LICENSING POLICY

1. Introduction

1.1 Background

Bolsover District Council (“The Council”) have responsibility for licensing all operators of businesses, also known as licence holders, where the activities of that business, relates to the care, sale, hiring, or exhibition of animals. It also includes the breeding of dogs, the keeping of dangerous wild animals and extends to the licensing of Zoos. These are defined as licensable activities.

When considering the granting of a license relating to a licensable activity, the contents of this policy, the appropriate legislation and guidance notes for conditions applicable to that licensable activity must be considered.

The Council is also the enforcing authority for those activities relating to animal welfare that are subject to the above licence process. Licensing, compliance and enforcement of the legislation will be the responsibility of the Environmental Health Commercial Section.

Legislative changes introduced on the 1st October 2018 will impact on how businesses and the Council’s animal welfare licensing process interact in the future. At the heart of the legislation is a drive to raise the standards relating to animal welfare, but it also aims to reduce the legislative burden, and therefore costs, on those businesses meeting the higher standards of animal welfare care.

1.2 Scope

In setting out its policy the Council seeks to promote the following objectives -

- The protection and promotion of animal welfare standards
- The protection of staff and public safety
- The establishment of a professional and respected animal activities licensing regime.
- Access to a safe and effective service for all activities defined in the legislation involving animals
- The protection of the environment

The licensing of activities involving animals aims to protect the public, to promote animal welfare.

The licensing process includes inspection of establishments. For establishments arranging and / or boarding cat and dogs, selling animals, hiring out of horses, breeding dogs and exhibiting animals, the process also includes allocating a risk-based “Star Rating” to each establishment based on the findings at the inspection visit. This will enable the public to make an informed choice when selecting which establishment to use.

Its purpose therefore, is to ensure the operator is a fit and proper person, that any conditions applicable to the individual activity are being met, that welfare standards and management controls are in place and being maintained, so the animals are protected from harm.

1.3 Role of Animal Welfare Establishments – Operators/Licence Holder

The operators of animal welfare establishments have an important role to play not only in the licensing process, but by maintaining and improving standards at their premises ensuring the highest level of animal welfare protection as possible.

The level of compliance with the relevant licence conditions has a direct effect on the “Star Rating” allocated to the establishment, and therefore, the operator. In turn the “Star Rating” influences the duration of the licence and therefore the overall licensing cost to the operator as fewer licence fees need to be paid for a longer-term licence.

Responsibility for ensuring that the correct licence has been obtained and is kept up to date with the relevant local authority, falls to the licence holder or prospective licence holder.

In addition to the licence application and fee, the applicant is required to provide supporting documents to the Council. Failure to supply such documents may delay the process or may result in the application being refused.

The licence holder must apply to renew their licence at least 10 weeks before their current licence expires if they wish to continue to operate the licensable activity without a break.

1.4 Criminal Record Checks & Safeguarding

Before an application for a licence will be considered, the applicant (or the controlling mind and/or manager in the case of a business) must provide a current (less than 3 months old) Disclosure & Barring Scheme basic criminal disclosure.

Where the applicant is a company, any person with day to day control of that company or partnership (where appropriate) will be required to submit the information above.

If at any time the Council considers it appropriate to require a further DBS disclosure be provided the relevant individual must provide one, at their own expense, as soon as reasonably practical.

1.5 Best Practice Guidance

A number of guidance documents have been produced by DEFRA, aimed at assisting local authority officers and business operators interpret the legislation and what is needed in applying the relevant conditions to their particular licensable activities. They can be used by those who currently have a licence or wish to apply for one.

All guidance documents should be read in conjunction with the relevant legislation such as:

- The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
<https://www.legislation.gov.uk/ukdsi/2018/9780111165485>
- The Dangerous Wild Animals Act 1976 (as amended)
<http://www.legislation.gov.uk/ukpga/1976/38>
- Zoo Licensing Act 1981
<http://www.legislation.gov.uk/ukpga/1981/37>
- The Animal Welfare Act 2006
<http://www.legislation.gov.uk/ukpga/2006/45/contents>

1.6 **Departure from policy**

In exercising its discretion in carrying out its regulatory functions, the Council will have regard to this policy.

Notwithstanding the existence of the policy and any other relevant Council policy, each application or enforcement measure will be considered on its own merits. Where it is necessary for the Council to depart substantially from its policy, it will give the reasons for so doing and retain a record of the decision.

1.7 **Organisational arrangements**

The process for the licensing of animal welfare establishments includes not only the administrative process of the licence application and collection of the appropriate fee but also includes a physical inspection of the premises to verify compliance with welfare standards and management controls.

The inspecting officer will complete a relevant inspection pro forma and report.

For licence activities coming under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, the inspection also informs the risk score and star rating allocated to the business and therefore the duration of the licence period.

All administration processes will be the responsibility of the Environmental Health Technical Support Section.

All inspections and enforcement will be the responsibility of the Environmental Health Commercial Section.

1.8 **Enforcement**

All enforcement activities will have due regard to the Animal Welfare legislative framework, any relevant guidance documents issued by central government (e.g. DEFRA) and the Councils Corporate Enforcement Policy.

https://www.bolsover.gov.uk/images/LIVE/C/CEP_Policy_Sep_2018.pdf

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 not only introduce new enforcement powers and measures that officers may use to secure compliance of some licensable activities, such as variations and suspensions of licences, but also provide safeguards to applicants and operators if they feel aggrieved by the process or decisions of the Council.

Wherever possible, the Council will adopt a graduated, education approach to enforcement however, where necessary it will take appropriate and proportionate action against non-compliant businesses.

Special Vet Requirements

Where ever the legislation specifies that a veterinary inspection must be carried out then the charge for this will be the responsibility of the applicant/operator. In certain situations and at the discretion of the Council a veterinary inspector will be used and this will be charged to the licence operator/applicant where applicable. The veterinary inspector used will be at the discretion of the Council who may use an appointed Veterinary or enlist the help of a specialist in certain situations.

1.9 Delegated Powers and Authorisations

Those Officers of the Council, duly authorised under the Council's Scheme of Delegations, are responsible for the day to day operation of the Council's Animal Welfare Policy, and the enforcement of the legislation and conditions relating to the licensable activities.

In order for the Council to function and to inspect specified licensable activities, a "listed veterinarian" will be duly appointed to undertake such inspections and provide any necessary report as required by the legislation.

1.10 Fees

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations requires to set any fees and charges on a full cost recovery basis. Regulation 13 explains the criteria that should be considered. The Council has used this guidance in setting the fees and charges for animal licensing but has also ensured that they are consistent with other enforcement activities where we charge for a service.

This reflects current government policy whereby none compliant businesses are required to contribute more towards enforcement cost.

The structure of the new licensing systems allows those businesses who are fully compliant to have a 3-year licence and therefore benefit from a saving over the period.

The setting of fees and charges in relation to animal welfare activities is the subject of delegated authority (see DD/046/18PC) giving powers to duly authorised officers to determine the fees and charges in respect of that function.

The fees and charges are published on the Animal Welfare pages of the Council's website.

1.11 Register of Animal Welfare Establishments

The Council holds a register of premises licensed under animal welfare legislation which is available on the Council's website.

The register will be amended to include the Star Rating allocated to premises licenced under The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.

2. Licensable Activities and Legislative Framework

2.1 The Animal Welfare (Licensing of Activities involving Animals) Regulations 2018

The Animal Welfare (Licensing of Activities Involving Animals) Regulations provides the legal framework for the following licensable activities:

- Dog Breeding
- Boarding of Dogs in Kennels
- Home Boarding of Dogs
- Dog Day Care
- Boarding of Cats
- Selling Animals as Pets
- Hiring of Horses
- Keeping or Training of Animals for Exhibition

Along with the regulations, guidance documents for each licensable activity have been published. All of which are available on the Council's website.

2.2 Dangerous Wild Animals Act 1976

The Dangerous Wild Animals Act 1976 defines all the species that require the owner to have a licence to keep such animals. The controls required to keep individual species will vary dependant on that species.

The licensing process will include veterinary inspection of the animals. The contents of the veterinary officer's report will inform the decision-making process when considering such applications.

2.3 Zoo Licensing Act 1981

The Zoo Licensing Act 1981 specifically sets out the licensing process for Zoos. The licensing process will include extensive contributions by veterinary officers including veterinary inspection of the animals. The contents of the veterinary officer's report will inform the decision-making process when considering such applications.

2.4 **Licensing Process**

All licence applications include the following:

- Administration of licence and payment of fee
- Processing of licence application and an initial inspection of the premises
- Placing appropriate conditions on licence
- Issue of licence

The duration of the licence may be legislative specific, however, The Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018 requires inspecting officers to produce a risk rating score and a star rating to every licensable activity. The star rating allocated will have a direct impact on the duration of the licence and therefore the costs to the operator and the enforcement burden placed on the licence holder. *See 2.5 below.*

The enforcement of Animal Welfare licences will generally include a secondary inspection of the business during the life of the licence, which may include a visit by the veterinary officer. Officers may also visit where the Council receives information or a complaint raising concern about animal welfare issues.

2.5 **Risk Scoring, Star Rating and Duration of Licences**

The officer must access the standards on animal welfare and the management controls in place, including previous compliance. The process includes ascertaining whether the business is meeting the minimum or higher standards and whether some minor failing exists. The officer completes a risk score matrix and the star rating will be determined from those findings. Where a veterinary inspection is required, the contents of the report will have a direct influence on the star rating allocated to that activity.

