

Public Document Pack



Council Meeting

Summons

You are hereby summoned to attend
a meeting of Bassetlaw District Council
to be held on
Thursday 21st September 2023
at 6:30pm
in The Ballroom, Retford Town Hall DN22 6DB
for the purpose of transacting the business on the agenda.



Queen's Buildings,
Worksop S80 2AH

D. Armiger
Chief Executive

Dated: Wednesday 13th September 2023

Agenda

Minute silence in memoriam

To observe a minute silence in memoriam of the late Alderman Hugh Burton and the late Police Sergeant Graham Saville.

1. **Apologies**
2. **Declarations** To receive Declarations of Interest by Members and Officers.

Members are reminded of the requirements of Section 106 of The Local Government Finance Act 1992 that they should declare and not vote on specified matters if they are two months or more in arrears with their Council Tax payments.

3. **Minutes** To approve as a correct record the Minutes of the meetings held on 22nd June, 13th July and 31st July 2023.
(Pages 9 - 28)
4. **Motions to Full Council - Action and Implementation** (Pages 29 - 54)
5. **Communications** To receive such communications as the Chairman and Chief Executive desire to lay before the Council.
6. **Questions by the Public** To answer questions of which notice has been given in accordance with Rules of Procedure Number 10.
None.
7. **Questions by Members** To answer questions of which notice has been given in accordance with Procedure Rule Number 11.

From Councillor D. Bamford:

“In light of recent changes to economic forecasts can the council supply a projected profit and loss for S80 over the next five years which shows the financial impact on S80 and shareholders and its ability to repay the proposed £200,000 loan facility if utilised. Further will it clearly show the projected position of the balance sheet?”

8. **Motions** To consider motions of which notice has been given in accordance with Procedure Rule Number 12.

Proposed by Councillor A. Coultate and seconded by Councillor G. Dinsdale:

“This Council calls upon the Police and Crime Commissioner for Nottinghamshire to ensure that Bassetlaw receives its fair share of resources (including accessible Custody Services) and no longer has a “second rate Police Station” within the District.”

Proposed by Councillor J. White and seconded by Councillor J. Leigh:

“This Council:

- Is saddened and disappointed that Wilko Ltd’s negative trading situation led to it entering into administration on 10th August 2023 with administrators, PwC, appointed on 23rd August 2023.
- Recognises that this is a well-known and popular British retail company, a traditional family firm headquartered in Worksop which employs around 12,000 people across the country. Of these, more than 1,500 are based in Bassetlaw, working in its stores, distribution centre and head office.
- Is disappointed that, at the time of submission of this motion, an outright buyer has not been found and that the company will be divided with many employees now facing redundancy, including employees based at the distribution centre and head office on Roebuck Way, Worksop.
- Believes that there are a number of factors that have caused this business failure, including but not exclusively limited to the shift in consumer behaviours to online shopping, Wilko’s strategic response to market change and Government failure to overhaul high street business rates.
- Is disappointed that despite Wilko playing a significant role in the life of hundreds of high streets and communities across the UK, the Government has shown limited interest in alleviating the situation.
- Has a responsibility to support Bassetlaw-based Wilko workers at this time of crisis. It has, and will continue to, prioritise resources to do this alongside partners such as Citizens Advice Bassetlaw and DWP, including through the delivery of a full support service and by building links with local/regional/cross-regional employers to run jobs and support fairs.
- Is committed to supporting the Bassetlaw workforce at this difficult time and recognises that this is an ongoing responsibility of the Council as the local economy and workforce absorbs the impact of this sadly avoidable situation.

Proposed by Councillor D. Pulk and seconded by Councillor C. Adams:

“This Council notes that UK100 is a network of local leaders who have pledged to lead a rapid transition to Net Zero with Clean Air in their communities ahead of the government’s legal target.

To accelerate action, UK100 believes in bringing together influential leaders across the country to learn together and agree on priorities for legislative and regulatory change while empowering them to engage with national decision-makers. It provides a network with the knowledge, tools and

connections to make this happen.

This Council resolves to approach UK100 about becoming a member and, in doing so, agrees to the UK100 Net Zero Pledge (noted below). It also resolves as part of this Pledge to meet Net Zero council operations by 2030; to meet Net Zero areawide emissions by 2045; to report carbon emissions annually for council emissions and areawide emissions; and to limit the use of offsets, and if used, for these to be as local as possible.

**

For noting:

What is the UK100 Net Zero Pledge?

As local leaders across the UK, we recognise our responsibility to tackle the climate emergency and take bold action towards Net Zero.

We will continue to lead the UK's response to climate change, acting sooner than the government's goal by making substantial progress within the next decade to deliver Net Zero.

We will use our experience and achievements to advocate to the UK government in order to accelerate the delivery of ambitious local climate action. With greater powers and funding, we would go further.

We commit to do everything within our power and influence to rapidly reduce our greenhouse gas emissions and work with our residents and businesses to bring our wider communities' emissions in line with Net Zero as soon as possible.

We pledge to understand our impact on climate change, prioritise where action needs to be taken and monitor progress towards our goals. We will reduce our emissions at source and limit the use of carbon offsets as part of the global effort to avoid the worst impacts of climate change.

We are closer to the people who live and work in our communities, so we have a better understanding of their needs. This means we can collaborate with them to build consensus for the solutions we need to transition to a Net Zero society that delivers multiple benefits and is fair, just and works for everyone."

Proposed by Councillor H. Digby and seconded by Councillor S. Fielding:

"This Council notes that there are currently estimated to be over a million people within the UK who have Alzheimer's or dementia, with these conditions being the number one cause of death amongst women last year in 2022, as well as for the last 10 years.

With such a prevalent and serious condition, as Councillors, we have a responsibility to the residents of Bassetlaw to ensure that this Council can meet the needs of those suffering from these awful conditions.

As such, this Council resolves to:

1. Register with the Alzheimer's Society's Dementia Friends Initiative.
2. Offer dementia and Alzheimer's training to employees and councillors.
3. Promote dementia-friendly signage across all Council buildings as well as to ensure compliance with the Alzheimer's Society Dementia-friendly environment checklist, in so much as is practically possible.
4. Work with local businesses and organisations to support broader adoption of this policy."

Proposed by Councillor J. Naish and seconded by Councillor J. Slater:

"This Council notes that the existing contract between the Driver and Vehicle Licensing Agency (DVLA) and the Post Offices is nearing its end in March 2024. DVLA services enable customers to pay vehicle tax, renew driving licenses and apply for international driving permits via the Post Office.

Not renewing this contract will have a significant impact on Post Offices across the country. It will remove a vital revenue stream for organisations which, especially in rural communities, act as important social and community spaces. It will also preclude hundreds of thousands of people who aren't online from accessing driving-related services which are essential for facilitating daily living and maintaining independence.

As a Council, we resolve to forward a letter to the RH Kevin Hollinrake, the Minister for Business and Trade, to highlight our concerns and call for rapid intervention to ensure that DVLA services continue to be offered in communities across the UK."

Proposed by Councillor L. Schuller and seconded by Councillor A. Rhodes:

"As a Council, we have signed a Tobacco Control Declaration containing four key priorities:

1. Supporting people to stop smoking;
2. Preventing uptake of smoking;
3. Reducing harm from tobacco;
4. Underpinned by effective regulation and communication.

The National Institute for Health and Care Excellence (NICE) advises that "the option of either a combination of short- and long-acting nicotine replacement therapy (NRT) or nicotine-

containing e-cigarettes are more likely to result in people successfully stopping smoking”.

While it is true that e-cigarettes or vapes can be a tool to reduce nicotine intake, there is a growing body of evidence which suggests that they may still cause significant harm, especially when used by young people. While it is illegal for vapes containing tobacco to be sold to under 18s, a loophole exists which allows for the distribution of free samples to anybody.

This Council, therefore, resolves to raise its concerns about the accessibility of e-cigarettes and vapes to young people, and to actively work with partners to reduce this access. Specifically, it will:

1. Write to the Secretary of State for Health and the Secretary of State for Business and Trade to ask them to close any loopholes which allow the legal distribution of e-cigarettes and vapes to under 18s.
2. Write to the Health Minister to request a reduction in or cessation of targeted advertising by e-cigarette and vape producers.
3. Write a letter to our Member of Parliament to request that the concerns of Bassetlaw councillors and residents are raised in Parliament.
4. Work with local partners to raise awareness of the potential risks of e-cigarettes and vapes to young people’s health.
5. Work with Trading Standards to flag businesses which are believed to facilitate the use of e-cigarettes and vapes by under-aged people.”

9. Referrals

- (a) Cabinet - 11th July 2023 - Minute No. 27(a)
- S80 Partnership Ltd - Request for further funding (Key Decision No. 999)
(Pages 55 - 64)
- (b) Audit & Risk Scrutiny Committee - 20th July 2023 - Minute No. 16(a)
- Constitution Review
(Pages 65 - 158)
- (c) Overview & Scrutiny Committee - 25th July 2023 - Minute No. 29(b)
- Draft Overview and Scrutiny Annual Report 2022/23
(Pages 159 - 180)

10. Report(s) of the Chief Executive

- (a) Review of Polling Districts and Polling Places (Key Decision No. 988)
(Pages 181 - 186)
- (b) Electoral Review (Key Decision No. 1005)
(Pages 187 - 194)
- (c) Vision 2040 and new Council Plan (Key Decision No. 1004)
(Pages 195 - 204)

11. Report(s) of the Monitoring Officer

- (a) Constitution Review
(Pages 205 - 214)

Exempt Information Items

The press and public are likely to be excluded from the meeting during the consideration of the following items in accordance with Section 100A(4) of the Local Government Act 1972.

Section B - Items for Discussion in Private

None.

12. Any other business which the Chairman considers to be urgent

This page is intentionally left blank

Council

Minutes of the Meeting held on Thursday, 22nd June, 2023 at The Ballroom, Retford Town Hall, DN22 6DB

Present: Councillor D J Merryweather (Chairman)

Councillors:

G Freeman (Vice-Chairman)

C L Adams

J Bowker

R B Carrington-Wilde

D Challinor

H J Digby

L A Dixon

J Evans

E M Griffin

J Horrocks

J O Manners

F Merryweather

D A Naylor

J Potts

D E Pulk

A Rhodes

J M Sanger MBE

S E Shaw

J Slater

C Tindle

J White

D C Bamford

H M Brand

M Carroll

A Coultate

G Dinsdale

T P Eaton

S Fielding

D Henderson

J Leigh

F McFarland

J Naish

D G Pidwell

D R Pressley

M Richardson

N J Sanders

L Schuller

J C Shephard

L Stanniland

C Troop

Officers in attendance: D Armiger, C Hopkinson, C Taylor and M Wildman.

(The meeting opened at 6.30 pm.)

13 Apologies

Apologies for absence were received from Councillors P J Ducey, F Merryweather, G A N Oxby, S H Pashley, L A Sanders and S Scotthorne.

14 Declarations

There were no Declarations of Interest received.

15 Minutes

Resolved that the Minutes of the meeting held on 17th May 2023 be approved.

16 Previous Motions Action and Implementation

Resolved that the Previous Motions Action and Implementation be noted.

17 Communications

Chairman's Communications:

The Chairman advised that she had had a brilliant time in her first few weeks as Chairman. She had attended events including:

- The Festival of Faiths at Notts County Hall.
- She represented Bassetlaw in Pfungstadt. There was something to do everyday including a parade on the last day with around 150 floats. She recommended joining the Bassetlaw Twinning Association.

She advised of the Baton of Hope Mental Health Awareness Walk that would be taking place. In Sam's Name founder, Richard McHugh, would be carrying the baton from Worksop to Sheffield.

Chief Executive's Communications:

There were none.

Leaders Update:

Engagement with the City of Nottingham:

He had spoken online to Cllr Mellen, the Leader of Nottingham City Council, yesterday and expressed our condolences for the tragic events that occurred on Tuesday 13th June, and our thoughts remain with those directly and indirectly impacted.

He personally thanked the Chairman of the Council for representing the District at one of the recent public vigils in the city at very short notice.

The call with Cllr Mellen was scheduled before the events on 13th June, so that he could raise some of our collective concerns about the £1.14bn devolution deal for East Midlands and what it might mean for Bassetlaw.

He was pleased to hear that Cllr Mellen shares many of these concerns and sees the deal as a "starting point", as do many people in this room given our general support for pushing powers closer to local authorities and, ultimately, residents.

He has agreed to work with Cllr Mellen closely in the final stages of the devolution deal being finalised.

As things stand, there will be two places for District Councils from Nottinghamshire on the Cabinet, and two for District Councils from Derbyshire. I hope members of all parties will support me in pushing for Bassetlaw to have one of Nottinghamshire's two spots, given the importance of the STEP project to the wider region.

Geothermal energy:

Bassetlaw was recently listed as a potential location for future investment in geothermal energy in a national report produced by Kieran Mullan MP.

The green energy agenda represents the best route for this authority to shape its own future and to deliver game-changing inward investment, to develop the skills of the future and to create high-quality well-paid jobs, so we will continue to explore such opportunities when and as they present themselves.

Boundary review:

The District ward boundaries need to be reviewed as part of this administration.

This process will be formally starting at the end of the month when he will meet Councillors Brand and Stanniland with the key individuals leading this process. More details will be shared with all members in due course.

This is an opportunity to re-visit the important relationship between residents, political representatives and this authority, and to reflect demographic changes in the area.

He hoped that all members will, therefore, welcome the process and engage with it positively and proactively.

STEP:

He thanked Councillors for visibly supporting STEP engagement events over recent months.

There are three main areas for update:

1. The scope for the planned Economic Impact Assessment is being finalised with Notts CC leading. Procurement for a potential partner should commence soon.
2. Investment Zone discussions continue. The STEP site is one of three being put forward by Notts CC but totals more than 50% of the total land area (300 hectares of 555 hectares in total).

More details are needed on the potential financial implications for BDC; Mick Wildman is being engaged at our request. The next ministerial announcement on Investment Zones is expected around 20/07.

3. There has been a notable increase in the number of BDC Cllr and officer invites to external networking events associated with fusion, nuclear and energy projects.

We are starting to build out a database of relevant contacts and I am fully supportive of councillors and officers attending such events. If you want to be a representative, please let me know.

The return from attending conferences, meetings and lectures won't be immediate but over time, we can be confident that being proactive and ever-present at such events will lead to further investment in our region.

Our "Vision for 2040" :

The Council will shortly be consulting on its "Vision for 2040" and the supporting Corporate Plan which will start to deliver our Vision over the next four years.

