

BOLSOVER DISTRICT COUNCIL DRAGONFLY SHAREHOLDER BOARD

Minutes of a BDC Dragonfly Shareholder Board Meeting held on Tuesday 16th January 2024 at the conclusion of Labour Group in the Leader's Meeting Room.

PRESENT:-

Members:-

Councillor Duncan McGregor in the Chair

Councillors John Ritchie and Sandra Peake.

Officers:- Karen Hanson (Chief Executive), Jessica Clayton (Client Programme Manager), Jim Fieldsend (Monitoring Officer), and Alison Bluff (Governance).

SHBD31-23/24 APOLOGIES

Theresa Fletcher (Section 151 Officer).

SHBD32-23/24 URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

SHBD33-23/24 DECLARATIONS OF INTEREST

There were no declarations of interest made.

SHBD34-23/24 MINUTES – 14TH NOVEMBER 2023

Moved by Councillor Sandra Peake and seconded by Councillor John Ritchie
RESOLVED that the Minutes of a Shareholder Board meeting held on 14th November 2023 be approved as a correct record.

SHBD35-23/24 MATTERS ARISING

Councillor Peake queried if any gaps had been left in the Dragonfly structure now that the Director of Economic Development had been seconded to work for the Council. The Chief Executive advised that the CEO of Dragonfly would be looking into this and considering options. Members would be kept updated on progress.

The Shareholder Board agreed that the minutes from these meetings would be presented to the Local Growth Scrutiny Committee (LGSC) and details also sent to the Audit Committee.

(Chief Executive)

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SHBD36-23/24 BRIEFING ON THE LOCAL PARTNERSHIPS CEO BLUEPRINT

The Chief Executive circulated a summary of the Local Partnerships CEO Blueprint document which had been circulated at the last meeting.

The Blueprint document had been designed to enable CEOs to feel confident they had all the bases covered when it came to council commerciality and also supported CEOs when overseeing commercial activity.

Internal Checks and Balances

The document noted that the internal audit function was not a typical Council skillset required for effective scrutiny of commercial activities. The Chief Executive advised Members she would speak to the Head of Internal Audit Consortium regarding this and also to MAZARS, the Council's external auditors regarding future audit requirements.

Checklists for CEOs – Getting Started

The Chief Executive would extract the relevant points from the lists, and these would form part of the Shareholder Board work programme over the following twelve months. She noted, however, that a lot of the points in the lists were already in the Council's Business Case for Dragonfly and some of the points would not apply at all.

Capability

The Chief Executive felt there were some gaps in relation to the right commercial skills being in place within the Council and this would need looking at. Councillor Peake noted there may be options for existing staff to upskill and progress. The Chief Executive agreed, noting staff in Housing also.

Referring to part 5 of the document at page 23: Overseeing commercial activity; the Chief Executive noted that paragraphs 5.1 to 5.7 were key items for the Shareholder Board to ensure Members were assured everything was in place.

In relation to borrowing as noted at page 28 of the document, the Chief Executive stated that each investment would have its own business case and that overall levels of borrowing would be monitored as is the case for all Council borrowing.

Moved by Councillor John Ritchie and seconded by Councillor Sandra Peake
RESOLVED that the Chief Executive present the checklists as discussed at the next meeting.

(Chief Executive)

SHBD37-23/24 SHORTFORM SERVICE LEVEL AGREEMENT (SLA)

The Client Programme Manager advised Members that the Data Protection Schedule in the Shortform SLA had been updated since the publication of the agenda.

The Shortform SLA set out the services that the Council would carry out for Dragonfly. For example, Audit, ICT, Legal Services, payroll etc.

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In relation to legal services, the Monitoring Officer noted that this would be between the Council and Dragonfly Management – any work carried out for Dragonfly Development would be charged differently on a case by case basis.

The Shortform SLA would be presented to a future Executive for approval. Dragonfly's Business Plan was still in progress, and future updates will be forthcoming.

SHBD38-23/24 PROPOSED DATES FOR FUTURE MEETINGS

Tuesday 9th April 2024.

The meeting concluded at 1315 hours.

DRAFT