The star rating allocated will have a direct impact on the business, therefore it is in the interest of the operator to have and maintain the highest possible welfare standards and management controls in place.

Further information is available in the DEFRA document - Procedural guidance notes for local authorities, which is available on the Council's website.

2.6 **Competent Officers**

The Council must appoint suitably qualified and competent officers to undertake any inspections and enforcement activities in relation to animal welfare. This duty extends to the Council in respect of the appointment of suitable qualified and "listed" veterinary officers to undertake inspections of specified licensable activities.

3. Grievance Safeguarding Processes

The Council has in place a customer complaints and comments procedure which allows all users of the Council's services to raise concern about the way they have been treated by the Council.

The business operator has recourse to the complaints procedure (including taking the matter to the Local Government Ombudsman where appropriate) if they consider that a council service has not been properly delivered and in accordance with its policy.

In addition, the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018 contain a number of safeguarding measures where a business operator who is aggrieved by the process can appeal a rating or ask for a re-score, and to ensure business operators are treated appropriately.

3.1 Right to Appeal Star Rating

The business operator has the right to appeal the star rating allocated to their business through the licencing process.

The procedures on the right to appeal the star rating are available on the Bolsover District Council website, along with the appeal form.

3.2 Requesting a Star Rating Re-Score Visit

The business operator can request a re-score visit, where they have completed the work outlined in their inspection report.

There are no limits on the number of re-score visits a business operator can request.

The procedures on the requesting of a re-score visit are available on the Bolsover District Council website, along with the request form.

3.3. Right to Appeal – Suspensions and Variations

Where the business operator is aggrieved by the decision of the Council to vary or suspend an animal welfare licence, they have the right to appeal that decision, in the first instance to the Council and secondly to a first-tier tribunal.

The procedures for varying or suspending a licence are available on the Council's website.

3.4 Right to Appeal, First-tier Tribunal – Refusal, Suspensions, Variations and Revocations

Where the business operator is aggrieved by the decision of the Council to refuse, revoke, suspend or vary an animal welfare licence, they have the right to appeal that decision to a First-tier tribunal.

The procedures for refusing, revoking, varying or suspending a licence are available on the Council's website.

3.5 Transfer of Licence in the case of the Death of the Licence Holder

If a licence holder dies, the procedure in regulation 12 of the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018 applies. It allows the personal representative of the deceased to take on the licence provided that they inform the Council, within twenty-eight days of the death, that they are now the operators of the licensable activity. The licence will then remain in place for three months from the death of the former holder, or for the rest of the time it was due to remain in force, if that time period is shorter. The new licence holder should then apply for a new licence one month before the expiry of this new period.

Additionally, the Council can extend the three-month period by up to another three months, if requested by the representative and if they believe this time is needed to wind up the estate of the former licence holder.

If the personal representative does not notify the Council within 28 days of the death of the licence holder the licence will cease to have effect after those 28 days.

3.6 Transitional Arrangements

Any unexpired licences granted under the Pet Animals Act 1951, Animal Boarding Establishments Act 1963, Riding Establishments Act 1964 and Riding Establishments Act 1970 will continue in force for the rest of their terms under the relevant Act.

An unexpired licence granted under the Breeding of Dogs Act 1973 will continue in force for the rest of its term subject to the provisions of that Act, the Breeding of Dogs (Licensing Records) Regulations 1999, the Breeding and Sale of Dogs (Welfare) Act 1999 and the Breeding and Sale of Dogs (Welfare) Act 1999.

Any registration of a person under the Performing Animals (Regulation) Act 1925 will continue in force, for six months from the date on which the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018 came into force, i.e. 1 October 2018, so the previous registration will expire on 1 April 2019.

4. References and Access to Information

The Animal Welfare list of fees and charges, licence application forms, legislation and guidance documents referred to within this Policy can be found on the Animal Welfare page of the Council's website at;

<https://www.bolsover.gov.uk/index.php/49-business/licensing-permits/207-business-animal>

DEFRA Website

The Animal Welfare legislation and guidance documents referred to within this Policy can be found at;

<http://www.cfsg.org.uk/layouts/15/start.aspx#/The%20Animal%20Welfare%20Licensing%20of%20Activities%20Involvi>

5. **Glossary of terms**

Within the application of The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 (the “Regulations”) - A “**licensable activity**” means one of five activities involving animals: selling animals as pets, providing for or arranging for the provision of boarding for cats or dogs (includes boarding in kennels or catteries, home boarding for dogs and day care for dogs), hiring out horses, dog breeding and keeping or training animals for exhibition.

For the purposes of this Policy a “**licensable activity**” will also include activities involving animals where such activities are licensable under the Dangerous Wild Animals Act 1976 (as amended) and the Zoo Licensing Act 1981

An “**operator**” means an individual who—

(a) carries on, attempts to carry on or knowingly allows to be carried on a licensable activity, or

(b) where a licence has been granted or renewed, is the licence holder;

“**working day**” means any day other than a Saturday, a Sunday, Christmas Day, Good Friday or a day which is a bank holiday in England and Wales under section 1 of the Banking and Financial Dealings Act 1971(c).

A “**listed veterinarian**” means a veterinarian who for the time being is listed as being authorised to carry out an inspection on the list of veterinarians drawn up by the Royal College of Veterinary Surgeons.

‘**puppy**’ means a dog aged less than 6 months

6. **Appeals and Complaints**

Any appeals in relation to enforcement action should be taken in accordance with the statutory appeals process as outlined in the relevant legislation. Where there is a right of appeal, we will ensure individuals/business are made so aware.

The Council has its own Compliments, Comments and Complaints procedure.

We want you to complain if you feel you've been poorly or unfairly treated by any of our services and we will do our best to put things right when things have gone wrong. Please be aware if you are unhappy with a decision, you should follow the appropriate appeal procedure, further information can be found from the appropriate service area. If you are unhappy with the *process* then you can make a complaint about us or any of our services by completing the on-line Compliments, Comments and Complaints form.

You can write to us at The Arc, High Street, Clowne, Derbyshire S43 4JY, call into any one of our Contact Centres and asking one of our employees to put your complaint in writing for you ,or call the Contact Centre on 01246 242424.



DRAFT

Animal Welfare

Licensing Policy

2026

Equalities Statement

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

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

Access for All statement

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

- **Phone:** [01246 242424](tel:01246242424)
- **Email:** enquiries@bolsover.gov.uk
- **BSL Video Call:** A three-way video call with us and a BSL interpreter. It is free to call Bolsover District Council with Sign Solutions, you just need Wi-Fi 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 ANIMAL WELFARE LICENSING POLICY

Policy Details	Comments / Confirmation (To be updated as the document progresses)
Policy title	Animal Welfare Licensing Policy
Current status – i.e. first draft, version 2 or final version	First Draft
Policy author (post title only)	Licensing Team Manager
Location of policy (whilst in development) – i.e. L-drive, shared drive	S Drive
Relevant Cabinet Member (if applicable)	Cllr Jeanne Raspin
Equality Impact Assessment approval date	TBC
Partnership involvement (if applicable)	N/A
Final policy approval route i.e. Joint Strategic Alliance Committee, Cabinet/Executive/Council	Licensing Committee Scrutiny Committee Council
Date policy approved	TBC
Date policy due for review (maximum three years)	TBC
Date policy forwarded to Improvement (to include on Intranet and Internet if applicable to the public)	TBC

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PART 1: OVERARCHING PRINCIPLES AND GENERAL FRAMEWORK

1. Introduction

1.1 Background

Bolsover District Council ('The Council') is responsible for the licensing and regulation of animal activities under the Animal Welfare Act 2006, the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, The Animal Welfare (Primate Licences) (England) Regulations 2024, the Dangerous Wild Animals Act 1976 and the Zoo Licensing Act 1981.

The legislation is aimed at protecting the welfare of animals and sets clear, modern expectations for the care and treatment of animals kept or used for certain activities in the district.

There is no legislative requirement for a policy, but it is considered good practice to have a Policy in place.

1.2 Scope

This Animal Welfare Licensing Policy ('the Policy') sets out how the Council will exercise its functions under the legislation. It provides a clear framework to assist the Council, operators and the public in understanding how the animal licensing regime is administered within the district.

The Policy deals with licences that are categorised into the following:

- Animal Activity Licences issued under The Animal Welfare (Licensing of Activities involving Animals) (England) Regulations 2018,
- Primate Licences issued under the Animal Welfare (Primate Licences) (England) Regulations 2024,
- Dangerous Wild Animal Licences issued under the Dangerous Wild Animals Act 1976; and
- Zoo Licences issued under the Zoo Licensing Act 1981.

The Policy does not cover other animal related activities such as; dog walking, dog training classes, pet sitting (in the pets' home), grooming, rescue centres and animal sanctuaries, charities, livery yards, and circuses. This list is not exhaustive.

In carrying out these regulatory functions, the Council will have regard to the Policy, the legislation and any statutory guidance. Notwithstanding the existence of this Policy, each application or enforcement measure will be considered on its own merits. Where it is necessary for the Council to depart from this Policy, clear and compelling reasons will be given for doing so.

1.3 Glossary of Terms

In this Policy:

‘*The Act*’ means the Animal Welfare Act 2006.

‘*DBS*’ means Disclosure and Barring Service.

‘*The Council*’ means Bolsover District Council.

‘DEFRA’ means the Department for Environment, Food and Rural Affairs or the government department responsible for animal welfare Policy and statutory guidance.

‘Inspector’ means a Council appointed Animal Licensing Inspector.

