

## **EXECUTIVE**

Minutes of a meeting of the Executive of the Bolsover District Council held in the Council Chamber, The Arc, Clowne, on Monday 1<sup>st</sup> December 2025 at 1000 hours.

### **PRESENT:-**

#### **Members:-**

Councillor Jane Yates in the Chair

Councillors Mary Dooley, Donna Hales, Clive Moesby, Tom Munro, Rob Hiney-Saunders, John Ritchie and Phil Smith.

Officers:- Karen Hanson (Chief Executive), Jim Fieldsend (Monitoring Officer), Theresa Fletcher (Section 151 Officer), Steve Brunt (Strategic Director of Services), Sarah Kay (Interim Director Planning, Devolution & Corporate Policy), Cheryl Staples (Corporate Policy and Programme Officer) (to Minute No. EX171-25/26), Natalie Etches (Head of Business Growth), and Alison Bluff (Senior Governance Officer).

Also in attendance at the meeting, observing, was Junior Cabinet Member Cathy Jeffery and Councillor Duncan McGregor.

### **EX165-25/26. APOLOGIES**

There were no apologies for absence.

### **EX166-25/26. URGENT ITEM OF BUSINESS PLEASLEY VALE BUSINESS PARK FLOOD MITIGATION WORKS**

Councillor Moesby moved that the report be deferred to a future meeting of Executive to enable Cabinet Members to receive further details regarding the procurement process for the contract and also the details of the contract and this was seconded by Councillor Hiney-Saunders.

Councillor Ritchie noted that he would like to see further details of the other tenders submitted for the work and also a breakdown of the revised scope of works. Councillor Smith agreed that Members needed to clearly see a priced programme of works and how these had been procured.

On being put to the vote the motion was won; it was therefore **RESOLVED** that the report be deferred to a future meeting of Executive.

#### **Reason for Decision**

To enable Cabinet Members to receive further details regarding the procurement process for the contract and also the details of the contract.

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### **EX167-25/26. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **EX168-25/26. MINUTES – 3<sup>RD</sup> NOVEMBER 2025**

It was noted that the above Minutes should state that Councillor John Ritchie was the Portfolio Holder for Devolution and not Growth.

Moved by Councillor John Ritchie and seconded by Councillor Tom Munro  
**RESOLVED** that subject to the above amendment, the Minutes of an Executive meeting held on 3<sup>rd</sup> November 2025, be approved as a correct record.

### **EX169-25/26. EXTRAORDINARY MINUTES – 5<sup>TH</sup> NOVEMBER 2025**

Moved by Councillor Tom Munro and seconded by Councillor Phil Smith  
**RESOLVED** that the Minutes of an Extraordinary Executive meeting held on 5<sup>th</sup> November 2025 be approved as a correct record.

## NON KEY DECISIONS

### **EX170-25/26. COUNCIL PLAN TARGETS – PERFORMANCE REPORTS JULY TO SEPTEMBER 2025 (Q2)**

Executive considered a detailed report, introduced by the Portfolio Holder for Corporate Performance and Governance, in relation to the 2025/26 Quarter 2 outturns for the Council Plan targets 2024-2028.

The Corporate Policy and Programme Officer presented the report and appendices which provided the performance outturns as of 30<sup>th</sup> September 2025.

Out of the 33 targets;

- 20 (61%) were on track;
- three (9%) were not on track
- three (9%) had been achieved
- With regard to 'Our Economy', a Q2 update was yet to be received (seven targets (21%).

Members were asked to note the following;

#### CSP 07. % of External Satisfaction (Realtime)

The Corporate Policy and Programme Officer would seek further information regarding this target and report to Members at a future meeting.

#### CSP11 - % Stage 2 Complaints answered within 20 working days

A complaint received late in a quarter could cross over into the following quarter which could skew the outturn figures; however, a strategy had now been put in place so this would be avoided in the future.

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### HR01 - Days sickness per full time employee

The status for this target for Q3 24/25 should have appeared as amber in the report and not red and this would be corrected.

### RS 11 % Housing Benefits overpayment arrears collected

The Section 151 Officer referred to FIN 01. % Sundry Debtors arrears collected (Quarterly), and the target being met in Quarter 2; she advised Members that this was because Housing Benefits staff had assisted Finance staff with the collection of sundry debtors' arrears during the Quarter.

### SS 02 Remove 95% of non-hazardous Fly Tipping within 5 working days of being reported (Quarterly)

This target had remained a challenge and there had been staffing issues over the past few months; however, 93% of 355 incidents of non-hazardous fly tips within the period were cleared within the 5 day target, and considering there had been 100 more reports in the quarter compared to the same quarter last year, this performance was exceptional.

### CSP 05. % of Live Chats answered within 20secs

562 chats had been received with 557 answered; 99% had been answered within 20 seconds and this was above target.