There are three levels of planning, all of which need to tie together:

1. The Vision through to 2040, setting out our aspirations for Bassetlaw and what we would like to see at the end of the next 17 years.
2. The Corporate Plan for 2023-27 which sits below this, and outlines the specific initiatives being planned and budgeted for as part of this administration.
3. Finally, individual Service Delivery Plans for 2023-24 which confirm what each part of the Council will be doing in the next financial year.

As part of this process, the Council is also introducing a new performance management framework which will include new key performance indicators to align to our emerging Vision.

One of the goals of all this work is to enhance the role of the Overview & Scrutiny Committee, giving it a greater role in scrutinising service performance and acting as a critical friend to the Cabinet on both strategic and operational items.

Consultation on the Vision for 2040 and the Corporate Plan for 2023-27 will take place over the summer. This will give residents, businesses and our partners an opportunity to have their say on our priorities for the future. This will be a mixture of online, face-to-face and targeted consultation, with the final version being brought to Council for approval in September.

A new set of corporate values for the Council, that will help to deliver the Vision for 2040, will separately be tabled at July's Cabinet meeting. Members will be given an opportunity to comment on these over the summer months.

Other items of focus over recent weeks including flooding protection and our concerns about the internal workings of the Environment Agency, future Levelling Up opportunities, Levelling Up Fund Round 2 delivery and our green agenda commitments, as well as the complex issue of allocating funding for all Corporate Plan commitments for 2023-27.

He continues to push officers to ensure that by Full Council in September, we are set-up for success for the rest of this administration, and look forward to sharing more on the positive vision for Bassetlaw at September's meeting.

Finally, the NHS turns 75 years old on 5th July 2023. He thanked the ongoing work of doctors, nurses, managers and so many others who keep the NHS running, and I look forward to seeing an end to the ongoing pay disputes once the workforce feels adequately acknowledged for the lifesaving work that they perform day in, day out for all of us.

18 Questions by the Public

There were none.

19 Questions by Members

From Councillor A Coultate:

"Can the Council leadership provide an update regarding their intentions and preparations for any further applications to access levelling up funds?"

Response from Councillor Naish:

"I note that Cllr Coultate has chosen to bring this question about Levelling Up to this authority and I thank him for his honesty in doing so.

This is despite the MP for Bassetlaw, via a leaflet circulated in Worksop in February, claiming sole responsibility for the success of Levelling Up Round 2. The leaflet "Worksop Matters" said simply: "BREAKING: MP secures £20m to boost Worksop High Street".

It was, of course, this authority that funded and led the successful Round 2 bid in conjunction with multiple partners as well as the MP, and I would like to thank officers again for their efforts.

There are two strands in my response to the question itself. Firstly, on Levelling Up Fund Round 3 which is estimated to be worth £1bn (£1.1bn less than Levelling Up Fund Round 2), we continue to think through potential options for submission for various locations across the District.

However, there is still no information about the success criteria for Levelling Up Fund Round 3, so we are second-guessing what may or may not be allowed.

On 24th May when we received the first £8m of our allocated £18m funding from Round 2, I wrote to the relevant Secretary of State, Dehenna Davison, to acknowledge the payment and to request a meeting for more information on the Round 3 criteria so that we can begin preparation early. I have yet to receive a response, despite the Secretary of State visiting Bassetlaw since then.

Members should note that local authority areas have been categorised as priority 1, 2, or 3 for Levelling Up money based on a range of factors. It is estimated that 98 local authorities in categories 1 and 2 have not yet been awarded funds. It may be that Bassetlaw is excluded from applying for Round 3 funding as a result.

Secondly, on Levelling Up Partnerships, the Deputy Leader wrote to the Government when this concept was first announced, requesting more information.

We know that Bassetlaw was one of 20 selected to be part of the £400m Levelling Up Partnerships based on four criteria:

- Skills (percentage of the population with Level 2 qualifications)
- Productivity (gross value added)
- Pay (average weekly earnings)
- Health (average healthy life expectancy)

In recent days, we have learned that Bassetlaw and Mansfield are being treated as priority areas for project mobilisation.

The first step requires the Government to complete a "deep dive" to determine what they believe will be the most impactful interventions. There are six areas of consideration:

- Physical capital
- Human capital
- Intangible capital such as innovation and ideas
- Financial capital
- Social capital
- Institutional capital such as local capacity

This analysis will begin before the end of the month and officers are prepared to support this work. Once the analysis is complete, a period for “fieldwork and diagnostics” will commence – likely in July.

This means that we should be clearer about where Levelling Up Partnerships money can and cannot be spent towards the end of the summer, and we will endeavour to engage members where possible so we collectively make the most of this potential extra investment, while also adhering to the specified timelines.

We are working to the assumption that a list of priority areas for action will be produced towards the end of the summer, with more detailed schemes being developed for delivery through the remainder of 2023.”

(Councillor S Shaw joined the meeting)

From Councillor D Bamford:

“Can the Council provide an update regarding the current financial status and development’s scheduled to be built by Bersahill Ltd”

Response from Councillor J Evans:

“Since assuming full control of Bersahill in March 2023, the Bersahill Board have been working hard to get the Madison Court site developed. The position in March was that there were seven properties partially built, four properties not yet started and one property, the show home, complete but not yet sold.

Essential to completing the properties was to engage a principal contractor to complete the works. Dragonfly Development Ltd have been appointed and they started on site in early May. There have been numerous problems with the work completed by the previous principal contractor such as ill-fitting windows and doors and ineffective drainage works, which are being addressed but have delayed the development of the rest of the site. Nevertheless, work is well underway and completion of all the properties is expected by February 2024.

Bersahill is closely monitoring the financial position. The principal contractor has been given a target budget to complete the project, which they are confident of achieving. This will allow the Council loan and interest to be fully repaid. To achieve the target a Cost of Completion statement has been created and is being updated as contractors are appointed and prices agreed. An open book method has been agreed with the principal contractor, which allows a transparent approach particularly regarding any savings.

A local estate agent is handling sales and marketing and the estimated revenue from the sale of properties is included in the monitoring figures. Should the property market take a downturn there is an option to rent the properties until the market picks up.”

Supplementary from Councillor D Bamford:

“The levelling up fund application form contains a reference to Bersahill’s involvement in future development. Is the Council confident that Bersahill can deliver on budget and on time?”

Response from Councillor J Evans:

She advised that she did not have the information.

The Chief Executive commented that a written response would be circulated.

20 Motions

Proposed by Councillor C Tindle and seconded by Councillor D Challinor:

“This Council notes that the UK’s long association with football means that the sport has become an intrinsic part of the British identity. It not only provides significant health benefits for participants but, for supporters, provides a community to be part of and a way to connect with family and friends.

This Council also notes with pride the performances of its local teams this season. It not only applauds the promotions of nearby Sheffield United (finishing second in the Championship, promoted to the Premiership) and Sheffield Wednesday (finishing third in League 1, promoted to the Championship via the play-offs) but recognises the success of Bassetlaw teams in the lower leagues, notably:

- a) Worksop Town (winning the Northern Premier League Division One East, the first team in English football to secure promotion in the 2022–23 season);
- b) Retford United (winning the Central Midlands Football League North); and
- c) Retford F.C. Women (winning the Nottinghamshire Girls and Ladies Football League (Charter Standard League).

In recognition of this success, this Council resolves to hold a civic celebratory event in the off-season to acknowledge its local teams’ successes, and thank them for successfully representing Bassetlaw in this way.”

* Advice has been sought from the Council’s s.151 Officer, and that advice is set out as follows;

There is a policy for the use of the both Retford and Worksop Town Halls that include civic and ceremonial events, this may be applied in this instance.

Councillors D R Pressley, C Tindle and D Challinor spoke to the motion.

Resolved that the motion be supported.

Proposed by Councillor J Potts and Councillor L Schuller:

“This Council has noted, with horror, recent high-profile cases in the news – most notably involving the police – which have demonstrated that authorities have missed opportunities to stop criminal behaviour. It also notes that due to the varied roles and responsibilities of being a councillor, there is regular contact between elected members and the general public, including one-to-one contact in private spaces.

This Council, therefore, concludes that it would be in its best interest and in the best interests of the general public for all elected members to be formally vetted.

While recognising that checks cannot mitigate the risk of criminal behaviour happening, the Council resolves to fund and commence standard DBS checks for all newly-elected councillors as part of its on boarding processes, and compels all councillors to consent to such checks being undertaken.

This Council also resolves to complete similar checks following all future District Council elections, including any by-elections that occur during the 2023-27 administration.”

* Advice has been sought from the Council's s.151 Officer, and that advice is set out as follows; The costs may be contained within the overall contingency budget for 2023/24 and then similar for future years as required.

Councillors A K Coultate, L Schuller and J Potts spoke to the motion.

Resolved that the motion be supported.

Proposed by Councillor S Fielding and seconded by Councillor N Sanders:

"This Council notes that the Local Government Association is running a campaign to ensure that *"anyone, regardless of their background or political affiliation, should feel safe to become a councillor and be proud to represent their community"*.

With 7 in 10 councillors reporting experiencing abuse and intimidation in 2022, the Debate Not Hate campaign notes that *"the increasing level of abuse and intimidation aimed at local politicians is preventing elected members from representing the communities they serve, deterring individuals from standing for election and undermining local democracy"*.

While recognising that mistakes may have been made by individuals and groups from this Council in the past, it resolves to encourage all members to review and sign the Debate Not Hate public statement at the start of this new administration.

Together, members resolve to debate and disagree in a healthy manner moving forwards, rejecting abuse and intimidation of fellow councillors in all walks of life."

Councillors S Fielding and N Sanders spoke to the motion.

Resolved that the motion be supported.

Proposed by Councillor J White and seconded by Councillor J Naish:

"This Council notes that in March 2023, the UK government published its long-awaited 'Special Educational Needs And Disabilities (SEND) and Alternative Provision improvement plan'. This followed a period of consultation on the 'SEND and Alternative Provision green paper' which was published in March 2022.

As the ministerial foreward in the March 2023 improvement plan notes, *"Children only get one childhood. They deserve to get the support they need to thrive and prepare for happy, healthy and productive adulthoods. For children and young people with special educational needs and disabilities (SEND) or in alternative provision, this is especially vital"*.

This Council welcomes the 'SEND and Alternative Provision improvement plan' that reflects feedback from thousands of young people, families and those working in education, health, social care and local government, as well as the voluntary and community sector.

However, the Council also notes that under a new inspection framework established by the improvement plan, Nottinghamshire was the first area in the country to be inspected (Q1 2023). This inspection concluded that *"there are widespread and/or systemic failings [in Nottinghamshire] leading to significant concerns about the experiences and outcomes of children and young people with special educational needs and/or disabilities (SEND) which the local area partnership must address urgently"*. Key concerns include the speed with which children and young people are able to access Education Health and Care (EHC) assessments, and delays in accessing some health services such as speech and language therapy and neuro-developmental pathways.

There are currently 16,000 children and young people in Nottinghamshire with SEND, with an average waiting time for an EHC assessment of 32 weeks.

In the interests of Bassetlaw children and their families, this Council calls on the partnership responsible for SEND services in Nottinghamshire – Nottinghamshire County Council and the NHS Nottingham and Nottinghamshire Integrated Care Board (ICB) – to engage this authority proactively about this important agenda moving forwards, so that its members and officers can support the improvement measures required wherever possible.

The Council also calls for both district council and parent / family representation to be included on the Nottinghamshire SEND Partnership Improvement Board which is being established to oversee the improvement actions needed. This Board will be chaired independently by a recognised sector expert, Dame Christine Lenehan, Director of the Council for Disabled Children.”

Councillors G Dinsdale, D Merryweather, D Challinor, J White and J Naish spoke to the motion.

Resolved that the motion be supported.

Proposed by Councillor A Rhodes and seconded by Councillor D Henderson:

“In May 2022, the Independent Review of Children’s Social Care headed by Josh McCallister published a final report and recommendations that included: *“Government should make care experience a protected characteristic”* and *“New legislation should be passed which broadens corporate parenting responsibilities across a wider set of public bodies and organisations”*.”

As an authority, this Council believes that:

- a) Care leavers face significant barriers that impact them throughout their lives;
- b) Care leavers often face discrimination and stigma across housing, health, education, relationships, employment and in the criminal justice system;
- c) Councillors should be champions of looked-after children, care leavers and care experienced people, and challenge the negative attitudes and prejudice that exists in all aspects of society; and
- d) The Public Sector Equality Duty requires public bodies like Bassetlaw District Council to eliminate unlawful discrimination, harassment and victimisation of people with protected characteristics.

This Council is proud that – together with Ashfield, Broxtowe, Gedling, Mansfield, Newark & Sherwood and Rushcliffe councils – it published the first joint Local Offer in England. Among other things, this means that:

- a) All care leavers benefit from council tax exemption up to the age of 25, including care leavers who have moved into Nottinghamshire from other local authority areas;
- b) Care leavers benefit from free leisure centre membership up to the age of 25;
- c) Care leavers are granted a higher priority on housing waiting lists (Band B initially and then increased to Band A after eight weeks, if they are actively seeking accommodation);
- d) Care leavers are eligible to apply for council housing in any district in Nottinghamshire, irrespective of local connections; and
- e) This Council maintains a small stock of dedicated accommodation for care leavers which is used by New Roots Housing, a service commissioned by Nottinghamshire County Council to provide supported accommodation to vulnerable young people who don’t have a safe place to live.

However, this Council would like to go further to support looked-after children, care leavers and care experienced people. Following the 2022 Independent Review of Children's Social Care, it resolves to do this when making decisions or formulating policy by:

- a) Recognising that care leavers are an oppressed group who face discrimination
- b) Promoting co-production and collaboration with care leavers and other vulnerable stakeholders to put the needs of oppressed people at the heart of decision-making;
- c) Amending the Council's Equality Impact Assessments to actively consider the impact of proposed policy changes on people with care experience; and
- d) Treating care experience as if it were a protected characteristic.

Finally, this Council resolves to formally call upon other bodies, notably the UK Government, to treat care experience as if it were a protected characteristic and to formalise this in UK law, as recommended by the Independent Review of Children's Social Care."

Councillors A Rhodes, D Henderson, A K Coultate, S Shaw, M Richardson and L Stanniland spoke to the motion.

A recorded vote was requested by in excess of the required seven Members.