‘Interim inspection’ means any inspection carried out during the term of the licence other than a renewal inspection.

‘Licensable activity’ means any animal related activity which would require a licence under the legislation outlined in this Policy.

‘Operator’ means any applicant, licence holder, or person who carries on, attempts to carry on, or proposes to carry on a licensable activity which would require a licence under the legislation specified in this Policy.

‘Relevant offence’ means any offence detailed in Appendix 1 of the Policy.

‘Veterinary Inspector’ means any veterinarian appointed by the Council under the relevant legislation.

‘The 1976 Act’ means the Dangerous Wild Animals Act 1976 and any consequential amendments.

‘The 1981 Act’ means the Zoo Licensing Act 1981 and any consequential amendments.

‘The 2018 Regulations’ means the Animal Welfare (Licensing of Activities involving Animals) (England) Regulations 2018 and any consequential amendments.

‘the 2018 Guidance’ means the [Animal activity licensing process: statutory guidance for local authorities](#) and any subsequent activity specific guidance details of which can be found in [Paragraph 14.2](#) of the Policy.

‘The 2024 Regulations’ means the Animal Welfare (Primate Licences) (England) Regulations 2024 and any consequential amendments.

‘the 2024 Guidance’ means the [Licence conditions for primate keepers \(Schedule 1\) - GOV.UK](#).

1.4 Contacts

The Council’s Licensing Team is joint with North East Derbyshire District Council. The points of contact for any animal welfare licensing issues or enquiries are:

Licensing Team
Joint Environmental Health Service

Bolsover District Council
District Council Offices
2013 Mill Lane
Wingerworth
Chesterfield
S42 6NG

Telephone: 01246 242424
Email: licensing@bolsover.gov.uk
Website: <https://www.bolsover.gov.uk/>

A copy of this Policy is available on the Council's website.

2. Policy Objectives and Welfare Principles

2.1 Policy Objectives

In setting out this Policy the Council seeks to:

- Protect and promote animal welfare standards,
- Protect the environment,
- Safeguard public health and safety,
- Provide a clear and consistent regulatory framework; and
- Provide a reliable, fair, transparent, and accessible service.

2.2 The Animal Welfare Act 2006 and the Five Animal Welfare Needs

The [Animal Welfare Act 2006](#) ('the Act') was introduced to modernise and consolidate outdated animal protection laws and to provide a clear, consistent framework for safeguarding animal welfare. The Act established a statutory duty of care, requiring anyone responsible for an animal to meet its welfare needs.

The Act introduced five overarching principles of animal welfare, commonly known as the 'five needs' of all animals:

- The need for a suitable environment,
- The need for a suitable diet,
- The need to be able to exhibit normal behaviour patterns,
- Any need to be housed with, or apart from, other animals; and
- The need to be protected from pain, suffering, injury, and disease.

The Act strengthened enforcement powers for local authorities and other agencies and enabled early intervention where standards fall short.

The Act bestowed an overarching welfare obligation on those who hold licences under the Dangerous Wild Animals Act 1976 and the Zoo Licensing Act 1981; and provides the legal basis for subsequent regulations, including the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 and the Animal Welfare (Primate Licences) (England) Regulations 2024, which set the licensing requirements for animal related activities. Each of these pieces of legislation are explored more in the Legislation Specific Provisions in Part 2 of this Policy.

3. General Administrative Principles

3.1 Pre-Application Advice

Detailed guidance is available to operators on the Council's website. Where an operator is not sure of the requirements for their animal activity, they are encouraged to seek advice at an early stage to avoid delays or unnecessary costs. Contact details for the Council's Licensing Team can be found at [Paragraph 1.4](#) of the Policy.

3.2 Disclosure and Barring Service Checks

All operators are required to submit a Basic Disclosure and Barring Service ('DBS') certificate with their application. The certificate must be no more than 3 months old when a full and valid application is submitted to the Council.

Where an operator is renewing their licence, they should provide an updated certificate with their renewal application.

Where the Council receives notification that an operator has been convicted of a Relevant Offence in line with the Convictions Policy set out in Appendix A, the operator will be required to provide an updated DBS at their own cost.

Any convictions listed on a certificate will be assessed in line with this Policy and the relevant legislation and/or guidance.

You can [Request a basic DBS check - GOV.UK](#) online.

3.3 Animal Licensing Inspectors and Veterinary Inspectors

The Council will appoint a suitably qualified and competent Animal Licensing Inspector ('the Inspector') to carry out assessments under the relevant animal licensing legislation and guidance. Inspectors will be selected based on their qualifications, professional expertise, experience, and ability to assess compliance with welfare standards.

Where a veterinary inspection is required by law, or where the Council determines that specialist veterinary knowledge is necessary to properly evaluate an application or site, a Veterinary Inspector with appropriate species-specific competence will be appointed to undertake the inspection.

Upon completion of an inspection a report will be prepared detailing the findings. Copies of any report will be provided to the operator.

Where a veterinary inspection is required, the operator will be responsible for reimbursing the Council for any costs incurred.

3.4 Timescales

The Council will aim to deal with all applications within 10 weeks of receipt of a full and valid application.

Where the application process is likely to take longer than 10 weeks, the operator will be notified of the reason for delay.

4. Application Processes

All applications should be submitted to the Licensing Team using the forms and templates available on the Council's website.

Applications will be determined by the Inspector acting under delegated powers. The Inspector will consider each application on its own merits and will have regard to this Policy, the relevant legislation and any relevant guidance when determining applications. Where it is necessary for the Council to depart from this Policy, clear and compelling reasons will be given for doing so.

If an operator is dissatisfied with the outcome of their application, they may appeal the decision in line with the appeal procedures outlined in the Legislation Specific Provisions in Part 2 of this Policy.

Application processes are outlined in more detail on the Council website and in the Legislation Specific Provisions in Part 2 of this Policy.

5. Welfare Standards and Conditions

All operators must adhere to a specific set of standards set out in legislation and guidance. These standards form the basis of the conditions which are attached to a licence.

Each type of licence has its own specific set of standards, further details of which can be found in the Legislation-Specific Provisions in Part 2 of this Policy.

Where the legislation allows it, the Council may also require operators to meet additional standards, where they have been recommended by an expert Veterinary Inspector and/or other recognised experts in the relevant field.

6. Safeguarding

Animal licensing legislation has the primary aim of maintaining and improving animal welfare standards. However, there are other safeguarding considerations arising from licensable activities, in particular the protection of children and vulnerable persons.

The Council is aware that some licensable activities may involve unsupervised contact with children and/or vulnerable persons (e.g. the tuition of a young person provided at a riding school or entertaining at a children's party with an exhibition of animals).

The Council expects operators whose activities involve contact with children or vulnerable persons to:

- have a written safeguarding policy and provide training for staff; and
- have a procedure for vetting staff who have unsupervised contact with young/vulnerable persons.

7. Planning

It is the operator's responsibility to ensure that appropriate planning consent is in place for their proposed activity and site.

Planning control and animal activity licensing operate as two separate regulatory regimes, and meeting the requirements of one does not automatically satisfy the other. A licence issued for any animal activity does not grant, imply, or replace planning permission, nor does it authorise any use of land or buildings that would otherwise require planning approval. Likewise, obtaining planning permission does not guarantee that a licence will be granted.

Applicants must comply with both regimes independently, and the Council may take planning status into account when deciding whether the animal activity can be carried out appropriately and in accordance with any legislation or guidance.

8. Commercial Waste

All operators must ensure that any commercial waste arising from their animal related activities is managed and disposed of in accordance with the Environmental Protection Act 1990.

Any person who operates a business must ensure they have measures in place to safely contain and legally dispose of any waste produced by their business. Commercial waste must not be placed in household bins, to do so is an offence.

For more information on commercial waste visit our [website](#).

9. Fees and Charges

Any fees or charges payable can be found on the Council's website.

Operators will also be required to pay any third-party fees for veterinary/specialist inspections as required.

Fees are calculated on a cost recovery basis and consist of a primary fee and a secondary fee:

- The primary fee is due on application and covers the costs of processing the application. This fee is non-refundable.
- The secondary fee is payable once a licence has been approved but before it is issued, and covers the costs associated with the regulation and compliance during the term of the licence.

A licence will not be issued until all outstanding fees are paid.

10. Licensing Registers

The Council maintains and publishes a register of operators licensed to carry out animal activities, which is available on the Council's website.

Information relating to private operators or businesses operating from a domestic address will not be published, to protect personal data and ensure compliance with the General Data Protection Regulation.

11. Enforcement

The main enforcement and compliance role for the Council in terms of animal licensing will be to ensure the welfare of animals. This is done by ensuring compliance with the conditions placed upon any licence and taking action when standards are not met. The Council also investigate and take appropriate action against unlicensed activities.

All enforcement activity will be carried out in line with any relevant legislation, guidance and the Council's own Corporate Enforcement Policy, which is available on the website.

Wherever possible, the Council will adopt a graduated, education approach to enforcement. However, where necessary it will take appropriate and proportionate action against non-compliant operators.

Actions available to the Council include:

- Warnings,
- Informal requests to make improvements,
- Issuing a rectification notice,
- Issuing an improvement notice,
- Varying a licence,
- Suspending a licence,
- Revoking a licence,
- Seizing any affected animals,
- Issuing a formal caution; and
- Prosecution.

12. Delegations

Those Officers of the Council, authorised under the Council's Scheme of Delegations, are responsible for the day-to-day operation of the Council's Animal Welfare Policy, and the enforcement of the legislation and conditions relating to licensable activities.