### CSI 19 % FOI/EIR requests responded to in 20 working days (Quarterly)

This target had achieved 100% in the quarter.

### Planning Targets

All Planning targets in Quarter 2 had achieved 100%.

Appendix 3 Our Economy - Updated comments in respect of the Council Plan Targets had been received since the publication of the agenda. Councillor Hiney-Saunders requested that these be presented to a future meeting of Executive for Members consideration.

Members' approval was sought for minor amendments to the following KPI's;

### Appendix 1 – Our Customers - CUS.05 - Explore running a residents' survey to gain resident feedback on place based services and priorities for improvement

The end date for this target had previously been changed from March 2025 to March 2028; however, officers had now requested that this be changed back to March 2025 and marked as complete. This was because the target was to 'explore' running a residents' survey, and this had been carried out.

### CP 02 - % of Subject Access Requests (SARS) administered within one calendar month (Annual)

It had been suggested that this target be monitored quarterly and not annually. Councillor Munro requested that it also be reported as an accumulative quarterly total.

### Introduction of a new KPI – Data Protection Breaches

The Information and Engagement department had requested the introduction of a new KPI in relation to data protection breaches.

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### Appendix 2 – Our Environment - EH06 - Number of proactive community patrols or events focussing on litter, waste and dog fouling

It had been suggested that going forward, this target be monitored and reported quarterly (rather than annually) and as an accumulative total.

Councillor Hiney-Saunders referred to ENV.06 - Reduce fly-tipping incidents per 1,000 people in Bolsover District over the plan period; and suggested that advertising of the Council's bulky waste refuse collection service include a statement that fly-tippers were liable to prosecution.

Councillor Moesby referred to the recent success regarding prosecutions for fly-tipping and was pleased to note that yellow crosses were now being put on reported items of fly-tipping which made others aware that it had been reported. The Strategic Director of Services advised Members that a piece of work was being carried out to improve and enhance enforcement arrangements in the District and two dedicated enforcement officer posts would be developed in the new year which would focus solely on Bolsover District.

In relation to sickness absence levels, the Leader advised Members that she had requested HR to carry out a benchmarking exercise with neighbouring district and borough councils, however, EMCCA were carrying out a benchmarking exercise in relation to this so the information would now come through them.

Councillor Dooley noted that explanations should be provided for any 'red/amber' KPIs. In respect of RS 02 % - NNDR arrears collected (Quarterly) (profiled target); she noted that the status should be shown as green and not red as the target had been met.

In response to further queries from Councillor Dooley,

- the Strategic Director of Services advised that two members of staff currently collected fly-tipping in the District. With regard to enforcement, four officers in the joint enforcement team carried this out, however, as reported earlier in the meeting, two dedicated enforcement officer posts, which would focus solely on Bolsover District, would be developed in the new year.
- the Corporate Policy and Programme Officer clarified that 'Achieved behind target' and 'Extended', was part of the list of definitions for the KPI status, so no further actions were required, however, in respect of the particular targets within Appendix 3 – *Our Economy*, which were 'not on track' or 'extended', these targets may have been updated within the documents provided immediately prior to the meeting.
- the Section 151 Officer would advise Councillor Dooley after the meeting on the current highest level of rent arrears owed to the Council.

In response to queries regarding a cultural hub in Bolsover, the Leader advised that she would speak to both Councillors Dooley and Smith after the meeting.

Councillor Hiney-Saunders requested that the updated targets for Economic Development and Dragonfly be considered at a future meeting of Executive instead of them being circulated to Members.

Moved by Councillor Donna Hales and seconded by Councillor Mary Dooley

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**RESOLVED** that 1) the report be noted,

- 2) the target end date for CUS.05 be changed back to March 2025 and marked as complete,
- 3) the target for EH06 be monitored and reported as a cumulative quarterly total for future reporting,
- 4) the target for CP02 be monitored quarterly and not annually, and be reported as an accumulative quarterly total,
- 5) a new KPI be introduced in relation to data protection breaches,
- 6) the Corporate Policy and Programme Officer to produce the updated information regarding KPI for Appendix 3 'Our Economy' for consideration at a future meeting of Executive rather than being circulated to Members,
- 7) the updated targets for Economic Development and Dragonfly be discussed at a future meeting of Executive.

### **Reason for Recommendation**

This was an information report to keep Members informed of progress against the Council Plan targets noting achievements and any areas of concern.

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

Not applicable to this report as providing an overview of performance against agreed targets.

The Corporate Policy and Programme Officer left the meeting.

### **EX171-25/26. MEDIUM-TERM FINANCIAL PLAN – REVISED BUDGETS 2025/26**

Executive considered a detailed report, which sought Members' approval of the 2025/26 revised budget for the General Fund, Housing Revenue Account and Capital Programme. The report had also been presented to the Finance and Corporate Overview Scrutiny Committee on 27<sup>th</sup> November 2025.

