

BOLSOVER DISTRICT COUNCIL DRAGONFLY SHAREHOLDER BOARD

Minutes of a BDC Dragonfly Shareholder Board Meeting held on Friday 13th September 2024 in the Council Chamber, The Arc, Clowne at 1330 hours.

PRESENT:-

Members:-

Councillor Duncan McGregor in the Chair

Councillors John Ritchie and Sandra Peake.

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

Also in attendance was Grant Galloway (Chief Executive, Dragonfly Development Ltd (DDL)) and Ian Barber (Director of Property & Construction, Dragonfly Development Ltd (DDL)).

SHBD01-24/25 APOLOGY FOR ABSENCE

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

SHBD02-24/25 MINUTES – 19TH APRIL 2024

Moved by Councillor Sandra Peake and seconded by Councillor Duncan McGregor **RESOLVED** that the Minutes of a Shareholder Board meeting held on 19th April 2024 be approved as a correct record.

SHBD03-24/25 MATTERS ARISING FROM THE MINUTES 19TH APRIL 2024

In response to queries raised by Councillor Ritchie in relation to Minute No SHBD45-23/24, the Chief Executive (DDL) confirmed that all Dragonfly reports considered by Executive are seen by the three statutory officers prior to being presented.

The Chief Executive (BDC) clarified that 11.1 to 11.3 of minute number SHBD45-23/24, referred to the governance checklist in relation to good governance regarding local authority commercial businesses and was not an action as such in the minutes but confirming the process to be undertaken. With regard to 11.3 of the minute, Councillor Phil Smith had been appointed at Annual Council as the Scrutiny Member on the Shareholder Board, however, Scrutiny Committee still had the right to scrutinise the work carried out by the Shareholder Board. The Monitoring Officer added that minutes of the Shareholder Board meetings were also presented to Scrutiny Committee once they had been approved at the following meeting of the Shareholder Board.

**BOLSOVER DISTRICT COUNCIL
DRAGONFLY SHAREHOLDER BOARD**

**SHBD04-24/25 FEEDBACK FROM SHARPE PRITCHARD TRAINING SESSION
HELD ON 28TH JUNE 2024 (PRESENTATION SLIDES)**

The slides from Sharpe Pritchard's presentation held on 28th June 2024 had been previously circulated to Board Members.

**SHBD05-24/25 CONFIDENTIAL UPDATE REPORT OF THE STATUTORY
OFFICERS AND STRATEGIC DIRECTOR**

This report was not circulated at the meeting as the Chief Executive of Dragonfly had requested time to be able to respond to the points raised prior to it being presented by the Statutory Officers. Following discussion, this was agreed by the Chair. The report was therefore withdrawn from the meeting. An update would be presented to the next Shareholder Board meeting.

The Chief Executive (Dragonfly) welcomed this and requested that a formal invitation be sent to him and the Director of Property & Construction (Dragonfly) to attend the next Shareholder Board meeting.

RESOLVED that 1) An update be presented to the next Shareholder Board meeting,
2) Invitations be sent to the Chief Executive (Dragonfly) and the Director of Property & Construction (Dragonfly) to attend the next Shareholder Board meeting.

**SHBD06-24/25 DRAGONFLY MANAGEMENT SCHEDULE 2 – QUARTER 1
PERFORMANCE INFORMATION**

The Chief Executive (BDC) referred to Schedule 2 of the Service Level Agreement which provided Quarter 1 performance information in relation to KPIs being measured by Dragonfly.

The Director of Property & Construction (Dragonfly) noted that the Quarter 1 information had been submitted to the Council, however discussions had taken place regarding the format required for future reporting. This has been resolved for Quarter 2. He reported the majority of the KPIs were well within target. One exception was in relation to domestic compliance in Independent Living Schemes (ILS) against water safety; this was at 97% against a target of 100% as access to some properties had not been possible.

For Quarter 2 and future reporting of Dragonfly KPIs, the Chief Executive (BDC) and the Director of Property & Construction (DDL) would work with the Information, Engagement and Performance Manager to produce the information to align with the Council's reporting timelines and presentation format.

RESOLVED that the Chief Executive (Dragonfly) and the Director of Property & Construction (Dragonfly) provide the required KPI information as required within Schedule 2 of the Shareholder Agreement. Quarterly update will be presented to the Shareholder Board in future meetings.

BOLSOVER DISTRICT COUNCIL DRAGONFLY SHAREHOLDER BOARD

SHBD07-24/25 FINANCE AND COMPANY AUDITED ACCOUNTS

The Section 151 Officer advised that Dragonfly's draft statement of accounts had recently been received from Dragonfly's auditors. However, as public sector accounts and private company accounts were set out differently, various queries had been raised immediately with Dragonfly's auditors, on the accounts by the Finance Team.