The Council will appoint a suitable Veterinary Inspector to undertake such inspections and provide any necessary report as required by the legislation. The Council will aim to accompany any Veterinary Inspector appointed by them, to the inspection. Where this is not possible the Veterinary Inspector will be provided with confirmation of their authorisation in writing.

13. Policy Reviews

This Policy will be reviewed every five years; and will be kept under review and amended as and when necessary to reflect changes in legislation and guidance.

Minor changes to this Policy may be made by officers acting under delegated powers, except where not appropriate to do so.

PART 2: LEGISLATION SPECIFIC PROVISIONS

14. The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

14.1 Legislation and Guidance

The [Animal Welfare \(Licensing of Activities Involving Animals\) \(England\) Regulations 2018](#) ('the 2018 Regulations') create a single, modern licensing framework for commercial activities involving animals. The 2018 Regulations cover the following licensable activities:

- Dog Breeding,
- Kennel Boarding for Dogs,
- Home Boarding for Dogs,
- Day Care for Dogs,
- Boarding for Cats,
- Selling Animals as Pets,
- Hiring out Horses; and
- Keeping or Training of Animals for Exhibition.

A licence is required where any of the above activities are being carried on in the course of a business. When establishing if the activity is being carried out in the course of a business, the Council will decide each case on its own merits and consider a range of factors including:

- Whether the activity is being conducted as a commercial business
- Whether the operator makes any sales or carries out the activity to make a profit
- Whether the operator earns any commission or fee from the activity
- [HMRC's 9 Badges of Trade](#)
- HMRC's income threshold (currently £1000), and
- Any other relevant factors specific to the case.

To accompany the 2018 Regulations the Department for Environment, Food and Rural Affairs ('DEFRA') publish the [Animal activity licensing process: statutory guidance for local authorities](#). ('the 2018 Guidance').

The 2018 Regulations and Guidance set out the mandatory welfare standards, inspection requirements, and procedures that the Council must follow when licensing and regulating animal activities.

14.2 Standards and Conditions

All operators are assessed against a set of standards. These standards form the basis for a set of mandatory conditions which are attached to the licence. The current standards are set out in the 2018 Regulations and Guidance.

The conditions are divided into two categories, General Conditions applicable to all licences and Specific Conditions relevant to the activity being licensed.

For all licensable activities except ‘keeping or training animals for exhibition’, a number of higher standards are laid down in the specific guidance for each activity. These higher standards are optional but an operator who can demonstrate that they can suitably meet these higher standards will gain a higher star rating.(an explanation of star ratings can be found at [Paragraph 14.5](#) of this Policy).

The higher standards are split into two categories, required and optional. These are clearly marked and differentiated in the 2018 Guidance. To qualify as meeting the higher standards the operator must achieve all of the required standards as well as a minimum of 50% of the optional higher standards.

A licence will not be granted where an operator fails to meet minimum standards. A licence may be renewed where an operator has minor failings of the minimum standards, provided animal welfare is not compromised. Any minor failings must be addressed immediately.

Links to the 2018 Guidance which contains the relevant conditions can be found in Table 1:

Licence Activity	Link to Guidance/Conditions
Selling Animals as Pets	Selling animals as pets licensing: statutory guidance for local authorities - GOV.UK
Providing Boarding for Cats	Cat boarding licensing: statutory guidance for local authorities - GOV.UK
Providing Boarding for Dogs (Kennels)	Dog kennel boarding licensing: statutory guidance for local authorities - GOV.UK
Home Boarding for Dogs	Home boarding for dogs licensing: statutory guidance for local authorities - GOV.UK
Dog Day Care	Dog day care licensing: statutory guidance for local authorities - GOV.UK
Hiring Out Horses (Riding Establishments)	Hiring out horses licensing: statutory guidance for local authorities - GOV.UK
Dog Breeding	Dog breeding licensing: statutory guidance for local authorities - GOV.UK
Keeping or Training Animals for Exhibition	Keeping or training animals for exhibition licensing: statutory guidance for local authorities - GOV.UK

14.3 Application Process

14.3.1 New

An application for a licence should be submitted to the Council's Licensing Team using the relevant application form available on the Council's website. The operator should include a Basic Disclosure and Barring Service certificate no more than 3 months old, any supporting information listed on the application form and pay the appropriate fee.

On receipt of a full and valid application, the Inspector and/or Veterinary Inspector (where appropriate) will attend the site to conduct an inspection and produce a report. Prior to the inspection the operator will be sent a pre-inspection checklist to assist them in preparing for their inspection. Copies of these pre-inspection checklists are available on the Council website.

Following the inspection the Council will determine the application. In reaching a decision the Council will consider:

- The application form and any supporting documentation,
- The Inspectors report,
- The Veterinary Inspectors report (where appropriate),
- The relevant legislation and guidance, and
- This Policy

The Council will notify the operator of the decision in writing and outline any rights of appeal.

14.3.2 Variations

Where an operator wants to make changes to their business, they must submit an application to the Council to vary their licence. Situations which may require a variation to a licence include, but are not limited to:

- Altering the premises (e.g. altering enclosures, moving facilities)
- Changing the number or type of animals
- Updating operating procedures

Operators should contact the Licensing Team for advice prior to submitting an application to vary their licence.

An application for a variation to a licence should be submitted to the Council's Licensing Team using the relevant application form available on the Council's website. The operator should provide any supporting information requested by the Inspector and pay the relevant fee.

On receipt of a full and valid application, the Inspector will assess the application and where necessary, attend the site to conduct an inspection and produce a report. Depending on the nature of the variation a Veterinary Inspector may need to conduct an inspection. A fee may be payable.

14.3.3 Transfers

A licence cannot be transferred from one operator to another. Where a business is to change hands, the new operator must ensure they have applied for, and been granted, a new licence prior to the old operator relinquishing responsibility for the day-to-day operation of the business.

14.3.4 Renewals

The Council will aim to provide operators with four months' notice of when their licence is due to expire. Operators must then apply at least 10 weeks before their licence expires and follow the process for a new application at [Paragraph 14.3.1](#).

It is the operator's responsibility to ensure that any renewal application is made in good time, and the Council cannot be held responsible for any delays or lapses of a licence caused by an incomplete or late application.

14.3.5 Surrender

Where an operator wants to surrender their licence, they must notify the Council. Any notification of surrender should be sent to the Council's Licensing Team in writing. Operators will be expected to return their licence and provide an explanation of why they no longer require it.

14.4 Determination of Applications

Under the 2018 Regulations, any individual over the age of 18 who carries on a licensable activity can apply for a licence, provided they are not barred from applying under regulation 11 and Schedule 8. Any application from a person who is barred from making an application will be refused.

To grant an application under the 2018 Regulations the Council must be satisfied that:

- the relevant licence conditions will be met;
- the operator is a 'fit and proper' person to carry out the activity; and
- the appropriate fee has been paid.

Licence Conditions

Each licensable activity has a unique set of licensing conditions which operators are expected to meet. Detailed information about the standards and conditions operators are expected to meet can be found in [Paragraph 14.2](#) of this Policy.

Fit and proper Test

Although the term 'fit and proper' is not explicitly defined in the legislation or guidance, for the purposes of this Policy, the Council will consider the application together with the conduct displayed by the operator, and will consider them to be 'fit and proper' if they can demonstrate, that they have:

- the right to work in the UK.

- not been convicted of a Relevant Offence in line with the Convictions Policy set out in Appendix A of this Policy.
- not been disqualified from holding a licence
- the knowledge, experience, compliance history, and capability to adhere to the licence conditions and ensure the welfare of the animals in their care.
- adequate management and training arrangements in place to safeguard staff and/or members of the public affected by the licensed activity.

This Policy does not limit the scope of the ‘fit and proper’ assessment, and the Council may consider any other reasonable factors relevant to the application.

When considering renewal applications, the Council will also consider information received during the previous licence term. The Council expects operators to act with honesty and integrity and demonstrate appropriate professional conduct at all times.

14.5 Star Ratings and Licence Duration

Licences issued under the 2018 Regulations are given a star rating and issued for a period of one, two or three years depending on the operator’s risk rating and their standards of compliance with the licence conditions.

Licences for the keeping or training of animals for exhibition are issued for three years and do not receive a star rating.

When determining the star rating and duration of the licence an operator will receive a:

1. Risk Rating:

Operators will be rated as either low or high risk. This is determined in line with the 2018 Guidance. New operators will always be considered high, unless they can show compliance history with another local authority or are UKAS accredited. Any compliance history with another local authority will only be considered if that history is for the same activity being applied for.

2. Compliance Level:

Operators will be assessed as meeting either the minimum or high standards. Or in the case of renewals, minor failings. This assessment is determined by an operator’s ability to meet the licence conditions and standards discussed at [Paragraph 14.2](#) of this Policy.

The star rating and length of licence are determined using the matrix table below:

	Minor failings	Minimum standards	Higher standards
Low risk	1 star rating, 1 year licence, at least 1 *unannounced visit within 12 months	3-star rating, 2-year licence, at least 1 *unannounced visit within 24 months	5-star rating, 3-year licence, at least 1 *unannounced visit within 36 months
Higher risk	1 star rating, 1 year licence, at least 1	2-star rating, 1 year licence, at least 1	4-star rating, 2-year licence, at least 1

	*unannounced visit within 12 months	*unannounced visit within 12 months	*unannounced visit within 24 months
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*Subject to the exemptions outlined in [Paragraph 14.7](#) of this Policy.