As Members were aware, a number of Council services were currently being provided by Dragonfly Management (Bolsover) Ltd. The Council continued to make payments to Dragonfly Management for 100% of the cost of providing these services. However, the report was only concerned with the Council's services and therefore did not include expenditure or income relating to the commercial activities of the Dragonfly Development Company.

#### General Fund Revenue Account

The proposed 2025/26 revised budget for the General Fund was attached at Appendix 1 to the report. The Appendix also showed the original budget for 2025/26 which was approved by Council in January 2025, and the current budget which reflected budget transfers and approved changes during the financial year. Appendix 2 to the report detailed the net cost of each cost centre by Directorate. Table 1 in the report showed the revised budget position for 2025/26.

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During the revised budget process, finance had worked with budget managers to review all income and expenditure. Additional budget savings were captured as well as unavoidable budget pressures. Government funding assumptions were updated where necessary and corporate costs such as debt charges and investment interest were also revised. The main variances between the current and revised budget positions (£0.126m surplus and zero deficit or surplus) were provided in Table 2 to the report.

The final position on the general fund revenue account would clearly be dependent on the actual financial performance out-turning in line with the revised budgets as there may be further costs and/or savings identified as the year progressed.

### Pleasley Vale Business Park – Insurance Reserve

In the revised budget report of December 2024, the Section 151 Officer had advised Members that due to being unable to obtain flood insurance cover, and large increases in excess levels for insurance cover on the park, a decision had been taken to self-insure Pleasley Vale. An Insurance Reserve with a value of £1m was established from 1<sup>st</sup> October 2024, by using £0.825m from Transformation Reserve schemes which did not go ahead, and £0.175m from General Reserve schemes on the same basis.

Insurance companies were still unwilling to insure Pleasley Vale and therefore, there was no other option but to continue to self-insure. Over the last 12 months, the reserve had been used to fund insurance claims to the value of £167,578, meaning the estimated balance at 31/3/26 was £832,422. The reserve had not been replenished as part of the revised budgets as there still remained a substantial balance; however, the reserve would be reviewed again as part of the Medium-Term Financial Plan (MTFP), which would be brought to Members in January 2026.

### Housing Revenue Account (HRA)

The Housing Revenue Account revised budget for 2025/26 was set out in Appendices 3 and 4 to the report. Expenditure on the HRA was showing a net decrease against current budgets of £0.015m, and in total, income was £0.074m lower than the current budget. The current budget for 2025/26 showed a balanced budget with neither a surplus nor deficit, and it had been ensured that the revised budget showed this to still be the case.

### Capital Programme

The Council's Capital Programme was shown in Appendix 5 to the report. It had been updated from the original budgets to reflect approvals within the year and the profiling of the individual schemes following approved changes by Members, and from detailed discussions with budget officers. As part of the revised budget process, officers had estimated the likely level of spend in the current financial year, moving schemes to future years where they were not going to be spent during 2025/26. The proposed estimated outturn for 2025/26 was therefore a budget of £34.394m.

Moved by Councillor Clive Moesby and seconded by Councillor John Ritchie

**RESOLVED** that 1) the revised General Fund budget for 2025/26 as set out in Appendix 1 and detailed in Appendix 2 to the report, be approved,

2) the revised HRA budget for 2025/26 as set out in Appendices 3 and 4 to the report, be approved,

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3) the revised Capital Programme for 2025/26 as set out in Appendix 5 to the report, be approved.

### Reasons for Recommendation

The purpose of the report was to set revised budgets as early as possible within the financial year to ensure that identified budget savings were realised, that all budget managers were working to the revised budgets and to allow any planned changes to be delivered.

### Alternative Options and Reasons for Rejection

#### General Fund and HRA

Any surplus on the Council's two main revenue accounts would result in an increase in financial balances at the year-end which were available to protect services at a time of financial uncertainty in Local Government. It was proposed that additional resources would be transferred to reserves in preparation for future expenditure.

#### Capital

There were no alternative options being considered with regard to the proposed allocations from the Capital Programme budget as it ensured the Council's assets met health and safety requirements in that they were maintained in a fit for purpose state that ensured they remained fully operational.

## KEY DECISION

### **EX172-25/26. CONTRACT AWARDS FOR PROFESSIONAL SERVICES FOR BOLSOVER REGENERATION PROJECTS**

Executive considered a detailed report, presented by the Portfolio Holder for Growth, which sought Members' approval for delegated authority to the Chief Executive to approve the contract awards as set out in the table at paragraph 2.1 of the report; to enable the delivery of the projects funded by the Regeneration Fund (£15m), so that timely appointments could be made once timescales had been agreed and sent out to bidders, and the preferred bidder identified.