The Council's external auditors would need to see Dragonfly's final audited statement of accounts to enable the audit of the figures for Dragonfly as contained in the Council's draft statement of accounts. The external audit of the Council's draft statement of accounts would start on 1st October 2024 and was due to be signed off by 27th February 2025.

The Chief Executive (Dragonfly) advised that as Dragonfly's draft statement of accounts was unaudited, Dragonfly's accountants would firstly need to audit the processes that Dragonfly and the Council undertook to ensure all ordering had been raised correctly and the correct processes were in place. Dragonfly's auditors had confirmed that they would carry this out in the timeframe required by the Section 151 Officer.

SHBD08-24/25 DRAGONFLY DEVELOPMENT BUSINESS CASE UPDATE ON PROGRESS

The Chief Executive (Dragonfly) advised that Sharpe Pritchard Lawyers and 31Ten had previously produced the Business Case for Dragonfly which had been approved at Council, however, the emphasis of Dragonfly's work had changed. This was partly due to minimise risk and that market conditions had changed. Also, opportunities were arising for Dragonfly which could generate additional income. The Shareholder Agreement states that Business Plans need to be developed for and approved each year, however, none had yet been developed. The Chief Executive (Dragonfly) stated only one Business Plan would be produced for Dragonfly Management and Dragonfly Development.

A SWOT analysis had been carried out on individual threats and opportunities and a marketing plan and branding was in the process of being produced by Dragonfly's Senior Marketing Executive Officer. Another area set up, with advice taken from Freeth's, was a consultancy section in Dragonfly Management. The Chief Executive (Dragonfly) felt that a draft Business Plan could be produced by the October deadline, however, this would need to be presented to the Dragonfly Board first. A further update would be given at the next Shareholder Board meeting.

The Chief Executive (Dragonfly) suggested workshops be arranged to explore and discuss ideas for increasing value on the Council's assets, for example, Council owned land, green skills and green homes etc, and the Council's strategy for purchasing land.

A discussion took place regarding a paper circulated by Councillor Ritchie in relation to pressure on the HRA. The Section 151 Officer noted that when the 2024 local

BOLSOVER DISTRICT COUNCIL DRAGONFLY SHAREHOLDER BOARD

government finance settlement from the Government was received, an update could be provided on the financial position of the HRA.

SHBD09-24/25 CREMATORIUM UPDATE REPORT

The Monitoring Officer and the Chief Executive (Dragonfly) provided a joint verbal update on the Roseland Crematorium scheme.

A piece of land adjacent to the scheme had recently been purchased from a nearby landowner. In response to a query from Councillor Ritchie, the Monitoring Officer confirmed that the land had been sold to the Council and not Shirebrook Town Council. Issues with the architect, CDS, had also arisen and this had resulted in disruption to the work programme and eventual termination of a contract with CDS.

The Chief Executive (Dragonfly) advised that a new architect had been appointed by Dragonfly Development and a design team meeting would take place on 17th September; designs would be reviewed by Dragonfly, and it was hoped the scheme would start progressing again by the end of the month.

SHBD10-24/25 DRAGONFLY DEVELOPMENT PROJECTS UPDATE

The Director of Property & Construction, Dragonfly Development Ltd (Dragonfly) presented a projects update report and provided information on Dragonfly Development live projects and pipeline projects. It was noted that the report was also presented to Scrutiny Committee.

The Section 151 Officer noted that some pipeline projects were not yet part of the existing agreed and approved Bolsover Homes schemes and requested this be made clear in future reports, so Members do not get the schemes confused with those that are already agreed.

SHBD11-24/25 DRAGONFLY BOARD MINUTES AND BOARD REPORTS

The Chief Executive (BDC) advised that copies of Dragonfly Management Board minutes would be included on future Shareholder Board agendas.

SHBD12-24/25 ANY OTHER BUSINESS – DRAFT EPC REPORT REGARDING ADDITIONAL POSTS

The Chief Executive (BDC) advised that the draft Employee and Personnel Committee report required further consideration and would be presented to a future Shareholder Board meeting if appropriate.

Joint staff workshops to discuss development matters and joint Member/staff workshops would also be arranged as required.

BOLSOVER DISTRICT COUNCIL DRAGONFLY SHAREHOLDER BOARD

The Chief Executive (BDC) sought approval to carry out work on an independent review of the resources and structure required to fulfil the Council's client management function responsibilities.

The Chief Executive (DDL) requested an invitation to a future SLT meeting to provide an update on Dragonfly matters. He added that work on a Dragonfly Annual report would be presented to the next Shareholder Board meeting.

Moved by Councillor Duncan McGregor and seconded by Councillor John Ritchie **RESOLVED** that the Chief Executive (BDC) commission an independent review in relation to the client management function and a report brought to a future Shareholder Board meeting.

The meeting concluded at 1530 hours.