14.6 Appeals and Re-Inspections

14.6.1 Star Rating Appeals

To ensure fairness, the Council has an appeals procedure in place to allow an operator to dispute the star rating given.

The operator is encouraged to discuss the matter initially with the inspecting officer prior to submitting their appeal.

An operator may appeal a star rating if they consider it to be wrong i.e. it does not reflect the standards found at the time of the inspection. Any appeal to the rating must be made in writing to the Council within **21 days of the date the licence was issued**. Any appeal will consider the standards observed at the time of inspection. If an operator has made improvements since their inspection, the operator will need to apply and pay for a re-rating.

Appeals will be determined by the Team Manager for Licensing in consultation with another suitably qualified Inspector who was not involved with the original decision.

If the operator disagrees with the outcome of the appeal, they may challenge the decision by means of judicial review. The operator also has recourse to the Council's complaints procedure (taking the matter to the Local Government Ombudsman where appropriate) if they consider that the service has not been properly delivered.

14.6.2 Re-rating

An operator can request a re-rating at any time during the term of their licence. There are no limits on the number of re-ratings an operator can request. Any request for a re-rating must be made in writing to the Council and be accompanied by the relevant fee.

Depending on the nature of the re-rating a Veterinary Inspector may need to conduct an inspection. A fee may be payable.

14.6.3 Refusal and Revocation Appeals

Where a decision is taken to refuse or revoke a licence, the operator will be issued with a written decision notice outlining their right to appeal.

The operator has the right to appeal to a First-tier Tribunal within 28 days of the decision.

Guidance on how an operator can appeal can be found at [Welfare of animals: appeal to a tribunal - GOV.UK](#).

14.7 Interim Inspections

The Council is required to undertake an interim inspection at least once during the term of the licence. These visits will be unannounced, except where the business is run from a private dwelling, in which case 24 hours' notice will be given.

Where an operator is failing to comply with the conditions on their licence, appropriate enforcement action may be taken and/or the star rating may be adjusted.

14.8 Death of a Licence Holder

Upon the death of a licence holder, the licence will continue for 28 days as if it had been granted to their personal representative.

Provided the personal representative informs the Council of the death within 28 days of the date of death, the licence will remain in place for three months from the date of death, or for the remainder of the licence period, whichever is shorter. The personal representatives should then apply for a new licence at least one month before the expiry of this new period.

The Council may extend the three-month period by up to a further three months if requested by the personal representative and where they believe this time is required to enable the winding up of the former licence holder's estate.

Where the personal representative does not notify the Council within 28 days of the death of the licence holder, the licence will cease to have effect after the 28-day period.

15. The Animal Welfare (Primate Licences) (England) Regulations 2024

15.1 Legislation and Guidance

The [Animal Welfare \(Primate Licences\) \(England\) Regulations 2024](#) ('the 2024 Regulations') requires individuals who keep primates to obtain a licence from the Council. A primate is defined as any species, other than homo sapiens, which belong to the order Primates.

To accompany the 2024 Regulations, DEFRA publish [Guidance on Licence conditions for primate keepers](#). ('the 2024 Guidance').

The 2024 Regulations and Guidance set out the mandatory welfare standards, inspection requirements and procedures that the Council must follow when licensing and regulating primate keepers.

Any person who keeps or trains primates for exhibition will also be required to hold a licence under the **Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018**.

Any person who keeps a primate considered a dangerous wild animal will also be required to hold a licence under the **Dangerous Wild Animals Act 1976**.

Any primate kept at a licensed zoo or at an authorised research facility is not required to hold a Primate Licence.

15.2 Standards and Conditions

All operators are assessed against a set of standards. These standards form the basis for a set of mandatory conditions which are attached to the licence. The current standards are set out in the 2024 Regulations and Guidance.

The 2024 Guidance which contains the relevant conditions can be found at [Licence conditions for primate keepers \(Schedule 1\) - GOV.UK](#).

15.3 Application Process

15.3.1 New

An application for a licence should be submitted to the Council's Licensing Team using the relevant application form available on the Council's website. The operator should include a Basic Disclosure and Barring Service certificate no more than 3 months old, any supporting information listed on the application form and pay the appropriate fee.

On receipt of a full and valid application, the Inspector and/or Veterinary Inspector (where appropriate) will attend the site to conduct an inspection and produce a report. Prior to the inspection the operator will be sent a pre-inspection checklist to assist them in preparing for their inspection. Copies of these pre-inspection checklists are available on the Council website.

Following the inspection the Council will determine the application. In reaching a decision the Council will consider:

- The application form and any supporting documentation,
- The Inspectors report,
- The Veterinary Inspectors report (where appropriate),
- The relevant legislation and guidance, and
- This Policy.

The Council will notify the operator of the decision in writing and outline any rights of appeal.

15.3.2 Variation

Where an operator wants to make changes to the way they care for their primates, they must submit an application to the Council to vary their licence. Situations which may require a variation to a licence include, but are not limited to:

- Altering the premises (e.g. altering enclosures, moving facilities)
- Changing the number or type of primates
- Updating operating procedures

Operators should contact the Licensing Team for advice prior to submitting an application to vary their licence.

An application for a variation to a licence should be submitted to the Council's Licensing Team using the relevant application form available on the Council's website. The operators should provide any supporting information requested by the Inspector and pay the relevant fee.

On receipt of a full and valid application, the Inspector will assess the application and where necessary, attend the site to conduct an inspection and produce a report. Depending on the nature of the variation a Veterinary Inspector may need to attend the site to conduct an inspection. A fee may be payable.

15.3.3 Transfers

A licence cannot be transferred from one operator to another. Where the care of a primate is to be transferred to another person, the new operator must ensure they have applied for, and been granted, a new licence prior to the old operator relinquishing responsibility for the care of the primate.

15.3.4 Renewals

The Council will aim to provide operators with four months' notice of when their licence is due to expire. Operators must then apply at least 10 weeks before their licence expires and follow the process for a new application.

It is the operator's responsibility to ensure that any renewal application is made in good time, and the Council cannot be held responsible for any delays or lapses of a licence caused by an incomplete or late application.

15.3.5 Surrender

Where an operator wants to surrender their licence, they must notify the Council.

Any notification of surrender should be sent to the Council's Licensing Team in writing. Operators will be expected to return their licence and provide evidence of what will happen or has happened to the primates in their care. If the primate is to be transferred to another person, the operator must ensure that the new operator is appropriately licensed.

The Council reserves the right to refuse a surrender if the operator fails to provide sufficient evidence of the proper transfer or disposal of the primate.

15.4 Determination of Applications

Under the 2024 Regulations any individual over the age of 18 who keeps a primate, may apply for a licence, provided they are not barred from applying under regulation 6. Any application from a person who is barred from making an application will be refused.

To grant an application under the 2024 Regulations the Council must be satisfied that:

- the licence conditions will be met;
- the operator is a 'fit and proper' person to keep a primate; and
- the appropriate fee has been paid.

Licence Conditions

To keep primates there are a specific set of conditions which operators are expected to meet. Detailed information about the standards and conditions keepers are expected to meet can be found in [Paragraph 15.2](#) of this Policy.

Fit and proper Test

Although the term 'fit and proper' is not explicitly defined in the legislation or guidance, for the purposes of this Policy, the Council will consider the application together with the conduct displayed by the operator, and will consider them to be 'fit and proper' if they can demonstrate, that they have:

- not been convicted of a Relevant Offence in line with the Convictions Policy set out in Appendix A
- not been disqualified from holding a licence
- the knowledge, experience, compliance history, and capability to adhere to the licence conditions and ensure the welfare of the animals in their care.
- adequate arrangements in place to safeguard staff and/or members of the public affected by the licensed activity.

This Policy does not limit the scope of the 'fit and proper' assessment, and the Council may consider any other reasonable factors relevant to the application.

When considering renewal applications, the Council will also consider information received during the previous licence term. The Council expects operators to act with honesty and integrity and demonstrate appropriate professional conduct at all times.

15.5 Star Ratings and Licence Duration

Licences issued under the Animal Welfare (Primate Licences) (England) Regulations 2024 are not risk rated and are issued for a period of three years, or upon request, for a shorter period.

15.6 Appeals

Where a decision is taken to refuse or revoke a licence, the operator will be issued with a written decision notice outlining their right to appeal.

The operator has the right to appeal to a First-tier Tribunal within 28 days of the decision.

Guidance on how an operator can appeal can be found at [Welfare of animals: appeal to a tribunal - GOV.UK](#).

15.7 Interim Inspections

The Council is required to undertake an interim inspection at least once during the term of the licence. These visits will be unannounced, except where the business is run from a private dwelling, in which case 24 hours' notice will be given.

Where an operator is failing to comply with the conditions on their licence, appropriate enforcement action may be taken.

15.8 Death of a Licence Holder

Upon the death of a licence holder, the licence will continue for 28 days as if it had been granted to their personal representative.

Provided the personal representative informs the Council of the death within 28 days of the date of death, the licence will remain in place for three months from the date of death, or for the remainder of the licence period, whichever is shorter. The personal representatives should then apply for a new licence at least one month before the expiry of this new period.

The Council may extend the three-month period by up to a further three months if requested by the personal representative and where they believe this time is required to enable the winding up of the former licence holder's estate.

Where the personal representative does not notify the Council within 28 days of the death of the licence holder, the licence will cease to have effect after the 28-day period.