As Members were aware, further to the Government's allocation of £15m Regeneration Funding to the Council in its Autumn Statement of 2023, Dragonfly Management's Business Growth Team, alongside the Council, had undertaken an exercise to identify and appraise options for investment. Following a robust evaluation, eight projects were concluded, and an Investment Plan submitted to the Department for Levelling Up Housing and Communities (DLUHC) on 31st January 2024. The Government's Autumn Statement of 2024 had provided confirmation that Bolsover would receive the £15m to deliver the Investment Plan.

Typically, contract awards would contain the full details, including the names of preferred contractors, however, in this instance the procurement exercise had not been fully concluded due to timescales in the tender documents requiring amendment.

The appointments as set out in the report were required to deliver aspects of the projects which could not be delivered under existing resource available within the

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Council or either of its companies, Dragonfly Management (Bolsover) Limited (DML) or Dragonfly Development Limited (DDL).

DML had carried out two open processes through 'Invitation To Tender' documentation which had been advertised and carried out with the assistance and advice of the Council's Procurement Manager. The first procurement exercise for the Employer's Agent was advertised in June 2025, and the second procurement exercise for Landscape Architects and Architects and Quantity Surveyors, was advertised in August 2025. This exercise had been split into individual opportunities known as 'Lots', i.e., contractors who could bid to deliver individual services/Lots. The preferred bidders had been identified for each Lot.

The start dates of the contracts would vary depending on the requirements of the service and would be made in consultation with Property Services (who were providing advice to the Business Growth Service Area) and the Procurement Manager, based on the Council's legal duties in terms of Procurement legislation.

Moved by Councillor Tom Munro and seconded by Councillor Clive Moesby that delegated powers be given to the Chief Executive Officer to approve all contract awards as set out in the table at paragraph 2.1 of the report, once the preferred bidders had been identified with the Procurement Manager.

Councillor Ritchie raised concern that the 'total' figures in the table for the Employer's Agent and Quantity Surveyors were not split out between the five projects. He also referred to paragraph 4.3 which stated, "*to deliver the services internally had been rejected due to their being no available internal resource*", however, Councillor Ritchie felt that the Council did have the available internal quantity surveyor resource to carry out this work.

The Head of Business Growth advised Members that the Council's Procurement Manager had been fully involved in the evaluation of all of the tenders and the table in the report showed indicative costs of the proposed contract value of the appointments and she provided an explanation of how these figures had been arrived at. The Employers Agent would be delivering across all five projects, and the fee would not exceed £100,000 and had actually come in significantly less from the preferred bidder, however, some further due diligence was to be taken by the procurement team in relation to the tender. The Quantity Surveyor would be delivering on three of the projects and would not exceed £99,000. The approach which had been taken to the market was fully compliant with the requirements of the Procurement Manager to ensure that due diligence had been undertaken. With regard to paragraph 4.3, the tenders had been set up as a mixture of professional in house work and external professional services as it was felt that for delivery and to ensure that there was transparency in the market and professional indemnity of the services procured, external professional services were also required.

Councillor Ritchie moved that the report be deferred to a future meeting of Executive to enable Cabinet Members to speak to the Procurement Manager. This was seconded by Councillor Rob Hiney Saunders.

The Monitoring Officer advised Members that the recommendation in the report was only to approve delegated powers to the Chief Executive to approve all contract awards as set out in the table at paragraph 2.1 once the preferred bidders had been identified

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with the Procurement Manager; if Members felt concern regarding the procurement process, and that due diligence had been undertaken, they could request that the Chief Executive check that this had been undertaken prior to her approving any contracts. Councillor Ritchie expressed his support for the Chief Executive; however, he felt that a lot of delegated decisions were being put to her and it should be Executive Members who carried the responsibility for these decisions.

The Leader noted that approval of delegated authority for the Chief Executive would still be required at a future Executive meeting so that meetings would not need to be called for each individual project.

On being put to the vote the motion was won.

For the motion: 7

Against the motion: 0

Councillor Tom Munro abstained from voting.

It was therefore **RESOLVED** that the report be deferred to a future meeting of Executive to enable Cabinet Members to be advised by the Procurement Manager.

### **Reason for Decision**

To enable Cabinet Members to be advised by the Procurement Manager.

## **EXEMPT ITEM OF BUSINESS**

### **NON KEY DECISION**

**EX173-25/26. REQUEST FROM THE DRAGONFLY BOARD OF DIRECTORS REGARDING CONSIDERATION OF A RESERVED MATTER UNDER THE TERMS OF THE DRAGONFLY COMPANIES SHAREHOLDER AGREEMENT EXEMPT PARAGRAPH 3**

Members were advised that this item had been withdrawn from the agenda.

The meeting concluded at 1113 hours.