(The vote was recorded by a member of the public after permission was sought)

For: Councillors C L Adams, D C Bamford, J P Bowker, H M Brand, R B Carrington-Wilde, M M Carroll, D Challinor, A K Coultate, H Digby, G Dinsdale, L A Dixon, T P Eaton BCA, J Evans, S Fielding, G Freeman, E M Griffin, D J Henderson, J M Horrocks, J A Leigh, J O Manners, D J Merryweather, J W Naish, D A Naylor, D G Pidwell, J Potts, D R Pressley, D E Pulk, A Rhodes, M Richardson, N J Sanders, J M Sanger MBE, B L Schuller, S E Shaw, J C Shephard, J G Slater, L A Stanniland, C Tindle, C Troop and J White.

Against: Councillor F McFarland

Abstained: None.

Resolved that the motion be supported.

Proposed by Councillor D E Pulk and seconded by Councillor C Adams:

"This Council believes that a green recovery from the pandemic is not only possible but imperative if the nation and local authorities are to meet carbon reduction targets.

Across the UK, there are estimated to be more than 24 million homes leaking heat. The country's housing stock is older than the housing stock found in most European countries and 70% of homes fall below a good level of energy efficiency (energy performance certificate rating C). 14% of the UK's total emissions is estimated to come from homes, costing households £2 billion in lost lifetime energy bill savings.

Despite this, the Local Government Association has recently highlighted in the June 2023 edition of its *first* magazine that "just 60,000 homes in Britain" benefited from a flagship energy efficiency scheme in 2022 – "down from almost half a million in 2013".

This Council believes that there is no successful route to decarbonising the economy without retrofitting UK homes and making them more energy efficient. Doing so would not only help to protect our planet but will also improve housing, lead to cheaper energy bills and create hundreds of thousands of good-quality jobs.

This Council, therefore, calls upon the Prime Minister to support a 'Great Homes Upgrade' and to commit to retrofitting 19 million homes by 2030.

We also call on the Government to work with housing associations, private rental landlords, owner-occupiers and – most significantly – local authorities to upgrade properties for net zero; to set-up a retrofitting taskforce to target resources appropriately; and call on the Chancellor to commit to spending the estimated £12 billion required over the next three years to begin a ‘Great Homes Upgrade’.”

Councillors J Shephard, G Dinsdale, D Challinor, J P Bowker, L Stanniland, D Bamford J White, C Adams and D Pulk spoke to the motion.

Resolved that the motion be supported.

Proposed by Councillor F McFarland and Seconded by Councillor L Stanniland:

“Bassetlaw District Council is deeply saddened by the death of Awaab Ishak and is committed to ensuring that lessons are learnt to ensure that such a tragedy cannot happen again.

Bassetlaw District Council recognises the duties it has in the Housing Act 2004 to improve the housing quality for both social and private tenants.

Bassetlaw District Council is committed to ensuring that all people in Bassetlaw do not live in poor quality housing.

Bassetlaw District Council will therefore use the powers it has to ensure that all accommodation in Bassetlaw, whether private or social, is of high safety and quality standards.

Bassetlaw District Council will carry out a review of housing conditions in Bassetlaw and supply the Department for Levelling Up, Housing and Communities with an assessment of damp and mould issues affecting privately rented properties.*

Bassetlaw District Council will make an assessment of action that may need to be taken in relation to damp and mould issues affecting privately rented properties in Bassetlaw and supply the Department for Levelling Up, Housing and Communities with this assessment.*

Bassetlaw District Council supports the government’s plans to enable a rigorous new regime that holds all landlords to account for the decency of their homes and the service they provide.

Bassetlaw District Council will prioritise enforcement of housing standards and ensure that there is a strong and up-to-date plan to ensure there is adequate enforcement capacity to drive up standards in the private rented sector.

* Advice has been sought from the Council’s s.151 Officer, and that advice is set out as follows;

The Council does have an action in Housing’s Service Plan to undertake a Private Sector Stock Condition Survey. There is some work county-wide being looked at, for which there will be a relatively reasonable cost, to undertake a desk top survey of the stock. However, this does not go far enough in terms of actually undertaking physical surveys in home, understanding the future housing needs of private housing residents etc. so a more in-depth review would be required.

The review may be considered as an investment proposal as part of the Council’s budget process for 2024/25 or, alternatively, from in-year underspends, as yet to be determined. The review will only take place once adequate budget has been allocated; the cost of the review is estimated to be a minimum of £50k. The review may also impact on the Council’s capital programme requirements in terms of providing grants/loans to homeowners. This, again, would need to be considered as part of the budget setting process.

Councillor J Slater proposed the following amendment:

“Bassetlaw District Council is deeply saddened by the death of Awaab Ishak and is committed to ensuring that lessons are learnt to ensure that such a tragedy cannot happen again.

Bassetlaw District Council recognises the duties it has in the Housing Act 2004 to improve the housing quality for both social and private tenants.

Bassetlaw District Council is committed to ensuring that all people in Bassetlaw do not live in poor quality housing.

Bassetlaw District Council will therefore use the powers it has to ensure that all accommodation in Bassetlaw, whether private or social, is of high safety and quality standards.

As part of the 2023-27 Corporate Plan which has been drafted and shared with service areas and is due to come to Council in September 2023 following consultation, Bassetlaw District Council is already planning to carry out a review of housing conditions in Bassetlaw.* Where practically possible, building on the work already done in its social housing stock, the Council will make an assessment of action that may need to be taken in relation to damp and mould issues affecting privately rented properties in Bassetlaw, and supply the Department for Levelling Up, Housing and Communities with this assessment in line with all statutory requirements.*

Bassetlaw District Council supports the government’s plans to enable a rigorous new regime that holds all landlords to account for the decency of their homes and the service they provide.

Bassetlaw District Council will continue to prioritise enforcement of housing standards and ensure that there is a strong and up-to-date plan to ensure there is adequate enforcement capacity to drive up standards in the private rented sector.”

The Council Solicitor advised that it was a valid amendment and it was accepted by the proposer of the motion.

Resolved that the amended motion be supported.

21 Referrals

21a Cabinet - 14th March 2023 - Minute No. 122(b) - Nationally Significant Infrastructure Project Policy (Key Decision No. 991

Members were presented with a referral from Cabinet.

Resolved that the following be approved:

1. The formation of a new corporate policy mandating the entry into a PPA for all future NSIP projects within or affecting Bassetlaw.
2. That delegation is given to the Head of Regeneration in consultation with the Cabinet Member for Regeneration for the authority to negotiate the detailed terms of the PPA agreements and to conclude the same.

21b Cabinet - 6th June 2023 - Minute No. 10(a) - Food Safety Service Plan

Members received a referral from Cabinet which sought to adopt the Food Service Plan for 2022/23 in accordance with Chapter 1, paragraph 10 and Chapter 2, paragraph 3.1 of the Food Standards Agency (FSA) “framework agreement on local authority food law enforcement.

Resolved that the Food Safety Service Plan for 2023/24 adopted and implemented.

21c Cabinet - 13th June 2023 - Annual Treasury Management Review 2022/23 - Minute Number 17(b)

Members were presented with the Annual Report on Treasury Management Activity for 2022/23 (including Prudential and Treasury Management Indicators) which demonstrate how this is consistent with the Treasury Management Strategy approved by Full Council on 3rd March 2022.

Resolved that:

1. The Annual Report on Treasury Management Activity for 2022/23 be approved.
2. It be noted that the Treasury Management activities are consistent with the objectives identified in the Treasury Management Strategy for 2022/23.

22 Report(s) of the Chief Executive

22a Appointment of Honorary Aldermen

Members were presented with two requests for the appointment of Honorary Aldermen and approval was sought for the ratification of the proposal and the conferring of the honour to be undertaken at an Extraordinary Meeting of the Council to be arranged in accordance with the legal process for doing so.

Resolved that:

1. The proposal for former Councillor Simon Greaves to be appointed as Honorary Alderman, and that the ratification of the proposal and the conferring of the honour be undertaken at an Extraordinary Meeting of the Council to be arranged.
2. The proposal for former Councillor Michael Quigley to be appointed as Honorary Alderman, and that the ratification of the proposal and the conferring of the honour be undertaken at an Extraordinary Meeting of the Council to be arranged.

22b Recognition Awards

Following a Council resolution in June 2022 it was proposed that an extraordinary meeting be called to which Liam Palmer is invited in order for the Chairman to present Liam Palmer with an award in recognition of his sporting achievements.

In addition, a new award has been included within the annual Achievers Awards to recognise the achievement and dedication of a Bassetlaw resident to sport for the benefit of the residents of Bassetlaw which can be entitled the Liam Palmer Award.

Resolved that the Council present Liam Palmer with an award in recognition of his sporting achievements at a specially convened ceremony.

23 Report(s) of the Monitor Officer

23a Appointments to Council Committees 2023/24 Municipal Year

Members were advised of the proposed appointment of a Chair of Audit and Risk Scrutiny Committee, and the appointment of a further member to that Committee.

Resolved that:

1. Councillor C Troop be appointed as Chair of Audit and Risk Scrutiny Committee and Councillor D Pressley as Vice-Chair of the Committee.
2. In accordance with the Council's constitution Councillor Troop, as Chair of Audit and Risk Scrutiny Committee be appointed to the Overview and Scrutiny Committee.

24 Report(s) of the Head of Regeneration

24a Neighbourhood Planning: Request to Designate a New Neighbourhood Area - Gringley on the Hill

The report sought Council approval to designate Gringley on the Hill Parish as a neighbourhood area for the purposes of producing a neighbourhood plan, as defined in the Neighbourhood Planning (General) Regulations 2012 (as amended).

Resolved that:

1. The designation of Gringley on the Hill Neighbourhood Area, as outlined at 6.2 of the report, be approved.
2. The successful proposal should be documented on the Council's website, including the map of the new Neighbourhood Area boundaries. In addition, the District Council's Neighbourhood Planning Team should contact the Parish Council to inform them of the decisions on their application, and to offer ongoing support with the development of their neighbourhood plan.

24b Neighbourhood Planning: Modifications to, and Arrangements for a Referendum Relating to, the Hayton Neighbourhood Plan

This report sought Council approval to make specified material modifications to the Hayton Neighbourhood Development Plan (Neighbourhood Plan), and to arrange a public referendum to determine whether the Neighbourhood Plan should be formally adopted by the District Council.

Resolved that:

1. The Examiner's recommendation as set out at 6.2 of the report be approved, which include prescribed modifications to the Hayton Neighbourhood Plan as set out in the Examination Report at Appendix 1, and in the Draft Decision Statement at Appendix 2.
2. The holding Neighbourhood Plan Referendum in Hayton Parish on 24 August 2023 be approved.
3. Subject to a simple majority of those voting in the referendum, the Council 'makes' the Hayton Neighbourhood Plan.
4. The Council congratulates the Hayton Neighbourhood Plan Steering Group on reaching this stage in the neighbourhood planning process and producing a robust Plan for their area.

25 Any Other Business Which the Chairman Considers to be Urgent

As there was no other urgent business, the Chairman closed the meeting.

(Meeting closed at 8.40 pm.)

Council

Minutes of the Meeting held on Thursday, 13th July, 2023 at The Ballroom, Retford Town Hall, DN22 6DB

Present: Councillor D M Merryweather (Chairman)
Councillor G Freeman (Vice Chairman)

Councillors:

R B Carrington-Wilde	M Carroll
A Coultate	J Evans
S Fielding	J A Leigh
F McFarland	F Merryweather
J Naish	G A N Oxby
D G Pidwell	J Potts
D R Pressley	D E Pulk
A Rhodes	M Richardson
J M Sanger MBE	L Schuller
S Scotthorne	S E Shaw
J G Slater	L Stanniland
C Tindle	J White

Officers in attendance: D Armiger, L Dixon, C Hopkinson and C Taylor.

(The meeting opened at 7.00 pm.)

26 Apologies

Apologies for absence were received from Councillors D C Bamford, J P Bowker, H M Brand, D Challinor, H Digby, L A Dixon, P J Ducey, T P Eaton BCA, E M Griffin, D J Henderson, J O Manners, D A Naylor, S H Pashley, L A Sanders, N J Sanders, B L Schuller and C Troop.

27 Declarations

There were no declarations by Members or officers.

28 Honorary Aldermen

The recommendation to confer the title of Honorary Alderman upon Mr S A Greaves and Mr M W Quigley was proposed by Councillor a Rhodes and seconded by Councillor R Carrington-Wilde, who both spoke in support of the proposal.

Councillors A K Coultate, M Richardson, J Naish and the Chairman also spoke in support of the proposals.

RESOLVED that Simon A Greaves and Michael W Quigley MBE be duly elected to the office of Honorary Alderman.

The Chief Executive read out the declaration.

The Chairman presented the badge and certificate to Mr S A Greaves, and the Vice-Chairman presented Ms E King with a bouquet of flowers.

The Chairman presented the badge and certificate to Mr M W Quigley, and the Vice-Chairman presented Mrs W Quigley with a bouquet of flowers.

Mr S A Greaves addressed the meeting commenting that it was an honour to be there. He thanked everyone for the kind words. He noted that he wanted to be a councillor to do a public service, improve things, stand up for them community and do what is right. He commented that he could not have done things without a team and the support of colleagues and was grateful for their support during his time in office. He also thanked his family for their support. He noted that Bassetlaw is an organisation that works together, members and officers. He thanked the officer team at the Council. He noted some of the achievements during his term of office: becoming a living wage employer; the delivery of the Common Lane Harworth scheme; delivery of the first phase of the Creative Village; Retford Enterprise Centre; Worksop Bus Station and working with both the Sheffield City Region and D2N2 to maximise the benefits for Bassetlaw. He commented that he is proud of the Council's commitment to ensure the sacrifices and commitments of Armed Forces community are recognised and to celebrating diversity in the area.

Mr M W Quigley MBE addressed the meeting thanking everyone for their comments. He thanked his family and his wife, Wendy. He became a Parish Councillor in 1974 and is still a Member of Nottinghamshire County Council. He has been involved in the local community for many years, with the hospice since 1991 and as school governor for 50 years. He thanked Terry Yates, his Deputy Leader during his time in office, who is sadly no longer with us. In 1983 he was first elected to the Council, he commented that it had been an honour. He wished the Council all the best for the future.

29 Any Other Business Which the Chairman Considers to be Urgent

The Chairman closed the meeting and invited elected Members, Honorary Aldermen and guests to join Mr Greaves and Mr Quigley in the Council Chamber.

(Meeting closed at 8.00 pm.)

Public Document Pack

Council

Minutes of the Meeting held on Monday, 31st July, 2023 at The Ballroom, Retford Town Hall, DN22 6DB

Present: Councillor D J Merryweather (Chairman)

Councillors:

G Freeman	C Adams
D Bamford	H M Brand
M Carroll	M Charlesworth
A Coultate	H J Digby
L A Dixon	P J Ducey
T P Eaton	J Evans
J A Leigh	J O Manners
F Merryweather	J Naish
D A Naylor	G A N Oxby
S H Pashley	J Potts
D R Pressley	D E Pulk
A Rhodes	M Richardson
L A Sanders	N J Sanders
J M Sanger MBE	L Schuller
S E Shaw	J C Shephard
J G Slater	C Tindle
C Troop	

Officers in attendance: D Armiger and C Hopkinson.