16. Dangerous Wild Animals Act 1976

16.1 Legislation and Guidance

The [Dangerous Wild Animals Act 1976](#) ('the 1976 Act') requires individuals who keep species of animals, considered hazardous, to obtain a licence from the Council. Animals considered to be hazardous are listed in the Schedule of the 1976 Act.

The legislation requires operators to ensure their hazardous animals are housed securely, cared for appropriately and kept without risk to the public. The requirements vary depending on the species.

A Dangerous Wild Animal licence is not required if a dangerous wild animal is being kept at a zoo.

16.2 Standards and Conditions

All licences granted under the [1976 Act](#) are subject to the conditions set out in the legislation. The Council may also impose conditions suggested by DEFRA and/or the Inspector/Veterinary Inspector.

Where the Council places conditions on a licence they will be based, wherever practicable, on existing codes of best practice and industry standards produced by, but not limited to, organisations such as, DEFRA, the British Veterinary Association and National Trade Associations.

16.3 Application Process

16.3.1 New

An application for a licence should be submitted to the Council's Licensing Team using the relevant application form available on the Council's website. The operator should include a Basic Disclosure and Barring Service certificate no more than 3 months old, any supporting information listed on the application form and pay the appropriate fee.

On receipt of a full and valid application, the Inspector and Veterinary Inspector will attend the site to conduct an inspection and produce a report. Prior to the inspection the operator will be sent a pre-inspection checklist to assist them in preparing for their inspection. Copies of these pre-inspection checklists are available on the Council website.

Following the inspection the Council will determine the application. In reaching a decision the Council will consider:

- The application form and any supporting documentation,
- The Inspectors report,
- The Veterinary Inspectors report,
- The relevant legislation and guidance, and
- This Policy.

The Council will notify the operator of the decision in writing and outline any rights of appeal.

16.3.2 Variation

Where an operator wants to make changes to the way they care for their dangerous wild animal, they must submit an application to the Council to vary their licence. Situations which may require a variation to a licence include, but are not limited to:

- Altering the premises (e.g. altering enclosures, moving facilities)
- Changing the number or type of animals
- Updating operating procedures

Operators should contact the Licensing Team for advice prior to submitting an application to vary their licence.

An application for a variation to a licence should be submitted to the Council's Licensing Team using the relevant application form available on the Council's website. The operators should provide any supporting information requested by the Inspector and pay the relevant fee.

On receipt of a full and valid application, the Inspector will assess the application and where necessary, attend the site to conduct an inspection and produce a report.

Depending on the nature of the variation a Veterinary Inspector may need to attend the site to conduct an inspection. A fee may be payable.

16.3.3 Transfers

A licence cannot be transferred from one operator to another. Where the care of an animal is to be transferred to another person, the new operator must ensure they have applied for, and been granted, a new licence prior to the old operator relinquishing responsibility for the care of the animal.

16.3.4 Renewals

The Council will aim to provide operators with four months' notice of when their licence is due to expire. Operators must then apply at least 10 weeks before their licence expires and follow the process for a new application.

It is the operator's responsibility to ensure that any renewal application is made in good time, and the Council cannot be held responsible for any delays or lapses of a licence caused by an incomplete or late application.

16.3.5 Surrender

Where an operator wants to surrender their licence, they must notify the Council.

Any notification of surrender should be sent to the Council's Licensing Team in writing. Operators will be expected to return their licence and provide evidence of what will happen or has happened to the animals in their care. If the animal is to be transferred

to another person, the operator must ensure that the new operator is appropriately licensed.

16.4 Determination of Applications

Under the 1976 Act any individual over the age of 18 who keeps a dangerous wild animal, as specified in the legislation, may apply for a licence, provided they are not disqualified from keeping a dangerous wild animal. Any application from a person who is disqualified from keeping dangerous wild animals will be refused.

To grant an application under the 1976 Act the Council must be satisfied that:

- the operator owns and possesses or proposes to own or possess the animals,
- the granting of the licence will not adversely affect the public due to safety, nuisance or other concerns,
- the animals will be held in accommodation that is suitable for them and adequate to prevent escape,
- the animals are provided with suitable care and are supervised,
- adequate procedures are in place to ensure the safety of the animals in the event of an emergency (e.g. fire),
- adequate controls are in place to prevent and control the spread of infectious diseases,
- adequate insurances are in place,
- adequate provisions are in place for the provision of antivenom (where applicable),
- the operator is registered with a vet capable of providing veterinary care for the animals,
- the operator is a 'fit and proper' person to keep a dangerous wild animal; and
- the appropriate fee has been paid.

Fit and proper Test

Although the term 'fit and proper' is not explicitly defined in the legislation or guidance, for the purposes of this Policy, the Council will consider the application together with the conduct displayed by the operator, and will consider them to be 'fit and proper' if they can demonstrate, that they have:

- not been convicted of a Relevant Offence in line with the Convictions Policy set out in Appendix A,
- not been disqualified from keeping dangerous wild animals,
- the knowledge, experience, compliance history, and capability to ensure the welfare of the animals in their care; and
- adequate arrangements in place to safeguard staff and/or members of the public affected by the licensed activity.

This Policy does not limit the scope of the 'fit and proper' assessment, and the Council may consider any other reasonable factors relevant to the application.

When considering renewal applications, the Council will also consider information received during the previous licence term. The Council expects operators to act with honesty and integrity and demonstrate appropriate professional conduct at all times.

16.5 Star Ratings and Licence Duration

Licences issued under the 1976 Act are not risk rated and are issued for a period of two years.

16.6 Appeals

Where a decision is taken to refuse or revoke a licence, or to add conditions to a licence, the operator will be issued with a written decision notice outlining their right to appeal.

The operator has the right to appeal to the Magistrates Court within 21 days of the decision.

16.7 Death of a Licence Holder

Upon the death of a licence holder, the licence will continue for 28 days as if it had been granted to their personal representative. If an application is made for a new licence within this period, the licence will remain in force pending the grant or refusal of the new application.

17. Zoo Licensing Act 1981

17.1 Legislation and Guidance

The [Zoo Licensing Act 1981](#) ('the 1981 Act') establishes a legal framework for the licensing and regulation of zoos in Great Britain. It requires any establishment exhibiting wild animals to the public on seven or more days a year to be licensed by the Council, unless exempt.

The 1981 Act sets mandatory standards for animal welfare, conservation, public safety, and management practices, and requires regular inspections by local authorities with specialist veterinary input. It also provides enforcement powers, including the ability to issue directions, vary conditions, or revoke a licence where standards are not met.

To accompany the 1981 Act the [Standards of Modern Zoo Practice](#) are issued by the Secretary of State for Environment, Food and Rural Affairs, and are published and maintained by DEFRA. The current standards are in operation until 23 May 2027. From 24 May 2027 the current standards will be superseded by the [Standards of modern zoo practice for Great Britain](#). Any zoos in the district are encouraged to start working towards these standards as soon as possible.

17.2 Standards and Conditions

All licences granted under the [1981 Act](#) are subject to the conditions set out in the legislation. The Council may also impose conditions and/or directions suggested by DEFRA or required by the Secretary of State's Inspector/Veterinary Inspector.

All zoos are expected to adhere to the [Standards of modern zoo practice for Great Britain](#).

Where the Council places conditions on a licence they will be based, wherever practicable, on existing codes of best practice and industry standards produced by, but not limited to, organisations such as, DEFRA, the British Veterinary Association and National Trade Associations.

17.3 Application Process

17.3.1 New

At least two months prior to submitting an application for a Zoo Licence the operator must give notice of their application. The operator must give notice to the Council using the relevant template on the Council's website. The notice should be published in a local and national newspaper and on the proposed site of the zoo. The Council will also publish a copy of the notice at the Council offices and on our website.

At the expiry of the two months' notice period, an application for a licence should be submitted to the Council's Licensing Team using the relevant application form available on the Council's website. The operator should include a Basic DBS certificate no more than 3 months old, any supporting information listed on the application form and pay the appropriate fee.

On receipt of a full and valid application a 28-day consultation period will begin. During this time the Council will consult with any statutory consultees and consider representations from any other interested party. The Inspector and an inspector appointed by the Secretary of State will attend the site to conduct an inspection and produce a report. Prior to the inspection the operator will be given 28 days' notice of the inspection date and sent a pre-inspection checklist to assist them in preparing for their inspection.

Following the inspection the Council will determine the application. In reaching a decision the Council will consider:

- The application form and any supporting documentation,
- The Inspectors inspection report,
- The Secretary of States inspection report,
- The relevant legislation and guidance, and
- This Policy

If the Council proposes to add any conditions to a licence the operator will be consulted prior to reaching a final decision.

The Council will notify the operator of the decision in writing and outline any rights of appeal.

17.3.2 Variation

Where an operator wants to make changes to their zoo, they must submit an application to the Council to vary their licence. Situations which require a variation to a licence include, but are not limited to:

- Altering the premises (e.g. altering enclosures, moving facilities)
- Changing the number or type of animals
- Updating operating procedures

Operators should contact the Licensing Team for advice prior to submitting an application to vary their licence.

An application for a variation to a licence should be submitted to the Council's Licensing Team using the relevant application form available on the Council's website. The operators should provide any supporting information requested by the Inspector and pay the relevant fee.

On receipt of a full and valid application, the Inspector will assess the application and where necessary, attend the site to conduct an inspection and produce a report. Depending on the nature of the variation a Veterinary Inspector may be required to attend the site to conduct an inspection. A fee may be payable.

17.3.3 Transfers

A licence may be transferred from one operator to another.

