

# **BOLSOVER DISTRICT COUNCIL DRAGONFLY SHAREHOLDER BOARD**

Minutes of a BDC Dragonfly Shareholder Board Meeting held on Friday 19<sup>th</sup> April 2024 in the Council Chamber, The Arc, Clowne at 10am.

## **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), Theresa Fletcher (Section 151 Officer) and Alison Bluff (Governance).

## **SHBD39-23/24 APOLOGIES**

There were no apologies for absence.

## **SHBD40-23/24 URGENT ITEMS OF BUSINESS**

There were no urgent items of business to consider.

## **SHBD41-23/24 DECLARATIONS OF INTEREST**

There were no declarations of interest made.

## **SHBD42-23/24 MINUTES – 16<sup>TH</sup> JANUARY 2024**

Moved by Councillor Duncan McGregor and seconded by Councillor John Ritchie **RESOLVED** that the Minutes of a Shareholder Board meeting held on 16<sup>th</sup> January 2024 be approved as a correct record.

## **SHBD43-23/24 MATTERS ARISING**

Members noted that the Minutes of the BDC Shareholder Board meeting held on 16<sup>th</sup> January 2024 would be presented to the Local Growth Scrutiny Committee on 29<sup>th</sup> April 2024.

Moved by Councillor Duncan McGregor and seconded by Councillor John Ritchie **RESOLVED** that the Minutes of the Shareholder Board meeting held on 16<sup>th</sup> January 2024 be presented to the Local Growth Scrutiny Committee on 29<sup>th</sup> April 2024.

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## **SHBD44-23/24 DRAGONFLY BOARD MINUTES 2023/2024**

Councillor McGregor referred to Minute No 6 of the Minutes of the Dragonfly Management Board meeting held on 21<sup>st</sup> November 2023, in relation to S106 monies, and requested clarity on what was stated in the paragraph. The Monitoring Officer advised Members that generally any S106 monies received in relation to approved developments had to be used in the surrounding area of that approved development and could not be used anywhere else, and this was a requirement in law.

In response to another query from Councillor McGregor, the Chief Executive confirmed that there are currently no plans to move the Community Arts Officer post out of the Council's establishment.

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake **RESOLVED** that the Dragonfly Board Minutes 2023/2024 as submitted be noted.

## **SHBD45-23/24 GOVERNANCE CHECKLISTS UPDATE**

The Chief Executive presented a Governance Checklist and referred to Section 11.

The following was highlighted;

- 11.1 Peter Collins from Sharpe Pritchard would attend the July meeting of the Shareholder Board to provide some training, along with a new Member on the Board from Scrutiny. Members could ask Peter questions about the role of the Shareholder Board, its priorities, and roles and responsibilities etc.

The 3 Statutory Officers (CEO, MO & S151 Officer) would have an oversight of reports from Dragonfly to Executive in the normal way to ensure they are joined up with Council priorities and have consideration for legal and financial implications, changes to market conditions, value for money and performance of investments etc. Where possible, these reports would then be presented to the Shareholder Board for consideration before being presented to Executive and Council.

- 11.2 The Chief Executive would send an email to Dragonfly requesting a Business Plan in accordance with the SLA by 31<sup>st</sup> October 2024, for consideration by the Shareholder Board. With regard to the Council's services which had moved over to Dragonfly Management (Bolsover) Ltd, the Chief Executive would check if Dragonfly would be developing similar service plans to that of the Council. The CEO explained the performance management arrangements outlined in Schedule 2 of the SLA.
- 11.3 Cabinet Member Portfolio Holders were in place for Growth and Housing. The Chief Executive, S151 & MO, would need to be kept aware of Dragonfly projects and proposals. The Scrutiny Member appointed to the Shareholder Board would commence attending meetings after Annual Council. This would not change the fact that Scrutiny Committee still had the right to scrutinise the work of the Shareholder Board.

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- 11.4 Reports would be open and transparent unless commercially sensitive. Councillor Ritchie referred to the Dragonfly presentation on Wednesday 17<sup>th</sup> April, and noted that he had requested Comms to produce some of the slides in an A5 booklet format for all Members.
- 11.5 The Council sometimes received public interest reports in relation to best practice. The Chief Executive would ensure all public interest reports received regarding lessons learned by local authority wholly owned companies were circulated and considered by the Shareholder Board, reporting to Executive where appropriate. Councillor Ritchie referred to recent Government correspondence in relation to Productivity Plans. The Chief Executive confirmed she had received this letter, which was in relation to the new Oflog arrangements. The Chief Executive will brief Members regarding the new arrangements separately.
- 11.6 With regard to conflicts of interest in relation to commercial activity, the Chief Executive noted that arrangements were in place and any queries were considered by the Monitoring Officer. Dragonfly had also requested advice from Freeths in relation to conflicts of interest. The Chief Executive was asked to request a copy of Freeths advice to Dragonfly.
- 15.2 In response to a query from Councillor McGregor, the Chief Executive noted this was in relation to Council officers not becoming too actively involved in the day to day running of Dragonfly.
- 15.5 and 17.11 Councillor McGregor noted that Shareholder Board training was particularly important.