(The meeting opened at 6.35 pm.)

The Chairman welcomed all Honorary Aldermen, Members, officers, members of the public, and especially the invited guests.

30 Apologies

Apologies for absence were received from Councillors J P Bowker, D Challinor, S Fielding, E Griffin, F McFarland and D Pidwell.

31 Declarations

There were no declarations by Members or officers.

32 Recognition of Sporting Achievements

The Chief Executive read the following resolutions approved by full Council:

In June 2022 Council approved a resolution to the effect that;

“The Council notes that in the past there have been Freedom of the District, Freedom of the Town or Honorary Alderman awards given to individuals to recognise sporting achievements. For example, Lee Westwood.

The Council also notes that there are currently many individuals who have lived in Bassetlaw and have achieved at a local, national, and international level who have contributed to building the foundation for sporting achievement for the youth of Bassetlaw to aspire too.

The Council recognises the achievements of Liam Palmer of SWFC and wishes to award him in the coming months by arranging to acknowledge his work at full Council.

The Council agrees that following this award then an annual sports award be presented by Bassetlaw District Council at an appropriate Council meeting.

In June 2023 Council approved a resolution to the effect that;

“This Council notes that the UK’s long association with football means that the sport has become an intrinsic part of the British identity. It not only provides significant health benefits for participants but, for supporters, provides a community to be part of and a way to connect with family and friends.

This Council also notes with pride the performances of its local teams this season. It not only applauds the promotions of nearby Sheffield United (finishing second in the Championship, promoted to the Premiership) and Sheffield Wednesday (finishing third in League 1, promoted to the Championship via the play-offs) but recognises the success of Bassetlaw teams in the lower leagues, notably:

- a) Worksop Town (winning the Northern Premier League Division One East, the first team in English football to secure promotion in the 2022–23 season);
- b) Retford United (winning the Central Midlands Football League North); and
- c) Retford F.C. Women (winning the Nottinghamshire Girls and Ladies Football League (Charter Standard League).

In recognition of this success, this Council resolves to hold a civic celebratory event in the off-season to acknowledge its local teams’ successes, and thank them for successfully representing Bassetlaw in this way.”

Councillors C Tindle, S Shaw and J Naish commented on the achievements of the clubs and Liam Palmer and their contributions to the community.

Video highlights from the season were shown.

The Chairman presented Worksop Town Football Club, Retford United Football Club, Retford Football Club Ladies with a certificate of achievement.

The Chairman advised that unfortunately Liam Palmer could not be in attendance however his certificate would be sent to him.

A representative from Worksop Town Football Club, Retford United Football Club and Retford Football Club Ladies addressed Council.

33 Any Other Business Which the Chairman Considers to be Urgent

The Chairman thanked everyone for their attendance. She closed the meeting and invited all Members to join the guests in the Council Chamber for refreshments.

(Meeting closed at 7.00 pm.)

This page is intentionally left blank

Motions to Full Council Action and Implementation – 21st September 2023

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
8.12.22	Proposed by Councillor J White and seconded by Councillor L Schuller:	<p>Proposed by Councillor J White and seconded by Councillor L Schuller: “This Council notes that the green agenda – which will ensure the UK reaches net zero by 2050 or before – is vitally important to limit global warming and preserve our planet for future generations. The STEP project, based here in Bassetlaw, is expected to be a major contributor to our understanding of how to stay at net zero once the nation reaches this point.</p> <p>This Council also notes, however, that this will be a complex journey. As a small authority, we don’t have all the in-house knowledge and skills to drive this agenda forwards alone. Wider stakeholder support will, therefore, be needed.</p>	Y	Resolved that the amended motion be supported.	<p>“This Council notes that the green agenda – which will ensure the UK reaches net zero by 2050 or before – is vitally important to limit global warming and preserve our planet for future generations. The STEP project, based here in Bassetlaw, is expected to be a major contributor to our understanding of how to stay at net zero once the nation reaches this point. This Council also notes, however, that this will be a complex journey. As a small authority, we don’t have all the in-house knowledge and skills to drive this agenda forwards alone. Wider stakeholder support will, therefore, be needed.</p>	

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		<p>To that end, this Council resolves to set-up a pro bono “Decarbonisation Advisory Committee” bringing together up to 10 of the region’s foremost minds on the green agenda, working with our Climate Change Officers to prioritise effort and investment appropriately. Chaired by the new Assistant Chief Executive, the terms of reference for this Committee will be produced in conjunction with the Cabinet member for Regeneration.”</p>			<p>To that end, this Council resolves to set-up a pro bono “Decarbonisation Advisory Committee” bringing together up to 10 of the region’s foremost minds on the green agenda, working with our Climate Change Officers to prioritise effort and investment appropriately. Chaired by the new Assistant Chief Executive, the terms of reference for this Committee will be produced in conjunction with the Cabinet member for Regeneration.</p> <p>Council calls on the committee to report its initial recommendations within 6 months, for the administration to provide response to full Council, and for an action plan to be</p>	

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
					proposed adopted, and implemented, with further regular updates in progress to be made to full council"	
8.12.22	Proposed by Councillor S Scotthorne and seconded by Councillor N Sanders:	<p>"This Council notes that a key requirement for a decarbonised Bassetlaw will be widespread use of electric vehicles powered by green energy. However, charging electric vehicles can be problematic, especially in areas where terraced housing means homeowners and tenants don't always have off-street parking where an electric vehicle charging point can be easily accessed.</p> <p>This Council notes that Nottinghamshire County Council is planning an electric vehicle cable channel (EVCC) pilot programme. The planned trial will grant permission to eligible households without off-street parking provision to commission</p>	N	Resolved that the motion be supported.	As submitted	

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		<p>the County Council's highway partners, Via East Midlands Ltd., to install cable channels which are cut into the footway to extend EV charging cables from an off-highway domestic electric vehicle charge point to the public highway through a discrete and safe conduit, without creating a trip hazard to road users or adding to street clutter.</p> <p>The pilot is looking for a maximum of 10 households in Bassetlaw to participate.</p> <p>Although the County Council's funding will help cover the costs for the installation of the EVCC which would otherwise be funded by the householder, the proposed EVCC pilot will still require eligible households to fund an approved domestic electric vehicle charge point on their property. These upfront costs may</p>				

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		<p>exclude eligible households from participating in the pilot where the insights would otherwise be valuable. Given the importance of this pilot in facilitating this Council's understanding of how to help non-driveway households with their future electric vehicle charging needs, this Council resolves to support this pilot with up to £750 per household (£7,500 in total) – on top of the County Council's funding – to contribute towards pilot participation costs, and subsequently to promote this pilot programme to all Bassetlaw residents. It has been agreed that if the costs cannot be contained within existing budgets the Councils Contingency budget will be used to finance any shortfall."</p>				
8.12.22	Proposed by Councillor J Leigh and seconded by Councillor S Shaw:	"This Council believes that for Councillors and senior officers to fully understand the scope and scale of the	N	Resolved that the motion be supported.	As submitted	

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		<p>Council's actions, it is important that they spend time on the front line, talking to operational colleagues who are responsible for delivering front-line services.</p> <p>This is a practice typically employed by mid-to-large scale organisations to ensure head office staff understand the operational impacts of key decisions taken and avoids decision-makers being disconnected from front-line service delivery. It also gives voice to operational staff who frequently feel disconnected from senior leaders and is particularly important at a time of rising staff vacancies.</p> <p>To that end, this Council resolves to initiate a scheme where all Councillors and senior officers – where practically possible – conduct x2 two-hour "field trips" per annum."</p>				

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
22.6.23	Proposed by Councillor C Tindle and seconded by Councillor D Challinor	<p>“This Council notes that the UK’s long association with football means that the sport has become an intrinsic part of the British identity. It not only provides significant health benefits for participants but, for supporters, provides a community to be part of and a way to connect with family and friends.</p> <p>This Council also notes with pride the performances of its local teams this season. It not only applauds the promotions of nearby Sheffield United (finishing second in the Championship, promoted to the Premiership) and Sheffield Wednesday (finishing third in League 1, promoted to the Championship via the play-offs) but recognises the success of Bassetlaw teams in the lower leagues, notably:</p> <p>a) Worksop Town (winning the Northern Premier</p>	N	Resolved that the motion be supported.	As submitted	Awards were presented at Ex Council on 31st July 2023

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		<p>League Division One East, the first team in English football to secure promotion in the 2022–23 season);</p> <p>b) Retford United (winning the Central Midlands Football League North); and</p> <p>c) Retford F.C. Women (winning the Nottinghamshire Girls and Ladies Football League (Charter Standard League).</p> <p>In recognition of this success, this Council resolves to hold a civic celebratory event in the off-season to acknowledge its local teams' successes, and thank them for successfully representing Bassetlaw in this way.”</p> <p>* Advice has been sought from the Council's s.151 Officer, and that advice is set out as follows;</p> <p>There is a policy for the use of the both Retford and Worksop Town Halls that include civic and ceremonial events, this</p>				

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		may be applied in this instance.				
22.6.23	Proposed by Councillor J Potts and seconded by Councillor L Schuller	<p>“This Council has noted, with horror, recent high-profile cases in the news – most notably involving the police – which have demonstrated that authorities have missed opportunities to stop criminal behaviour. It also notes that due to the varied roles and responsibilities of being a councillor, there is regular contact between elected members and the general public, including one-to-one contact in private spaces.</p> <p>This Council, therefore, concludes that it would be in its best interest and in the best interests of the general public for all elected members to be formally vetted.</p> <p>While recognising that checks cannot mitigate the risk of criminal behaviour happening, the Council resolves to fund and commence standard DBS</p>	N	Resolved that the motion be supported.	As submitted	

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		<p>checks for all newly-elected councillors as part of its on boarding processes, and compels all councillors to consent to such checks being undertaken.</p> <p>This Council also resolves to complete similar checks following all future District Council elections, including any by-elections that occur during the 2023-27 administration.”</p> <p>* Advice has been sought from the Council’s s.151 Officer, and that advice is set out as follows; The costs may be contained within the overall contingency budget for 2023/24 and then similar for future years as required.</p>				
22.6.23	Proposed by Councillor S Fielding and seconded by Councillor N Sanders	<p>“This Council notes that the Local Government Association is running a campaign to ensure that <i>“anyone, regardless of their background or political affiliation, should feel safe to become a councillor and be proud</i></p>	N	Resolved that the motion be supported.	As submitted	

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		<p><i>to represent their community”.</i></p> <p>With 7 in 10 councillors reporting experiencing abuse and intimidation in 2022, the Debate Not Hate campaign notes that <i>“the increasing level of abuse and intimidation aimed at local politicians is preventing elected members from representing the communities they serve, deterring individuals from standing for election and undermining local democracy”.</i></p> <p>While recognising that mistakes may have been made by individuals and groups from this Council in the past, it resolves to encourage all members to review and sign the Debate Not Hate public statement at the start of this new administration. Together, members resolve to debate and disagree in a healthy</p>				

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		manner moving forwards, rejecting abuse and intimidation of fellow councillors in all walks of life.”				
22.6.23	Proposed by Councillor J White and seconded by Councillor J Naish	<p>“This Council notes that in March 2023, the UK government published its long-awaited ‘Special Educational Needs And Disabilities (SEND) and Alternative Provision improvement plan’. This followed a period of consultation on the ‘SEND and Alternative Provision green paper’ which was published in March 2022. As the ministerial foreward in the March 2023 improvement plan notes, <i>“Children only get one childhood. They deserve to get the support they need to thrive and prepare for happy, healthy and productive adulthoods. For children and young people with special educational needs and disabilities (SEND) or in alternative</i></p>	N	Resolved that the motion be supported.	As submitted	<p>Letter sent to County Councillor Tracey Taylor, Cabinet Member for Children and Families.</p> <p>Copies to: Adrian Smith, Chief Executive, Nottinghamshire County Council Ben Bradley, Leader, Nottinghamshire County Council Amanda Sullivan, Chief Executive, NHS Nottingham and Nottinghamshire Integrated Care Board (ICB)</p> <p>Response received 14/7/23 from Adrian Smith, Chief Executive, Nottinghamshire</p>

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		<p><i>provision, this is especially vital”.</i></p> <p>This Council welcomes the ‘SEND and Alternative Provision improvement plan’ that reflects feedback from thousands of young people, families and those working in education, health, social care and local government, as well as the voluntary and community sector.</p> <p>However, the Council also notes that under a new inspection framework established by the improvement plan, Nottinghamshire was the first area in the country to be inspected (Q1 2023). This inspection concluded that <i>“there are widespread and/or systemic failings [in Nottinghamshire] leading to significant concerns about the experiences and outcomes of children and young people with special educational needs and/or disabilities (SEND) which the local area partnership must address urgently”.</i></p>				<p>County Council. Circulated in the August Members Information Bulletin</p>

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		<p>Key concerns include the speed with which children and young people are able to access Education Health and Care (EHC) assessments, and delays in accessing some health services such as speech and language therapy and neuro-developmental pathways.</p> <p>There are currently 16,000 children and young people in Nottinghamshire with SEND, with an average waiting time for an EHC assessment of 32 weeks.</p> <p>In the interests of Bassetlaw children and their families, this Council calls on the partnership responsible for SEND services in Nottinghamshire – Nottinghamshire County Council and the NHS Nottingham and Nottinghamshire Integrated Care Board (ICB) – to engage this authority proactively about this important agenda moving forwards, so that</p>				

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		<p>its members and officers can support the improvement measures required wherever possible.</p> <p>The Council also calls for both district council and parent / family representation to be included on the Nottinghamshire SEND Partnership Improvement Board which is being established to oversee the improvement actions needed. This Board will be chaired independently by a recognised sector expert, Dame Christine Lenehan, Director of the Council for Disabled Children.”</p>				
22.6.23	Proposed by Councillor A Rhodes and seconded by Councillor D Henderson	“In May 2022, the Independent Review of Children’s Social Care headed by Josh McCallister published a final report and recommendations that included: “Government should make care experience a protected characteristic” and “New legislation should be	N	Resolved that the motion be supported.	As submitted	<p>Letter sent to Prime Minister and Claire Coutinho MP, Parliamentary Under Secretary of State (Minister for Children, Families and Wellbeing) 5/7/23</p> <p>Response received 7/8/23 – Included in</p>