Where the responsibility for running the zoo is to be transferred to another person, an application for a transfer should be submitted to the Council's Licensing Team using

the relevant application form available on the Council's website. The operator should include a Basic Disclosure and Barring Service certificate no more than 3 months old, any supporting information listed on the application form and pay the appropriate fee.

The new operator must ensure their transfer application has been granted, prior to the old operator relinquishing responsibility for the operation of the zoo.

17.3.4 Renewal

The Council will aim to provide operators with nine months' notice of when their licence is due to expire.

It is the operator's responsibility to ensure that any renewal application is made at least 6 months before their licence is due to expire, and the Council cannot be held responsible for any delays or lapses of a licence caused by an incomplete or late application.

An application for a renewal should be submitted to the Council's Licensing Team using the relevant application form available on the Council's website. The operator should include a Basic DBS certificate no more than 3 months old should, provide any supporting information requested by the Inspector and pay the relevant fee.

On receipt of a full and valid application, the Inspector and an inspector appointed by the Secretary of State will attend the site to conduct an inspection and produce a report. The Council will notify the operator of the decision in writing and outline any rights of appeal.

Where there has been a substantial change to the zoo, an applicant will need to apply for a new licence in line with [Paragraph 17.3.1](#).

17.3.5 Surrender

Where an operator wants to surrender their licence, they must notify the Council.

Any notification of surrender should be sent to the Council's Licensing Team in writing. Operators will be expected to return their licence and provide evidence of what will happen or has happened to the animals in their care. If the animal is to be transferred to another person or zoo, the operator must ensure that the new operator is appropriately licensed.

17.4 Determination of Applications

Under the Zoo Licensing Act 1981 any individual or organisation over the age of 18 may apply for a Zoo licence,

To grant an application under the 1981 Act the Council must be satisfied that:

- the zoo will not have a harmful effect on the health or safety of people living in the neighbourhood or seriously threaten the preservation of law and order.
- the zoo meets the required [conservation requirements](#).

- The accommodation, staffing and management are adequate for the animal's welfare and running of the zoo.
- The operator has not been convicted of a Relevant Offence in line with the Convictions Policy set out in Appendix A
- the appropriate fee has been paid.

When considering renewal applications, the Council will also consider information received during the previous licence term. The Council expects operators to act with honesty and integrity and demonstrate appropriate professional conduct at all times.

17.5 Star Ratings and Licence Duration

Licences issued under the Zoo Licensing Act 1981 are not risk rated and are issued for a period of four years. On renewal, licences are valid for a period of six years.

17.6 Appeals

Where the Council makes a decision in relation to any licence application, the operator will be issued with a written decision notice outlining their right to appeal.

The operator has the right to appeal to the Magistrates Court within 28 days of the decision.

17.7 Death of a Licence Holder

Upon the death of a licence holder, the licence will continue for three months as if it had been granted to their personal representative.

During this period the personal representatives should make an application to transfer the licence into their name.

The Council may extend the three-month period if requested by the personal representative and there are justifiable reasons to do so.

Where the licence is not transferred within the agreed licence period, the licence will lapse.

Appendix A - Convictions Policy

This section provides guidance on how the Council will assess cautions and convictions when determining if an operator is a 'fit and proper' person. The Council consider the safety and welfare of animals and the public as its primary consideration.

In assessing whether the operator is a 'fit and proper' person to hold a licence, the Council will have regard to the provisions set out in the relevant legislation and will only take into consideration those matters it is legally entitled to, and only in so far as they are relevant to the application.

The Council will have regard to the individual circumstances of the offence, the seriousness and age of the offence, the operators age at the time of the offence, the sentence imposed by the court and whether the offence is isolated and/or shows any patterns of behaviour. Each case will be considered on its own merits.

Offences Involving Animal Welfare/Cruelty

The primary purpose of animal licensing legislation is to ensure the welfare of animals. A licence will not normally be granted where the operator has a conviction for an offence or offences similar to those involving animal cruelty or suffering.

Licensing Offences

The licencing process requires operators to adhere to legislation, processes and conditions. Offences relating to licensing can indicate a reluctance to be regulated and/or work within a regulatory framework. A licence will not normally be granted where the operator has a conviction for an offence relating to licensing.

Other Offences

The Council has broader responsibilities to prevent crime and disorder and to safeguard children and vulnerable adults, as mandated by the Crime and Disorder Act 1998, the Children Act 2004, and the Care Act 2014.

A licence will not normally be granted where the operator has a conviction for an offence that falls in the following categories:

- Offences involving violence.
- Possession of a weapon.
- Sexual and indecency offences.
- Offences involving dishonesty.
- Offences involving drugs.

Any offences or behaviours not specifically addressed by this Policy may still be considered.

Equality Impact Assessment Form - DRAFT



Responsibility and Ownership

Name of policy, practice, service or function: Animal Welfare Licensing Policy

Responsible department: Joint Environmental Health Service

Service area: Environmental Health /Licensing

Lead Officer: Charmaine Terry

Date of assessment: 22/04/2026

Other members of assessment team

Name	Position	Area of expertise
Charmaine Terry	Environmental Health Team Manager (Licensing)	Licensing
Samantha Crossland	Licensing and Enforcement Officer	Licensing
Lindsey Delamore	Licensing and Enforcement Officer	Licensing

Assessment Background

Scope

1	What are the main aims/objectives or purpose of the policy, strategy, practice, service or function?	The Council is responsible for the licensing and regulation of animal activities in the district. It is considered good practice for the Council to prepare and publish an Animal Welfare Licensing Policy which sets out how the regime will be
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		<p>administered. In setting out the policy the Council seeks to do the following:</p> <ul style="list-style-type: none"> • Protect and promote animal welfare standards, • Protect the environment, • Safeguard public health and safety, • Provide a clear and consistent regulatory framework; and • Provide a reliable, fair, transparent, and accessible service. <p>This licensing regime is largely governed by legislation, and this Policy is intended to set out how the Council will put that legislation into practice.</p>
2	Are there any external factors we need to consider such as new legislation or legislation changes?	<p>Guidance issued by DEFRA</p> <p>All relevant legislation and statutory guidance outlined in the Policy</p>
3	Who is responsible for implementing the policy, strategy, practice, service or function?	The Joint Environmental Health Service
4	Who is affected by the policy, strategy, practice, service or function? E.g. businesses, customers, voluntary sector?	Licence holders, business owners, regulatory partners, and members of the public
5	What outcomes are we looking to achieve, why and for whom?	<p>To encourage high standards of animal welfare and encourage responsible business practices.</p> <p>To encourage operators to provide the highest level of care for animals under their care and safeguard residents and business owners within Bolsover.</p>
6	What existing information do you have on the impact of the policy, strategy, practice, service or function? E.g. consultation or satisfaction results?	<p>No information relating to the people affected by this Policy is available. At this stage, no formal consultation or engagement activity has been carried out. A full public consultation is planned, which will provide more insight across all protected characteristics.</p> <p>Current information is based primarily on the professional knowledge and experience of animal licensing inspectors,</p>

		who work directly with operators and members of the public affected by animal licensing processes. This provides some operational understanding of how the proposal may impact different groups, but it is not comprehensive.
7	How is existing information about the policy, practice, service or function publicised?	On the Council's website and directly to operators directly affected.

Identifying Potential Equality Impacts

Consider any impacts on each of the protected characteristics set out below. Be mindful that some impacts may affect more than one characteristic e.g. disability/age. Indicate where the policy, practice, service or function could have a positive/negative impact for different groups and your reasons. Specify which data sources have informed your assessment. **The Council has an Equality Plan which provides a profile for the district which may be helpful.**

Race

8	Identify any impacts of the policy or procedure on people who may be affected because of their race/ethnicity	
	White	English / Welsh / Scottish / Northern Irish / British / Irish/ Any other White background
		Operators for whom English is not their first language may have difficulty in understanding the policy or complying with the requirements set in legislation and statutory guidance. The Council has interpretation and translation services where necessary.
	Asian/Asian British	Indian
		Pakistani
		Bangladeshi
		Chinese
		Any other Asian background
		As above.

8	Identify any impacts of the policy or procedure on people who may be affected because of their race/ethnicity		
	Black	African	As above.
		Caribbean	
		Any other Black / African / Caribbean / Black British background	
	Any other ethnicity	Arab	As above.
		Any other ethnic group	

→
3 Sex/Gender

9	Identify any impacts of the policy, practice, service/function on people who may be affected because of their gender		
	Female	No significant impact.	
	Male	No significant impact.	
	Transgender	No significant impact.	

Age

10	Identify any impacts of the policy, practice, service/function on people who may be affected because of their age		
	0-18 years	Animal Licensing in general may have a more significant adverse impact on children and young people who are more likely to use some of the services provided without adult supervision. E.g. horse-riding tuition. Whilst the Council is limited in their influence over the requirements set out in legislation and guidance, appropriate statutory guidance has been included in the Policy to encourage responsible safeguarding practices, particularly where businesses are likely to offer	

10	Identify any impacts of the policy, practice, service/function on people who may be affected because of their age	
		services to children and young people. involving the tuition of young people. Additional guidance for businesses to have safeguarding measures in place are factored into the policy to mitigate the increased risk to young people.
	19-64 years	No significant impact.
	65 years and over	No significant impact.