Moved by Councillor Duncan McGregor and seconded by Councillor John Ritchie  
**RESOLVED** that the Chief Executive;

a) write to the CEO of the Dragonfly Group requesting the Dragonfly Business Plan be submitted to the Shareholder Board by 31<sup>st</sup> October 2024,

b) request a copy of Freeths advice given to Dragonfly in relation to conflicts of interest,

c) request confirmation from Dragonfly as to whether they would be developing service plans similar to that of the Council,

d) update further sections on the checklist for the next meeting.

(Chief Executive)

### **SHBD46-23/24      PROGRESS ON SCHEMES**

Members considered the latest Dragonfly Development Ltd progress on schemes report dated 8<sup>th</sup> April 2024. These reports were also provided to the Local Growth

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Scrutiny Committee and the Chief Executive suggested that a Member of the Dragonfly Board be invited to attend a future Shareholder Board meeting to present the next latest progress report and answer any questions.

Councillor Ritchie noted that these reports were also presented to the Design Team Meetings (DTM) which he and Councillor Peake both attended. Councillor Peake added that the DTM meetings were valuable as both herself and Councillor Ritchie had contributed to building designs which had been successful, and had also attended site visits.

Moved by Councillor Duncan McGregor and seconded by Councillor John Ritchie  
**RESOLVED** that 1) the report be noted,

2) a Member of the Dragonfly Board be invited to attend a future Shareholder Board meeting to present the latest progress report.

(Chief Executive)

### **SHBD47-23/24 FUTURE SLA PERFORMANCE MANAGEMENT – SCHEDULE 2**

Members considered KPI performance data in relation to housing repairs and maintenance carried out by Dragonfly Management (Bolsover) Ltd, on behalf of the Council as set out in Schedule 2 of the SLA.

This performance data was now captured by Dragonfly and no longer included on the Council's PERFORM system. The data was presented to the Housing Stock Management Group and then to the Shareholder Board for monitoring and also reported to Scrutiny Committee.

The Chief Executive noted the reports provided good KPI data. Councillor McGregor commented that Members understood and accepted that corporate performance arrangements needed to be changed to reflect the new company arrangements and that Dragonfly had been required to set up new systems. Councillor Ritchie noted that he and Councillor Peake had both seen the KPI performance data reports at the Housing Stock Management Group meetings which they both attended. The Chief Executive added that internal auditing would also continue to take place, with reports presented to Audit Committee via the Annual Audit Plan. The Monitoring Officer added that the Council's performance reports were presented to the Finance and Corporate Overview Scrutiny Committee and he confirmed that the Dragonfly reporting was aligned with these meetings.

As an example, the Schedule 2 KPIs for Q1 of 2024/25 would be presented to the Shareholder Board meeting for Members' consideration in accordance with the following timetable:

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Schedule 2 performance information to be collated by DMBL	From 1 <sup>st</sup> April 2024 – 30 <sup>th</sup> June 2024
Completed Schedule 2 information provided to Council	Friday 12th July 2024
Performance reported to Shareholder Board	End July 2024
Shareholder Board to release information to Scrutiny Committees	August 2024
Q1 Performance Report to Executive including comments from the above.	Sept/Oct 2024

Moved by Councillor Duncan McGregor and seconded by Councillor John Ritchie.  
**RESOLVED** that the KPI performance data process in relation to housing repairs and maintenance carried out by Dragonfly on behalf of the Council as set out in Schedule 2 of the SLA be noted.

**SHBD48-23/24      SHORT FORM SLA UPDATE**

The Client Programme Manager noted that she was awaiting a response from Dragonfly and would chase this to provide an update at the next meeting.

**SHBD49-23/24      COUNCIL CLIENT FUNCTION REQUIREMENTS**

The Chief Executive suggested that a piece of work be carried out in relation to an options appraisal regarding Council Client function requirements.

A discussion took place.

It was agreed that the Chief Executive arrange an options appraisal to be carried out in relation to Council Client function requirements for consideration by the Shareholder Board.

Moved by Councillor Duncan McGregor and seconded by Councillor John Ritchie  
**RESOLVED** that the Chief Executive carry out a piece of work in relation to an options appraisal regarding Council Client function requirements for consideration by the Shareholder Board.

(Chief Executive)

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**SHBD50-23/24      INFORMATION FOR SCRUTINY**

The Minutes from these Shareholder Board meetings would be included on the Local Growth Scrutiny Committee agendas as agreed at SHBD43-23/24 above. However, it was noted that some future reports may contain commercially sensitive information which may be exempt (or part of).

**SHBD51-23/24      SHAREHOLDER BOARD TRAINING**

The Chief Executive noted that training would be arranged to take place in June 2024.

**SHBD52-23/24      PROPOSED DATES FOR FUTURE MEETINGS**

It was proposed to hold future meetings of the Shareholder Board close to the Housing Stock Management Group meetings and in line with the performance monitoring cycle arrangements discussed in the meeting.

The meeting concluded at 1121 hours.

**Shareholder Board Training by Peter Collins from Sharpe Pritchard – 28<sup>th</sup> June 2024**