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		<p>passed which broadens corporate parenting responsibilities across a wider set of public bodies and organisations".</p> <p>As an authority, this Council believes that:</p> <p>a) Care leavers face significant barriers that impact them throughout their lives;</p> <p>b) Care leavers often face discrimination and stigma across housing, health, education, relationships, employment and in the criminal justice system;</p> <p>c) Councillors should be champions of looked-after children, care leavers and care experienced people, and challenge the negative attitudes and prejudice that exists in all aspects of society; and</p> <p>d) The Public Sector Equality Duty requires public bodies like Bassetlaw District Council to eliminate unlawful discrimination, harassment and victimisation of people</p>				Members Information Bulletin

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		<p>with protected characteristics.</p> <p>This Council is proud that – together with Ashfield, Broxtowe, Gedling, Mansfield, Newark & Sherwood and Rushcliffe councils – it published the first joint Local Offer in England. Among other things, this means that:</p> <p>a) All care leavers benefit from council tax exemption up to the age of 25, including care leavers who have moved into Nottinghamshire from other local authority areas;</p> <p>b) Care leavers benefit from free leisure centre membership up to the age of 25;</p> <p>c) Care leavers are granted a higher priority on housing waiting lists (Band B initially and then increased to Band A after eight weeks, if they are actively seeking accommodation);</p> <p>d) Care leavers are eligible to apply for council housing in any district in</p>				

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		<p>Nottinghamshire, irrespective of local connections; and</p> <p>e) This Council maintains a small stock of dedicated accommodation for care leavers which is used by New Roots Housing, a service commissioned by Nottinghamshire County Council to provide supported accommodation to vulnerable young people who don't have a safe place to live.</p> <p>However, this Council would like to go further to support looked-after children, care leavers and care experienced people.</p> <p>Following the 2022 Independent Review of Children's Social Care, it resolves to do this when making decisions or formulating policy by:</p> <p>a) Recognising that care leavers are an oppressed group who face discrimination</p> <p>b) Promoting co-production and collaboration with care</p>				

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		<p>leavers and other vulnerable stakeholders to put the needs of oppressed people at the heart of decision-making;</p> <p>c) Amending the Council's Equality Impact Assessments to actively consider the impact of proposed policy changes on people with care experience; and</p> <p>d) Treating care experience as if it were a protected characteristic.</p> <p>Finally, this Council resolves to formally call upon other bodies, notably the UK Government, to treat care experience as if it were a protected characteristic and to formalise this in UK law, as recommended by the Independent Review of Children's Social Care."</p>				
21.6.23	Proposed by Councillor D E Pulk and seconded by Councillor C Adams	"This Council believes that a green recovery from the pandemic is not only possible but imperative if the nation and local	N	Resolved that the motion be supported	As submitted	Letter sent to Prime Minister 5/7/23

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		<p>authorities are to meet carbon reduction targets. Across the UK, there are estimated to be more than 24 million homes leaking heat. The country's housing stock is older than the housing stock found in most European countries and 70% of homes fall below a good level of energy efficiency (energy performance certificate rating C). 14% of the UK's total emissions is estimated to come from homes, costing households £2 billion in lost lifetime energy bill savings.</p> <p>Despite this, the Local Government Association has recently highlighted in the June 2023 edition of its first magazine that "just 60,000 homes in Britain" benefited from a flagship energy efficiency scheme in 2022 – "down from almost half a million in 2013".</p> <p>This Council believes that there is no successful</p>				

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		<p>route to decarbonising the economy without retrofitting UK homes and making them more energy efficient. Doing so would not only help to protect our planet but will also improve housing, lead to cheaper energy bills and create hundreds of thousands of good-quality jobs.</p> <p>This Council, therefore, calls upon the Prime Minister to support a 'Great Homes Upgrade' and to commit to retrofitting 19 million homes by 2030.</p> <p>We also call on the Government to work with housing associations, private rental landlords, owner-occupiers and – most significantly – local authorities to upgrade properties for net zero; to set-up a retrofitting taskforce to target resources appropriately; and call on the Chancellor to commit to spending the estimated £12 billion required over the next</p>				

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		three years to begin a 'Great Homes Upgrade'."				
21.6.23	Proposed by Councillor F McFarland and Seconded by Councillor L Stanniland	<p>"Bassetlaw District Council is deeply saddened by the death of Awaab Ishak and is committed to ensuring that lessons are learnt to ensure that such a tragedy cannot happen again. Bassetlaw District Council recognises the duties it has in the Housing Act 2004 to improve the housing quality for both social and private tenants. Bassetlaw District Council is committed to ensuring that all people in Bassetlaw do not live in poor quality housing. Bassetlaw District Council will therefore use the powers it has to ensure that all accommodation in Bassetlaw, whether private or social, is of high safety and quality standards. Bassetlaw District Council will carry out a review of housing conditions in Bassetlaw and supply the Department for Levelling Up, Housing and</p>	Y	Resolved that the amended motion be supported.	<p>"Bassetlaw District Council is deeply saddened by the death of Awaab Ishak and is committed to ensuring that lessons are learnt to ensure that such a tragedy cannot happen again.</p> <p>Bassetlaw District Council recognises the duties it has in the Housing Act 2004 to improve the housing quality for both social and private tenants. Bassetlaw District Council is committed to ensuring that all people in Bassetlaw do not live in poor quality housing.</p> <p>Bassetlaw District Council will therefore use the powers it has to ensure that all accommodation in Bassetlaw, whether private or social, is of</p>	

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		<p>Communities with an assessment of damp and mould issues affecting privately rented properties.* Bassetlaw District Council will make an assessment of action that may need to be taken in relation to damp and mould issues affecting privately rented properties in Bassetlaw and supply the Department for Levelling Up, Housing and Communities with this assessment.* Bassetlaw District Council supports the government's plans to enable a rigorous new regime that holds all landlords to account for the decency of their homes and the service they provide. Bassetlaw District Council will prioritise enforcement of housing standards and ensure that there is a strong and upto date plan to ensure there is adequate enforcement capacity to drive up</p>			<p>high safety and quality standards.</p> <p>As part of the 2023-27 Corporate Plan which has been drafted and shared with service areas and is due to come to Council in September 2023 following consultation, Bassetlaw District Council is already planning to carry out a review of housing conditions in Bassetlaw.* Where practically possible, building on the work already done in its social housing stock, the Council will make an assessment of action that may need to be taken in relation to damp and mould issues affecting privately rented properties in Bassetlaw, and supply the Department for Levelling Up, Housing and Communities with</p>	

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		<p>standards in the private rented sector.</p> <p>* Advice has been sought from the Council's s.151 Officer, and that advice is set out as follows;</p> <p>The Council does have an action in Housing's Service Plan to undertake a Private Sector Stock Condition Survey. There is some work county-wide being looked at, for which there will be a relatively reasonable cost, to undertake a desk top survey of the stock. However, this does not go far enough in terms of actually undertaking physical surveys in home, understanding the future housing needs of private housing residents etc. so a more in-depth review would be required.</p> <p>The review may be considered as an investment proposal as part of the Council's budget process for 2024/25 or, alternatively, from in-year underspends,</p>			<p>this assessment in line with all statutory requirements.*</p> <p>Bassetlaw District Council supports the government's plans to enable a rigorous new regime that holds all landlords to account for the decency of their homes and the service they provide.</p> <p>Bassetlaw District Council will continue to prioritise enforcement of housing standards and ensure that there is a strong and up-to-date plan to ensure there is adequate enforcement capacity to drive up standards in the private rented sector."</p>	

Meeting Date	Proposed/seconded by Cllr(s)	Motion as submitted	Amended Y/N	Resolution	Final Motion	Action following the meeting
		<p>as yet to be determined. The review will only take place once adequate budget has been allocated; the cost of the review is estimated to be a minimum of £50k. The review may also impact on the Council's capital programme requirements in terms of providing grants/loans to homeowners. This, again, would need to be considered as part of the budget setting process.</p>				

This page is intentionally left blank

Referral

from

**Cabinet
held on 11th July 2023**

to

**Council
on 21st September 2023**

Public Interest Test

The author of this referral, Simon Johnson, Democratic & Electoral Services Officer, has determined that it is considered to be of a non-confidential nature as per the original report.

**Minute No. 27(a) S80 Partnership Ltd – Request for further funding
(Key Decision No. 999)**

Resolved that:

Members approve that the Council provide a loan facility to S80 Partnership Ltd of £200,000 to be repaid within 5 years.

Referred Reports will be submitted in their original form unless the Responsible Officer indicates otherwise.

Copies to: Committee Administrator
 Chief Executive
 Elizabeth Whittles/Richard Gadsby

This page is intentionally left blank

Bassetlaw District Council

Cabinet

11th July 2023

Report of the Director of Corporate Resources

S80 Partnership Ltd – Request for further funding

Cabinet Member: Corporate Strategy
Contact: Michael Wildman

1. Public Interest Test

- 1.1 The author of this report, Michael Wildman, has determined that this report is not confidential.

2. Purpose of the Report

- 2.1 To provide members with an update on the current position of S80 Partnership Ltd and proposals for the future development of the company.
- 2.2 To request additional funding to finance the development of the company by way of a loan to be repaid to the Council within 5 years.

3. Background and Discussion

- 3.1 S80 Partnership Ltd was established in October 2017 to oversee trading activities on behalf of the Council. The strategic objectives included:
- Maximising the commercial opportunities available to the Council, and
 - Optimising the financial return from trading activities.
- 3.2 S80 Partnership allowed greater freedom and flexibility to develop and market services, predominantly inside, but outside the district boundary as well, where appropriate. Any services that would benefit from trading commercially could be considered by the S80 Board, which provided the Council with the ability to do things it cannot currently do, specifically:
- Create a commercial culture
 - Generate profits to meet the aims of the Council, and
 - Carry out trading activities both inside and outside of the District.
- 3.3 Whilst some business cases have been drafted, the growth of S80 as a trading company has been limited although growth has been steady. There are currently two trading units – S80 CCTV and S80 Land Management. To date, S80 do not have any direct employees and relies on the Council for

support through a service level agreement. This has limited the growth of S80 as Council resources have been stretched over the last few years.

- 3.4 Recent developments in the District including Middleton's Yard and the Bridge Skills Hub have put an increase demand on Council staff. Future developments such as the Priory Centre and particularly the STEP project are likely to provide commercial opportunities for the Council to achieve some of its strategic objectives and to improve its financial position. To exploit these opportunities fully it is important to have a fit-for-purpose commercial trading company that can respond swiftly and effectively when the need arises.
- 3.5 S80 have limited working capital to significantly boost the capacity of the company and have requested members to consider a loan from the Council of £200,000. As shown in the table below, the loan will cover the salary costs of two full-time posts – a Managing Director and an Operational Support Officer plus the overheads. The principal and interest element of the loan will be repaid in full within 5 years (full details of the funding request are contained in Appendix A).

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Salary costs	99,060	99,060	99,060	99,060	99,060	495,300
Overheads	26,800	22,200	22,200	26,200	22,200	119,600
Loan - Principal	0	0	20,000	80,000	100,000	200,000
Loan - Interest	10,000	10,000	9,500	7,000	2,500	39,000
Council Loan	(200,000)	0	0	0	0	(200,000)
Target Income from trading	0	(67,120)	(150,760)	(212,260)	(223,760)	(653,900)
Cash (inflow)/Outflow	(64,140)	64,140	0	0	0	0
Cumulative	(64,140)	0	0	0	0	0

- 3.6 As noted above, there has been steady annual growth over the last three years in the S80 Partnership. The turnover (sales) for the partnership is forecast to increase from £120k to over £150k over the three-year period to March 2023 (an average annual growth of in excess of 10%). Similar growth over the next five years will see turnover increased to around £250k by March 2028 (Year 5) based on current activity levels. The new posts, noted above, will seek to attract additional income to the partnership from further trading opportunities. The turnover from existing trading units alongside a prudent estimate of growth in new trading / commercial activity will mean that there should be sufficient funds available to repay the loan in five years' time. Further, appropriate governance arrangements, following guidance from CIPFA and Local Partnerships (a joint venture between the Local Government Association, HM Treasury and the Welsh Government), is progressing to ensure sufficient scrutiny of the financial position and operational activities. A report on progress was presented to Audit and Risk Scrutiny Committee in November 2022.

4. Implications

a) For service users

With a dedicated resource, the S80 Company will be able to respond quicker and more effectively to any commercial opportunities that may arise.

b) Strategic & Policy

As a fully owned company, the Council through its role as shareholder will be able to help steer S80 towards achieving the Council's strategic aims and objectives.

c) Financial - Ref: 24/605

The financial implications are contained in the report and the attached appendix.

No additional insurance costs have been included as the Council's current policies are worded for to include any Council subsidiary companies. The costs of the posts will be at a single salary point, this is common in the private sector.

d) Legal – Ref: 050/07/2023

There are no legal implications

e) Human Resources

The S80 Board have requested the support of the Council's HR team for the recruitment process and the appointment to the vacant posts. The Council's HR policies and procedures will be followed in managing the recommendations in this report.

f) Climate change, Environmental

None directly from this report

g) Community Safety, Equality and Diversity

None

h) GDPR

The S80 employees will be using some Council IT systems, which will require a data sharing agreement between the Council and S80.

i) This is key decision **999**.

5. Options, Risks and Reasons for Recommendations

5.1 The options considered for the bid are as follows:

The purpose of the loan is to allow S80 to develop and engage in commercial activities, which the Council cannot do under current legislation. Without any investment, it is unlikely that S80 would be able to grow and provide the Council with an effective commercial entity.

Under existing arrangements, S80 draws on the Council's resources under a Service Level Agreement. There is an option to extend this agreement to include additional Council resources, which would be recharged to S80. However, it is unlikely that the Council has all the necessary commercial skills and experience that are needed by S80.

6. Recommendations

Cabinet recommend the following to full Council on 21st September 2023:

Members approve that the Council provide a loan facility to S80 Partnership Ltd of £200,000 to be repaid within 5 years.

Background Papers

Location

Request for additional S80 Funding

1 Executive Summary

S80 Partnership Ltd. and its subsidiary trading units have struggled to make a significant contribution to the Council Plan since its incorporation in 2017. A number of reasons have been identified which has hampered this growth, some of which are beyond the Council's control such as the impact of Covid. However, some factors that can be addressed include:

- Providing a dedicated resource to provide advice and guidance to the Board of Directors
- Ensuring the necessary skills required to successfully run a commercial entity are available
- Developing a commercially-minded approach to recognising and seizing opportunities
- Providing the support necessary to ensure the company can grow.