Disability

11	Identify any impacts of the policy, practice, service/function on people who may be affected because of their disability/long-term ill health	
	Physical/mobility impairment	Animal Licensing requirements and processes in general are likely to be more difficult for those operators who have some disabilities. Operators may find it difficult to comply fully with the legislation and statutory guidance. Reasonable adjustments will be considered in so far as is practicable whilst still maintaining animal welfare standards.
	Sensory: hearing/visual or speech	As above.
	Mental health	As above.
	Learning disabilities	As above.
	Non-visible conditions, e.g. epilepsy/diabetes	As above.

Religion or Belief

12	Identify any impacts of the policy, practice, service or function on people who may be affected because of their religion or belief, including non-belief
	No significant impact.

Sexual Orientation

13	Identify any impacts of the policy, practice, service or function on people who may be affected because of their sexual orientation	
	Heterosexual	No significant impact.
	Lesbian	No significant impact.
	Gay	No significant impact.
	Bisexual	No significant impact.

Other categories

14	Identify any impacts of the policy, practice, service or function on people who may be affected because of other factors	
	Rural / urban	No significant impact.
	Carers	No significant impact.

14	Identify any impacts of the policy, practice, service or function on people who may be affected because of other factors	
	Travellers	No significant impact.
119	Other	<p>Pregnancy and Maternity: Animal Licensing requirements and processes in general are likely to be more difficult for those operators who are pregnant or on maternity leave. Operators may find it difficult to comply fully with the legislation and statutory guidance. Reasonable adjustments will be considered in so far as is practicable whilst still maintaining animal welfare standards.</p> <p>General Impact: Animal Licensing in general may have an impact on some people with protected characteristics, who could be considered vulnerable under safeguarding principles. In certain situations, individuals may be left alone with operators without direct supervision, which could increase the risk of harm or reduce their ability to report concerns. Whilst the Council is limited in their influence over the requirements set out in legislation and statutory guidance, appropriate guidance has been included in the Policy to encourage responsible safeguarding practices, particularly where businesses are likely to offer services to people who could be considered vulnerable.</p>

Document the assessment evidence (where information is held)

Data or information	When and how was it collected?	Where is it from?	What does it tell you?	Gaps in information / Comments
Customer feedback and complaints	N/A			
Consultation and community involvement	A full public consultation is planned	Public, stakeholders and partner organisations.		
Performance information	N/A			
Take up and usage data	N/A			
Comparative information or data where no local	Policies from neighbouring authorities and those	Other local authorities	Other local authorities take similar approaches	

Data or information	When and how was it collected?	Where is it from?	What does it tell you?	Gaps in information / Comments
information available (benchmarking)	known to regulate large scale operators			
Census, regional or national statistics	N/A			
Access audits or other disability assessments	N/A			
Workforce profile	N/A			
Where service delivered under procurement arrangements	N/A			

Findings: Are any groups affected? If so, how?

Key points	Any groups affected?	Positive Impact/Negative Impact/No impact/Negative impact mitigated?
Licensable activities in general may have an adverse effect on people.	Age: 0 – 18 year olds Disability: All Race/ethnicity: All Pregnancy and maternity	The Council is limited in their influence over the requirements which are largely set out in legislation and statutory guidance. The following measures will be put in place: Additional guidance advising that businesses have safeguarding measures in place to protect children and young people is factored into the policy to mitigate the increased risk. Where possible the Council will make reasonable adjustments in so far as is possible whilst still maintaining the primary objective of the Policy, to

Key points	Any groups affected?	Positive Impact/Negative Impact/No impact/Negative impact mitigated?
		protect animal welfare.

Recommendations and Decisions

Action by: Assistant Director of Communities & Environmental Health

Amending the policy, strategy, practice, service or function	N/A
Find alternative means for achieving objectives	N/A
→ Develop equality objectives and targets for inclusion in the service plan ∞	N/A
Initiate further research	The Council will monitor any impact on characteristics by reviewing the policy and conducting any necessary consultation every three years.
Undertaking actions identified in the EIA	N/A
Any other method (please state)	N/A

Equality Impact Assessment Improvement Plan Summary

Please list all actions, recommendations and/or decisions you plan to take as a result of the equality impact assessment:

Action Required	Responsible Officer	Target Date	Resources	Progress	Actual Outcome
Review the policy every three years	Assistant Director of Communities &				

Action Required	Responsible Officer	Target Date	Resources	Progress	Actual Outcome
	Environmental Health				

Approval Process

Job role	Date	Comments
Improvement Officer Comments		
Information, Engagement & Performance Manager Comments (EIA Reviewer)		
Senior Manager (EIA Sign-off) Job title: Assistant Director of Communities & Environmental Health		



BOLSOVER DISTRICT COUNCIL

**Meeting of the Climate Change and Communities Scrutiny Committee on the
30th of June 2026**

**Climate Change and Communities Scrutiny Committee Work Programme
2026/27**

Report of the Scrutiny Officer

Classification	This report is Public
Contact Officer	Scrutiny Officer, Coby Bunyan

PURPOSE/SUMMARY OF REPORT

- To provide members of the Scrutiny Committee with an overview of the meeting programme of the Committee for 2026/27.

REPORT DETAILS

1. Background

- 1.1 The main purpose of the report is to inform members of the meeting programme for the year 2026/27 and planned agenda items (Appendix 1).
- 1.2 This programme may be subject to change should additional reports/presentations be required, or if items need to be re-arranged for alternative dates.
- 1.3 Review Scopes submitted will be agreed within Informal Session in advance of the designated meeting for Member approval to ensure that there is sufficient time to gather the information required by Members and to enable forward planning of questions.
- 1.4 Members may raise queries about the programme at the meeting or at any time with the Scrutiny Officer should they have any queries regarding future meetings.
- 1.5 All Scrutiny Committees are committed to equality and diversity in undertaking their statutory responsibilities and ensure equalities are considered as part of all Reviews. The selection criteria when submitting a topic, specifically asks members to identify where the topic suggested affects particular population groups or geographies.

1.6 The Council has a statutory duty under s.149 Equality Act 2010 to have due regard to the need to advance equality of opportunity and to eliminate discrimination.

1.7 As part of the scoping of Reviews, consideration is given to any consultation that could support the evidence gathering process.

2. Background Details of Proposal or Information

2.1 Attached at Appendix 1 is the meeting schedule for 2026/27 and the proposed agenda items for approval/amendment.

3. Reasons for Recommendation

3.1 This report sets the formal Committee Work Programme for 2026/27, and the issues identified for review.

3.2 The Scrutiny Programme enables challenge to service delivery both internally and externally across all the Council Ambitions.

3.3 The Scrutiny functions outlined in Part 3.6(1) of the Council's Constitution requires each Scrutiny Committee to set an annual work plan.

4 Alternative Options and Reasons for Rejection

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

RECOMMENDATION(S)

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

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Details: None from this report.
On behalf of the Section 151 Officer

<u>Legal (including Data Protection)</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Details: In carrying out scrutiny reviews the Council is exercising its scrutiny powers as laid out in Part 1A, s9F(2) of the Local Government Act 2000.
On behalf of the Solicitor to the Council

<u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Details: None from this report.
On behalf of the Head of Paid Service

<u>Equality and Diversity, and Consultation</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Details: None from this report.

<u>Environment</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.
Details: None from this report.

DECISION INFORMATION:

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

District Wards Significantly Affected:

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

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

All

Is the decision subject to Call-In?

(Only Key Decisions are subject to Call-In)

Yes No

If No, is the call-in period to be waived in respect of the decision(s) proposed within this report? *(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)*

Yes No

Consultation carried out:

(this is any consultation carried out prior to the report being presented for approval)

Yes No

Leader Deputy Leader Executive SLT
Relevant Service Manager Members Public
Other

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

All

DOCUMENT INFORMATION:

Appendix No	Title
1.	Climate Change and Communities Scrutiny Committee Work Programme 2026/27

Background Papers

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

Climate Change and Communities Scrutiny Committee

Work Programme 2026/27

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

Items to add

Date of Meeting	Items for Agenda		Lead Officer
30 th June 2026 24	Part A – Formal	Review of Council’s Approach to Carbon Reduction – Post-Scrutiny Monitoring and presentation of the Bolsover District Council Carbon Reduction Plan (DRAFT)	Climate Change Officer
		Animal Licensing Policy Review	Environmental Health Team Manager (Licensing)
		TBC	TBC
		Agreement of Work Programme 2026/27	Scrutiny Officer
	Part B – Informal	Review work	Scrutiny Officer
13 th October 2026	Part A – Formal	Final Draft Bolsover District Council Carbon Reduction Plan (Updated for Executive).	Climate Change Officer
		Review of the Council’s Approach to Environmental Despoilment Education and Enforcement (Second Interim Report)	Scrutiny Officer
		TBC	TBC
		Work Programme 2026/27	Scrutiny Officer
	Part B – Informal	Review work	Scrutiny Officer
2 nd February 2027	Part A – Formal	TBC	TBC
		TBC	TBC
		Preparation for Annual Review of the Community Safety Partnership	Scrutiny Officer

Date of Meeting	Items for Agenda		Lead Officer
		Work Programme 2026/27	Scrutiny Officer
	Part B – Informal	Review work	Scrutiny Officer
13 th April 2027 125	Part A – Formal	Review of the Council’s Approach to Environmental Despoilment Education and Enforcement (Final Interim Report)	Scrutiny Officer
		TBC	TBC
		Annual Review of the Community Safety Partnership	Assistant Director Streetscene, Community Safety and Enforcement; Community Safety & Enforcement Manager
		Work Programme 2026/27	Scrutiny Officer
	Part B – Informal	Review work	Scrutiny Officer