Whilst employing a small team to fill these gaps will not necessarily guarantee success, without these resources it is hard to see that the company will evolve at all. It is for this reason that S80 is asking Bassetlaw District Council to consider providing a £200,000 loan to S80 Partnership Ltd. to be repaid within 5 years. This will enable the recruitment of the employees necessary to help develop a successful commercial company.

2 Background

S80 Partnership Ltd was registered with Companies House in October 2017 with the following strategic objectives:

- To maximise commercial opportunities available to the Council,
- To trade in a manner that acts in the best interest of the Council,
- To establish S80 Partnership as a successful company with a reputation for delivering high quality goods and services,
- To optimize the financial return from trading activities,
- To recycle surplus funds generated from trading activities to support the corporate ambitions of Bassetlaw District Council particularly to drive efficiency and resilience, and
- To enhance the Council's reputation and financial viability.

The company was established to oversee the trading activities of various trading units. Currently there are two such trading units – S80 View and S80 Land Management. Overall strategic direction is the responsibility of the S80 Partnership Board of Directors, whilst any staff employed manage the day-to-day operation of each trading unit. In practice, S80 staff are employees of the Council who provide some of their time to S80 and are recharged on that basis.

In 2019, 10 officers attended a Business Accelerator programme and, over a number of weeks, attendees were trained on how to identify business opportunities, evaluate the ideas and develop a robust and comprehensive business case. This was run by Essex

County Council who have several well established operational trading companies. As part of the training course a number of business cases were drafted, although these have not been presented to the S80 Board and consequently no business plans developed.

Before the S80 Board of Directors approve the creation of the any subsidiary trading units they are required to consider the business case and, where approved the subsequent business plan.

3 Current situation

S80 does not employ any staff directly and consequently does not have its own payroll system. The Company Secretary is an employee of Bassetlaw District Council who deals with S80 matters on a part-time basis. Support for the company is provided through a Service Level Agreement with the Council which, in particular, covers the accountancy and invoicing support. The company is separately registered for VAT, and has its own bank account and a separate ledger on the Council's financial system.

The recent failure of some high profile local authority trading companies has resulted in comprehensive guidance on how a trading company should operate. Using this guidance, a full governance review of S80 has been carried out and this has identified some weaknesses which have been reported to the Audit and Risk Committee. Officers are working through an action plan to fill the gaps both in the Council's and S80's system of governance, particularly around processes and documents. To ensure S80 is run with the necessary level of governance an ongoing resource will be required not only to keep governance arrangements up to date and effective but also to address any new issues as the company expands.

One of the findings from the Max Caller report into the failings at Nottingham City Council was that there was a lack of the necessary skills to successfully run a commercial entity. This is likely to be a factor in why the growth of S80 as a company has been restricted. In addition to the skills shortage, S80 has not developed significantly over the last 5 years for a number of reasons, including a lack of officer time available to explore and develop new ideas for trading opportunities.

The development and expansion of the company has been limited by not having a dedicated resource to service the S80 Board. During the governance review, it was clear that there is a need to have someone in a full time post that could drive the company forward by developing the existing trading units, identify new trading opportunities, developing new business cases and business plans and providing strategic direction.

4. Proposal

The CIPFA good practice guide for Local Authority owned companies and the Local Partnerships Local Authority Review Guidance have been used to identify governance gaps in the S80 structure and consequently to identify the duties, roles and responsibilities that are required to help fill these gaps. Along with aspirations to develop the company to take advantage of future trading opportunities, a job advert has been drafted outlining the purpose of the job and some of the key responsibilities shown at Appendix A. Some operational and administrative support would be needed, and an advert for the Operational Support Officer (Appendix B) shows duties and responsibilities of this post..

To develop the company to its full potential will take some time and it is unlikely that enough income will be generated for the first 2 years to cover the salaries of these posts. To allow time for the development and expansion of the company, there will be some pump priming funding necessary. This will allow time to generate the income necessary to cover revenue costs and finance future developments. It is proposed that the additional funding is in the form of a loan to S80 repayable within 5 years.

4 Financial Implications

Based on the job requirements it is likely that both posts will be full-time although there may be an opportunity for phasing in as the workload increase in the first year. As S80 is currently, a relatively small company with no full-time employees and relatively small financial responsibility the salary has been set at around £55,000 for the managing director and £23,000 - £27,000 for the Operational Support Officer post. These are not tied to, but loosely based on, the Council's salary scales, and may have to be increased should it not be possible to recruit. These include National Insurance at 13.8% and pension costs at an assumed rate of 7%, which is slightly higher than the statutory minimum of 5%. The table below shows the cash flow forecast over the next 5 years. The income to repay the loan has been set as a target income to cover the costs of the salary and repayment of the loan to the Council. Should the posts be hard to fill and salaries increased the target income can be adjusted to cover the extra cost.

S80 has only two relatively small trading units generating a limited amount of income. However, it is expected that some ancillary costs (mileage, training, etc.) associated with these posts can be covered from existing resources.

The trading income target of £653,900 over the 5 year period will ensure that all costs are covered and the loan and interest fully repaid to the Council. There is a risk that the trading income target is not achieved either, because of external factors such as national economic conditions, or that the opportunities are not available to generate the income. To mitigate these risks careful monitoring of the progress will be needed and the S80 Risk Register reported routinely to the Board of Directors. It may be possible to vary the period of loan repayment if necessary but any variation is a reserved matter that will have to be approved by the Council.

S80 Cash Flow forecast						
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Salary - MD	66,440	66,440	66,440	66,440	66,440	332,200
Salary - Support officer	32,620	32,620	32,620	32,620	32,620	163,100
Transport costs	9,500	5,500	5,500	9,500	5,500	35,500
Premises costs	2,700	3,600	3,600	3,600	3,600	17,100
IT equipment	3,000	1,500	1,500	1,500	1,500	9,000
Other Overheads	11,600	11,600	11,600	11,600	11,600	58,000
Loan Interest	10,000	10,000	9,500	7,000	2,500	39,000
Loan Repayment			20,000	80,000	100,000	200,000
Council Loan	(200,000)					(200,000)
Target Income from trading		(67,120)	(150,760)	(212,260)	(223,760)	(653,900)
Cash (inflow)/Outflow	(64,140)	64,140	0	0	0	0
Cumulative	(64,140)	0	0	0	0	0

5. Conclusion

As with many other Councils, developing alternative income streams has become essential to provide funding and to contribute towards achieving its aims and objectives. Bassetlaw is in a unique position with a multi-billion-pound nuclear facility being developed in the district over the next 2 decades. To take full advantage of the opportunities that arise it is important to have a fully-functioning responsive commercial trading company. This can't be achieved without the up-front investment to provide resources to enable S80 to grow. A relatively modest loan to be repaid within a fixed 5-year period should enable this to happen and with it the potential to provide the Council a significant income stream in future years.

Referral

from

**Audit & Risk Scrutiny Committee
held on 20th July 2023**

to

**Council
on 21st September 2023**

Public Interest Test

The author of this referral, Cara Hopkinson, Democratic & Electoral Services Manager, has determined that it is considered to be of a non-confidential nature as per the original report.

Minute No. 16(a) Constitution Review

Resolved that:

1. The Committee notes the progress of the Constitution Review.
2. The Committee agree the proposed amendments to Parts 3 and 4 of the Constitution and the increase of the threshold for a key decision for onward referral to full Council for approval

Referred Reports will be submitted in their original form unless the Responsible Officer indicates otherwise.

Copies to: Committee Administrator
 Chief Executive
 Elizabeth Whittles/Richard Gadsby

This page is intentionally left blank

Bassetlaw District Council
Audit & Risk Scrutiny Committee

20th July 2023

Report of the Monitoring Officer

Constitution Review

Cabinet Member: Communications, Policy & Performance
Contact: Stephen Wormald

1. Public Interest Test

- 1.1 The author of this report, Stephen Wormald, has determined that the report is not confidential.

2. Purpose of the Report

- 2.1 To update the Audit & Risk Scrutiny Committee on progress of the Constitution review and to seek approval of the proposed amendments to Part 3 of the Constitution for onward referral to full Council.

3. Background and Discussion

- 3.1 At the meeting of the committee on 12th September 2019, members were presented with a report which outlined the rationale and presented proposals for a full review of the Council Constitution, which the committee agreed. The committee nominated four of its members to form a Constitution Working Group (CWG). Members were also advised that Weightmans LLP had been engaged to provide support to undertake the review. Simon Goacher of Weighmans has since drafted proposed amendments to Parts 3 and Part 5 of the Constitution. Simon attended a number of CWG meetings and briefing sessions with Members and Chief Officers.
- 3.2 The Constitution review was paused during the COVID pandemic, but then recommenced during 2022. The review related primarily to Parts 3 (Members' scheme of delegation) and 5 (Rules of Procedure). Part 4 (Officer's scheme of delegation) was reviewed and amended relatively recently and so did not require amendment (other than such amendments required to ensure consistency with amendments to Parts 3 and 5).
- 3.3 The review of Part 5 of the Constitution was completed in 2022. The Audit & Risk Scrutiny Committee approved the amendments to Part 5 on 22nd October 2022. Full Council then approved those amendments on 27th October 2022.

The review of Part 3 has now reached a point where proposed amendments to that Part can be presented to the Committee to approve for subsequent referral to Council.

Proposed changes to the way that Human Resources (HR) decisions are taken are designed to ensure that those decisions are taken at the appropriate level by a Council operating executive arrangements. In general decisions relating to staffing are non-executive functions and so should be taken by Cabinet, but should fall within the delegated authority of the Head of Paid Service. In general terms the Executive has responsibility for setting a budget (including for staffing), the Head of paid Service (or

Chief Officer with delegated authority) has responsibility for making decision relating to staffing that can be made within budget, but would need to seek authority from the Executive if additional budget were required.

There are no proposals to change the role of JEC and an Appointments Panel, Appeals Committee and Chief Officers' Investigation Committee will deal with functions within their respective remits.

- 3.4 The proposed amendments to part 3 of the Constitution are now ready for consideration and approval. The amended Part 3 is attached as Appendix 1. The proposed amendments to the respective bodies and committees are summarized below;

Council

Predominantly minor amendments and clarifications. For example, removal of reference to Cabinet being a body appointed by Council. Council does not appoint the Cabinet, the Leader does.

Cabinet

No longer listing specific policy plans for recommendation to Council, as these could change and require further updates of the constitution. The general description of the policy plans will be retained instead.

Clarify the Cabinet's responsibility for all executive functions.

Remove responsibility for Human Resources matters which are not executive functions.

Overview & Scrutiny Committee

Minor updates. For example, removal of reference to A1 Housing.

Audit & Governance Committee

Renamed from Audit and Risk Scrutiny Committee. This committee does not generally exercise scrutiny functions, and the role of the committee has been clarified.

The requirement that the Chair and Vice-Chair of the Committee should be members of Overview and Scrutiny Committee is removed, as there is no reason for this to be a requirement.

Planning Committee

Confirm delegated authority for Committee members to appear as witnesses at planning inquiries.

On appeals, confirm that, where a decision has been taken against the Officer recommendation, which is appealed and dealt with at public inquiry, then a member of the committee will be required to appear as a witness at the inquiry.

Licensing Committee

Removal of references to environmental health matters, which are no longer dealt with by licensing committee.

Licensing Panels to have additional powers to determine matters relating to hackney Carriage and Private Hire Vehicles.

Appointments Committee

Appointments to Head of Service could be delegated to the Head of Paid Service if agreed by the Chair.

Appeals Committee

To determine appeals by Chief Officers and Heads of Services and in respect of the dismissal of any employee.

Planning Consultation Group

Authority to approve the wording of the reasons for refusal of a planning application determined by Planning Committee.

JEC

Update number of members from both Union and Employee sides from 5 to 6.

3.5 Corresponding amendments to Part 4 of the constitution relating to staffing matters are attached at Appendix 2.

3.6 Key Decision threshold.

The current financial threshold for a key decision is £100,000. This figure has not been updated for a considerable period of time and is no longer considered to be an accurate measure of what a financially significant decision would be.

Having benchmarked the figure, and considering the number of years since the figure was set, it is now proposed to increase the threshold for a key decision to £250,000.

4. Implications

- a) For service users
The proposed amendments should help to address issues highlighted at previous Council meetings.
- b) Strategic & Policy
The Constitution review is designed to ensure that the Council has robust governance arrangements.
- c) Financial - Ref: 24/700
None
- d) Legal – Ref: 064/07/2023
The Council is meeting its statutory responsibilities by keeping an up-to-date Constitution.

- e) Human Resources
None
- f) Community Safety, Equalities, Environmental
None.
- g) GDPRrunning of the Authority
None
- h) This is not a key decision.

5. Options, Risks and reasons for recommendations

- 5.1 Having an effective Constitution serves to make clear the procedures the Council follows in conducting its business and minimises the risk of decisions being taken outside of the agreed framework.
- 5.2 The Council would be failing in its duty to keep an up-to-date Constitution if it was not the subject of an in depth review from time to time.
- 5.3 Proposed changes to Part 3 are designed to ensure that decisions are taken by the appropriate body or Officer to ensure the efficient.

6. Recommendations

- 6.1 That the Audit and Risk Scrutiny Committee notes the progress of the Constitution review.
- 6.2 To agree the proposed amendments to Parts 4 and 5 of the Constitution and the increase of the threshold for a key decision for onward referral to full Council for approval.

Background Papers

Location

PART 3

RESPONSIBILITY FOR FUNCTIONS - MEMBERS

COUNCIL

Procedural Matters Which May Only Be Exercised By The Council

1. To agree the Constitution of the Council and any amendments
2. To agree a Scheme of Delegation to Officers and keep the same under review
3. To agree the appointment of the Leader of the Council
4. To appoint the Chairman and Vice-Chairman of the Council
5. To agree the composition, terms of reference and membership of the Cabinet and all Committees
6. To adopt Rules of Procedures in relation to the matters referred to in Part 5 of this Constitution and to keep them under review
7. To adopt a Code of Conduct for Members and any Employee/Member Protocols
8. To appoint any individual to any outside bodies (except insofar as such appointments cannot be made by the Cabinet or an individual member of the Cabinet) and revoke any such appointment.
9. ~~To consider reports from the respective Committees~~
10. ~~To consider any matters referred to the Council for decision~~
11. To appoint Honorary Aldermen of the District
12. To confirm the appointment of the Head of the Paid Service
13. To designate the Monitoring Officer and Chief Finance Officer (section 151 Officer)

Retained Items Which May Only Be Determined By The Council

14. To consider and agree the Council's revenue and capital budgets
15. To set the Council Tax levels and the Council Tax Reduction Scheme
16. To set the housing rent level
17. To ~~agree the Council's Local Development Framework~~approve the Council's development plan documents
18. To approve and adopt the policy framework and to agree any statutory or non-statutory strategic policy plans which cover the whole or significant parts of the authority's services. These include the plans and strategies referred to in Article 4.1 of this Constitution.
19. To keep under review Ward boundaries, Community Governance Reviews and to decide the Council's response to any proposals by the Electoral Commission within the District.
20. To approve any Housing Stock Transfer
21. To make amend, revoke or adopt bylaws

22. To promote or oppose local, personal or other bills
23. To determine the Council's scheme for Members allowances after having regard to the Independent Remuneration Panel's report.
24. All local choice functions set out in this Constitution which, the Council decides should be undertaken by itself rather than the Cabinet
25. To make decisions about any matter in the discharge of a Cabinet function where the decision maker is minded to make it in a manner which would be contrary to the policy framework or contrary to/or not wholly in accordance with the budget.
26. To approve any special severance payment with a value that exceeds £100,000 (or such other figure if amendment by statute or in statutory guidance).

Pay Policy Statement – presume this is contained within 18?

Approval of any package over £100K – refer to the specific legislation rather than using the figure

Regulatory Items for Determination by the Council

267. To receive any Ombudsman reports finding the Authority guilty of maladministration
278. To receive any reports by the Head of Paid Service, Monitoring Officer or the Section 151 Officer
28. ~~To make, amend, revoke or re-enact any byelaws to apply within the District~~

Functions Relating To Elections for Determination by the Council

29. Duty to determine all matters relating to Elections and Electoral registration.

Functions Relating To Name And Status Of Areas for Determination by the Council

30. To change the name of the district or under Section 74 of the Local Government Act 1972.
31. To petition for a charter to confer borough status under Section 245(b) of the Local Government Act 1972.

BODIES APPOINTED BY AND REPORTING TO COUNCIL

(note – reporting to Council does not imply that a body has to report before it can make a decision – the powers of each body referred to below is set out elsewhere in this Part of the Constitution).

Cabinet

Audit and Risk

Scrutiny Governance Committee

Planning Committee

Licensing Committee

Appointments Panel

Chief Officers Investigation Committee

Chief Officers Appeals Committee

General

CABINET

Matters for Recommendation to Council

1. To recommend to Council a Corporate Plan setting out the Council's objectives and priorities, after consideration of any recommendations of the relevant Council's Overview and Scrutiny Committees, relevant Working Groups and Consultation Groups.

2. To recommend to Council all statutory and non-statutory strategic policy plans which cover the whole or a significant part of the Authority's functions and services. These shall include:
 - ~~Local Development Framework (any development plan documents)~~
 - ~~Community Safety Strategy~~
 - ~~Medium Term Financial Plan~~
 - ~~Capital Investment Strategy~~
 - ~~Treasury Management Policy and Strategy~~
 - ~~Property Asset Management Plan~~
 - ~~Human Resource Strategy~~
 - ~~Contaminated Land Strategy~~
 - ~~Enforcement policies~~
 - ~~Anti Bribery Strategy and policies~~
 - ~~Food Safety and Health & Safety Service Plans~~
 - ~~Homelessness Strategy~~
 - ~~Anti Poverty Strategy; and~~
 - ~~Area Housing Strategy~~

after consideration of any recommendations of the Council's relevant Scrutiny Committees, Sub-Committees, Working Groups and Consultation Groups.

3. To recommend to Council ~~capital and revenue expenditure programmes and~~ capital and revenue budgets and to recommend any variations to it having taken into account any recommendations of the Council's Overview and~~relevant~~ Scrutiny Committees, Sub-Committees and Working Groups.

4. To recommend to Council the levels of Council Tax, Council Tax ~~Support Scheme and Benefits~~ Reduction Scheme.
5. To recommend to Council levels of rent and other charges relating to Council owned domestic properties having taken into account any recommendations of the Council's ~~relevant~~ Overview and Scrutiny Committees, Sub-Committees and Working Groups.
6. To recommend to Council any course of action which would be contrary to any strategic policy adopted by the Council.
7. To make such recommendations to this Council as it considers appropriate in relation to any matters which are Matters for Consideration by the Council as set out in this part of the Constitution.

Matters to be dealt with by the Cabinet outside the policies and budget agreed by Council

The Cabinet is responsible for the discharge of Executive Functions in accordance with the Local Government Act 2000. All functions of the Council are Executive Functions except those reserved by law or by the constitution to the Council or to Council committees.

The ~~exercise~~ of any power shall, where appropriate, take into consideration any recommendation of ~~any~~ the Overview and Scrutiny Committee, Sub-Committee, Working or Consultation Group.

8. To agree the provision of financial resources ~~financial, ICT, human, land and property~~ to meet the Council's corporate objectives and to allocate those resources within Council policy between services and priorities.
9. To agree policies and priorities other than those reserved for consideration by the Council, Licensing Committee and, Planning Committee following consultation with the appropriate Scrutiny Committee or Sub-Committee or Working Group of the Council
10. To be responsible and accountable for all functions of the Council not specifically reserved to the Council, ~~or~~ any other Committee of the Council, or where delegated to officers.
11. To appoint, determine the composition and terms of reference of any Committee, Sub-Committee or Working Group considered necessary for the carrying out of the functions ascribed to the Cabinet.

12. ~~To agree delegation to officers in relation to the functions ascribed to the Cabinet.~~

13. To recommend to Council and implement the Council's policy in relation to any future local government restructuring.

14. To undertake the Council's functions as shareholder in relation to any other company established by the Council.
15. To monitor regularly the overall performance of the revenue and capital ~~expenditure programmes~~ budgets.
16. To monitor regularly the overall performance of the Council in respect of the Corporate Plan and key corporate performance indicators.
17. To decide strategic priorities.
18. To act upon any recommendation contained within the external audit ~~District Auditor~~ management letter prior to its reference to the Overview and Scrutiny Committee relating to the Cabinet functions.
18. To act upon the annual report by the Internal Auditor where it relates to Cabinet functions prior to its reference to Overview and Scrutiny Committee.
19. To consider virement of financial budget not delegated to officers in accordance with Financial Procedure Rules.
- ~~20. To determine any proposals relating to the use of reserves or any expenditure not within estimates.~~
21. To ensure effective corporate management and administration of the Council.
22. To receive reports and give any necessary authorisation for borrowing and treasury management.
23. To set the Council Tax base and approve similar matters relating to National Non Domestic Rates.
- ~~24. To establish corporate standards for Human Resources management to ensure that the Council's legal obligations and policy requirements are met.~~
- ~~25. In terms of Human Resources, to determine:~~
 - ~~(a) Organisational Structures where the provisions of resources falls out of those in item 8 agreed.~~
 - ~~(b) Corporate Policies~~
26. To consider and determine on any external inspectors report on any area of service

provision that relates to Cabinet functions. .

27. To consider and agree appropriate Improvement Plans following any external inspections.
28. To authorise the purchase, disposal, or lease of land or buildings for any of the Council's functions or any other management arrangement of the Council's land holdings.
29. To establish corporate standards for the management of health and safety in the operation of all Council business and ensure compliance with these standards.
30. To exercise any of the powers referred to in Schedule 2 to The Local Authority (Functions and Responsibilities)_(England) Regulation 2000 insofar as the same are not included in the above list or reserved for determination by the Council or are explicitly the responsibility for a body other than the Cabinet as set out elsewhere in this Constitution.

Other Matters

a) ~~The Council~~

~~The Cabinet reports to Council~~

b) Sub Committees/Working/Consultation Groups appointed by and reported to the Cabinet.

There are a significant number of such bodies and these are set out under the heading of "Summary of Sub Committees/Working/Consultation Groups" in this part of the Constitution. None of these bodies have decision making powers – being advisory or consultative bodies. In addition the following bodies also report to The Cabinet

- The Planning Committee in respect of planning policy matters
- The Licensing Committee in respect of licensing policy matters
- ~~— The Appeals Committee in respect of appropriate recommendations~~
- The Housing Liaison Group in respect of appropriate recommendations

c) Appointment of Substitute Members

Substitute Members cannot be appointed to the Cabinet

d) ~~Training~~

~~A member appointed to the Cabinet may not speak and/or vote at a meeting of the Cabinet or make any decision in relation to a Town & Country Planning Policy matter until he/she has undertaken training appropriate to such matters approved or organised by or on behalf of the Council.~~

e) **Lead Officer for the Cabinet**

Chief Executive

CABINET – DELEGATION TO INDIVIDUAL MEMBERS

Principles

With the agreement of the Leader Unless agreed by the Leader no an individual member can make a key decision ~~(except~~ in accordance with the urgency provisions set out in the Constitution). Any matter referred to an individual member of the Cabinet for the making of an executive decision can be referred by that member to the Cabinet itself for the decision to be made if the individual member so wishes.

Any executive decision taken by an individual member of the Cabinet will be recorded and will be subject to the Council’s scrutiny procedures.

Scope of Delegation

- a) Generally Any decision which can be taken by the Cabinet and which is within the Council’s approved policies and budget can be taken by the Cabinet member responsible for the service provided that he/she is exercising delegated power as determined by the Leader.

- b) Specifically The following decisions can be taken by the Cabinet Member responsible for the relevant portfolio ~~service~~ without necessarily consulting the Leader or the Deputy Leader.
 - Approval to any sale of land at a consideration of less than £50,000 (subject to consultation with Local Members).

 - ~~Dealing with all human resource related items, including organisational reviews but excluding additions to the approved Establishment outside approved budget.~~

 - Submitting comments on any consultation papers, reports, information items, progress items or proposed or actual policies of any external bodies (eg Government Policies, Planning Guidance, white and green papers etc). Such matters will be reported in the members Information Bulletin.

 - ~~Receiving the minutes of all bodies which report to the Cabinet (note: the only minute or minutes which will then be referred to the Cabinet will be those which~~

~~the individual Cabinet Member so determines or those which the body in question has specifically requested be referred to the Cabinet).~~

- Fixing of fees and charges in accordance with the budget strategy.
- Approving all grants within the approved budget but excluding those already delegated to officers.
- All decisions necessary to enable the Council to implement the Council's agreed Capital Programme.
- Appointments to external bodies.

Cabinet Member Responsibilities

<u>Cabinet Member</u>	<u>Directorate</u>
Leader Policy & Community Engagement	Corporate Services <u>Resources</u> Office of the Chief Executive
Deputy Leader Performance and Strategy	Corporate Services <u>Resources</u>
Customer & Support Services	Corporate Services <u>Resources</u>
Finance	Corporate Services <u>Corporate Resources</u>
Housing	Regeneration and Neighbourhood Services
Neighbourhoods	Regeneration and Neighbourhood Services
Regeneration	Regeneration and Neighbourhood Services

OVERVIEW & SCRUTINY COMMITTEE

1. To approve and keep under review an annual overview and scrutiny work programme, ~~including the work programme of the Audit and Risk Scrutiny Committee~~
2. To ensure that there is efficient use of the Committee's time, and that the potential for duplication of effort is minimised and there is no omission in scrutiny of any part of the Council's functions.
3. Where matters fall within the remit of more than one scrutiny committee, to determine which of them will assume responsibility for any particular issue, and to resolve any issue of dispute between scrutiny committees.
4. To receive requests from the Council or the Cabinet or any Committee for reports from scrutiny committees and to prioritise and allocate the request to a scrutiny committee.
5. At the request of the Cabinet to make decisions about the priority of referrals made in the event of reports to the Cabinet exceeding limits in this Constitution, or if the volume of such reports creates difficulty for the management of Cabinet business or jeopardises the efficient running of Council business.
6. To consider the Forward Plan referred to in the Access to Information Rules to enable advance consideration to be given to any proposed key decisions by one or more scrutiny committee or sub-committee with a view to providing input or advice to the decision maker before key decisions are made.
7. To have the powers of call in and scrutiny in relation to Cabinet decisions made but not implemented, as set out in section 21(3) of the Local Government Act 2000 and known as "Call-in" and challenge such decisions in accordance with the procedure set out in the Scrutiny Procedure Rules set out in Part 5 of this Constitution.
8. To discharge the statutory functions arising under Section 19 Police and Justice Act 2006 relating to issues of crime and disorder and to develop and implement such procedures, protocols and criteria as deemed by the Committee to be appropriate.
9. To support the statutory functions arising under the Police Reform and Social Responsibility Act 2011 through the member nominated to represent the Council on the Police & Crime Panel.
10. To receive requests from members in respect of Councillors' Calls for Action in

accordance with procedures, protocols and criteria determined by the Committee having regard to the provisions of the Local Government and Public Health Act 2007 and guidance issued thereunder and to take such action as the Committee considers appropriate.

11. To either
 - (a) support or object to the proposed decision of the Cabinet; or
 - (b) to refer the matter back to the Cabinet with comment or recommendation.

Any proposed decision, once called-in, shall not be implemented until either the Overview and Scrutiny Committee has decided to uphold the decision of the Cabinet or, if the decision is referred back to Cabinet, the Cabinet has decided whether or not to implement the proposed decision with or without modification.
12. To scrutinise the Council's progress against the objectives set out in the Council's Corporate Plan and against key corporate performance indicators and to question members of the Cabinet and/or Committees, Directors and senior officers about their decisions and performance.
13. To scrutinise the effectiveness of partner organisations who deliver services on behalf of the Council i.e. ~~A1 Housing~~ and BPL.
14. To scrutinise issues of local concern relating to services provided by other public sector bodies particularly those in relation to the overall Health & Wellbeing agenda.
15. To scrutinise key partnerships in our area – whose output affect the quality of life of Bassetlaw residents i.e. the Bassetlaw Newark and Sherwood Community Safety Partnership.
- [16. To oversee the Council's financial reporting including the scrutiny of the quarterly budget monitoring reports.](#)
- ~~16~~7. The Chair of the Overview & Scrutiny Committee to approve reports for inclusion on the Cabinet Agenda where the notification period is less than that specified in the Scrutiny Procedure Rules (Article 5).

Other Matters

a) The Council

The Overview & Scrutiny Committee reports to Council

b) Members and Substitutes

representative on the Police & Crime Panel.

~~The Chairman of the Audit and Risk Scrutiny Committee to be a member of the Overview and Scrutiny Committee.~~

Any Member of Council who is not a Member of the Cabinet may, be appointed as a substitute Member of the Overview & Scrutiny Committee. ~~The Vice Chair of Audit and Risk Scrutiny Committee will act as substitute for the Chair of Audit and Risk Scrutiny Committee.~~

Lead Officer of the Overview & Scrutiny Committee

Head of Corporate Services .

AUDIT AND ~~RISK SCRUTINY~~ GOVERNANCE COMMITTEE

Statement of Purpose

1. The Audit and ~~Risk Scrutiny~~ Governance Committee is a key component of Bassetlaw District Council's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
2. The purpose of the Audit and ~~Risk Scrutiny~~ Governance Committee is to provide independent assurance to the Members of the adequacy of the risk management framework and the internal control environment. It provides independent review of ~~Bassetlaw District~~the Council's governance, risk management and control frameworks and oversees the ~~financial reporting and~~ annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

Governance, Risk and Control

3. To review the Council's corporate governance arrangements, against the good governance framework and consider annual governance reports and assurances.
4. To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.
5. To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
6. To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.
7. To monitor the effective development and operation of risk management in the Council.
8. To monitor progress in addressing risk-related issues reported to the Committee.
9. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
10. To review the assessment of fraud risks and potential harm to the Council from fraud and corruption.

11. to review the effectiveness of the Council's whistleblowing policy and to review and approve the Council's Regulation of Investigatory Powers (RIPA) policy and procedure and receive reports on the Council's use of RIPA.

124. To monitor the counter-fraud strategy, actions and resources.

Internal Audit

132. To approve the internal audit charter.

143. To review proposals made in relation to the appointment of external providers of internal audit services, and to make recommendations.

154. To approve the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.

165. To approve significant interim changes to the risk-based internal audit plan and resource requirements.

176. To make appropriate enquiries of both management and the Head of Internal Audit to determine if there are any inappropriate scope or resource limitations.

187. To consider reports from the Head of Internal Audit on internal audit's performance during the year, including the performance of external providers of internal audit services. These will include:

- a) Updates on the work of internal audit including key findings, issues of concern and action in hand, as a result, of internal audit work.
- b) Regular reports on the results of the Quality Assurance and Improvement Programme.
- c) Reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards and Local Government Application

Note: considering whether the non-conformance is significant enough that it must be included in the Annual Governance Statement.

198. To consider the Head of Internal Audit's annual report:

- a) The statement of the level of conformance with the Public Sector Internal Audit Standards and Local Government Application Note and the results of the Quality Assurance and Improvement Programme that supports the statement – these will indicate the reliability of the conclusions of internal audit.

- b) The opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control together with the summary of the work supporting the opinion – these will assist the Committee

in reviewing the Annual Governance Statement.

- ~~2019.~~ To consider summaries of specific internal audit reports as requested.
- ~~210.~~ To receive reports outlining the action taken where the Head of Internal Audit has concluded that management has accepted a level of risk that may be unacceptable to the Council or there are concerns about progress with the implementation of agreed actions.
- ~~224.~~ To contribute to the Quality Assurance and Improvement Programme and in particular, to the external quality assessment of internal audit that takes place at least once every five years.
- ~~232.~~ To consider a report on the effectiveness of internal audit to support the Annual Governance Statement, where required to do so by the Accounts and Audit (England) Regulations 2011.
- ~~243.~~ To support the development of effective communication with the Head of Internal Audit.

External Audit

- ~~254.~~ To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.
- ~~265.~~ To consider specific reports as agreed with the external auditor.
- ~~276.~~ To comment on the scope and depth of external audit work and to ensure it gives value for money.
- ~~287.~~ To commission work from internal and external audit.
- ~~298.~~ To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

Financial Reporting

- ~~3029.~~ To consider and approve the annual statement of accounts. Specifically, to consider, whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
- ~~310.~~ To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

Treasury Management

- ~~321.~~ To develop greater awareness and understanding of treasury matters among the Committee Members.
- ~~332.~~ To review the treasury management policy and procedures to be satisfied that

controls are satisfactory.

- 343. To receive regular reports on activities, issues and trends, to support the Committee's understanding of treasury management activities.
- 354. To review the treasury risk profile and adequacy of treasury risk management processes.
- 365. To review assurances on treasury management via internal audit, external audit, or other review.

Accountability Arrangements

- 376. To report to those charged with governance on the Committee's findings, conclusions and recommendations, concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks; financial reporting arrangements and internal and external audit functions.
- 387. To report to full council on a regular basis on the Committee's performance in relation to the terms of reference and the effectiveness of the Committee in meeting its purpose.

38. Standards of Conduct

- 3939. To promote and maintain high standards of conduct by Members and Co-opted Members of the Council.
- 40. To advise and assist Parish Council(s) and Parish Councillors to maintain high standards of conduct and to make recommendations to Parish Councils on improving standards or on actions following a finding of failure by a Parish Councillor to comply with the Code of Conduct.
- 41. To conduct hearings on behalf of ~~the~~ Parish Councils as and when required.
- 42. To advise the Council on the adoption or revision of the Members' Code of Conduct.
- 43. To receive reports from the Monitoring Officer and assessing the operation and effectiveness of the Members Code of Conduct. The Monitoring Officer shall report the outcome of all complaints to the Committee, including those complaints which failed the Initial Intake Test and Assessment Test.
- 44. To advise, train or arrange training for Members and Co-opted Members on matters relating to the Members' Code of Conduct.
- 45. To hear and determine complaints about Members and Co-opted Members referred to it by the Monitoring Officer in respect of alleged breaches of the Member Code of Conduct.

46. To maintain oversight of the Council's arrangements for dealing with standards complaints.
47. To inform Council and the Chief Executive of relevant issues arising from the determination of Code of Conduct complaints.
48. To grant dispensations after consultation with the Independent Person pursuant to S33(2) (b), (c) and (e) of the Localism Act 2011
49. To hear and determine appeals against refusal to grant dispensations by the Monitoring Officer pursuant to S33(2)(a) and (d) of the Localism Act 2011.

Constitution

50. The committee shall keep the constitution under review and recommend any changes to the constitution to Council as appropriate.

Other Matters

a) **Audit and ~~Risk Scrutiny~~Governance Committee**

The Audit and ~~Risk Scrutiny~~Governance Committee reports to Council.

The Standards sub-committee reports to the Audit ~~& Risk Scrutiny~~and Governance committee.

b) **Appointment of Substitute Members**

Any named Member of the Council, who is not a Member of the Cabinet, may be appointed as a substitute Member of the Audit ~~& Risk Scrutiny~~Governance Committee.

~~The Chairman and Vice Chairman of the Audit and Risk Scrutiny Governance Committee must be members of the Overview & Scrutiny Committee.~~

c) **Sub-Committees/Working/Consultation Groups appointed by and reporting to the Audit ~~and Governance & Risk Scrutiny~~ Committee**

The Audit and ~~Risk Scrutiny~~Governance Committee may appoint a sub-committee to conduct a Hearing into an allegation that a Member or Co-opted Member has breached the Authority's Code of Conduct.

The Chairman ~~and any member of~~ the Standards sub-committee must be a member of the Audit ~~& Risk Scrutiny~~and Governance Committee.

The Audit and Governance Committee may appoint a Constitution Working Group to make recommendations on any potential amendments to the constitution.

d) **Monitoring Officer**

Unless otherwise restricted by legislative or regulatory provision the Audit & Risk ~~Scrutiny and Governance~~ Committee may delegate any of its functions relating to Standards to the Monitoring Officer.

Lead Officers

~~Assistant Chief Executive~~ Director of Corporate Resources and Head of Finance & Property

STANDARDS SUB-COMMITTEE

1. To conduct hearings on behalf of the Audit ~~& Risk Scrutiny~~ and Governance Committee following complaints received against district ~~councillors~~ councillors or parish councillors, relating to the Members Code of Conduct .
2. Following a Hearing, the Sub-Committee may make one of the following findings:
 - (i) That the Member has not failed to comply with the Code of Conduct and no further action needs to be taken in respect of the matters considered at the Hearing
 - (ii) That the Member has failed to comply with the Code of Conduct but that no further action needs to be taken in respect of the matters considered at the Hearing
 - (iii) That the Member has failed to comply with the Code of Conduct and that a sanction and/or an informal resolution should be imposed.

The Sub-Committee may impose any action or combination of actions available to it as set out in the Council's Code of Conduct Complaints Procedure, or impose any informal resolution or combination of informal resolutions as are available to it by law or policy.

After making a finding the sub-committee shall, as soon as reasonably practicable provide written notice of its findings and the reasons for its decision to the Member and complainant.

Other Matters

a) The Audit ~~& Risk Scrutiny~~ and Governance Committee

The Standards Sub-Committee reports to the Audit ~~& Risk Scrutiny~~ and Governance Committee.

b) Training

A member appointed to the Audit and ~~Risk Scrutiny~~ Governance Committee may not speak and/or vote at a meeting of the Committee of Sub-Committee in relation to an investigation and/or taking action on a complaint until he/she has undertaken appropriate training approved or organised by or on behalf of the Council.

c) **Lead Officer**

The Monitoring Officer

PLANNING COMMITTEE

1. To advise the Cabinet on the proposed implementation of the Development Plans and other planning policies.

Within the planning policies laid down by the Council to deal with the following matters:-

2. To carry out all duties relating to the making of determinations of planning applications.
 - 2.1 To exercise powers relating to the protection of important hedgerows and matters relating to High Hedges under Part 8 of the Anti-Social Behaviour Act 2003.
3. To consider and determine planning applications including applications for:-
 - (i) Permission to develop land or premises
 - (ii) Consent to display advertisements
 - (iii) Listed building consent
 - (iv) Conservation area consent
 - (v) Approval of reserved matters
4. To determine planning applications to develop land without compliance with conditions previously attached.
5. To determine applications for planning permission for development already carried out.
6. To consider and determine notifications about agricultural and telecommunications development.
7. To decline to determine applications for planning permission.
8. To authorise the making of Tree Preservation Orders and deal with applications for consent to carry out works to protected trees.
9. To make determinations, give approvals and agree other matters relating to the exercise of permitted development rights.
10. To exercise the powers available to the Council, (including the service of any planning contravention notice, breach of condition notice, stop notice or enforcement notice, the authorisation of any legal proceedings, including the seeking of injunctions to

restrain a breach of planning control, the carrying out of works in default, or otherwise), in relation to any of the following matters:-

- (i) breaches of planning control;
 - (ii) unauthorised works to listed buildings or buildings within conservation areas;
 - (iii) advertisement controls;
 - (iv) contraventions of Tree Preservation Orders or unauthorised works to trees in conservation areas;
 - (v) remedying land in an untidy condition;
11. To authorise legal proceedings in respect of offences arising in connection with any of the following matters:-
- (i) Requisitions for Information
 - (ii) Certificates of Ownership in relation to Planning applications
 - (iii) Planning Contravention Notices
12. To determine and act upon ~~all~~ matters relating to:-
- ~~(i)~~ Completion Notices;
 - (ii) Revocations or Modifications;
 - (iii) Certificates of appropriate alternative development;
 - (iv) Building Preservation Notices;
 - (v) Appeals (including members appearing as a witness at a Public Inquiry)
 - (vi) Areas of special control
13. To authorise the stopping-up or diversion of footpaths and bridleways in order to facilitate development pursuant to powers contained in the Town and Country Planning Act 1990.
14. To give authority to negotiate, accept, and to enter into any agreements in relation to the provision of undertakings pursuant to Section 106 of the Town and Country Planning Act 1990.
15. The passing of an operative resolution for deemed planning permission for development by the Council or development on Council land.
16. To designate conservation areas or to amend the boundaries of existing conservation areas.
17. To make directions under Article 4 of the Town and Country Planning General

Development Order and to authorise their submission to the Secretary of State for the Environment for confirmation.

18. To exercise powers relating to contaminated land.
19. To determine applications for hazardous substances consent and related powers.
20. To exercise powers relating to the control of pollution of land.
21. To exercise powers relating to the protection of important hedgerows.
22. To exercise powers to assert and protect public rights of way.
23. To issue certificates of existing or proposed lawful use or development.
24. To serve a repair notice under the Planning (Listed Buildings and Building in Conservation Areas) Act 1990 except for the purchase of a listed building which shall be the function of the Cabinet Committee.

25. To exercise any of the powers referred to: Part A and I of Schedule 1 to The Local Authority (Functions and Responsibilities) (England) Regulations 2000 insofar as the same are not included in the above list or reserved for determination by the Council elsewhere in this Constitution and without prejudice to the exercise of such powers by officers under their delegated powers.

~~25. To exercise any of the powers referred to: Part A and I of Schedule 1 to The Local Authority (Functions and Responsibilities) (England) Regulations 2000 insofar as the same are not included in the above list or reserved for determination by the Council elsewhere in this Constitution and without prejudice to the exercise of such powers by officers under their delegated powers.~~

26. **Other Matters**

a) **The Council**

The Planning Committee reports to the Council. The Planning Committee reports to the Cabinet on planning policy matters.

b) **Sub-Committees/Working/Consultation Groups appointed to The Planning Committee**

None.

c) **Appointment of Substitute Members**

d) **Training**

A member appointed to the Planning Committee may not speak and/or vote at a meeting of the Committee in relation to any planning matter until he/she has

undertaken training on an annual basis approved or, organised by or on behalf of the Council.

e) Appeals

If the Planning Committee makes any decision contrary to the Officer recommendation then a recorded vote will be taken and minuted. The Planning Committee's reasons for refusal will be agreed and the wording of those reasons approved at a subsequent meeting of the Planning Consultation Group.

Where a Planning Appeal results which is dealt with by way of Public Inquiry the Council will require a member of Planning Committee who voted in favour of the decision to act as a witness at the Inquiry.

Overturn of Officer Recommendations by Members

Reasons for refusal in accordance with member overturns to be approved at a subsequent meeting of Planning Consultation Group.

Any member who votes in support of an overturn of an officer recommendation will be expected to be prepared to give evidence at any subsequent hearing or public inquiry.

e) Lead Officer

Head of Regeneration

LICENSING COMMITTEE

- 1 To secure the efficient discharge by the Council and its Licensing Panels, of its licensing responsibilities under the Licensing Act 2003 and the Gambling Act 2005 and in connection with applications for the following licences, permits and registrations (including the setting of any fees or charges payable in connection with such matters) to the extent that these matters have not been delegated to a Licensing Panel or officer

Acupuncture, Ear Piercing, Electrolysis & Tattooing
Animal Boarding Establishments
Caravan Sites
Dangerous Wild
Animals Dog Breeders
Game Dealers
Game Keepers
Game to Kill
Greyhound Racetracks
Hackney Carriage Drivers and Vehicles
House to House Collections
Houses in Multiple Occupation
Hypnotism
Licences and permits under the Gambling Act 2005
Licences, permits and certificates under the Licensing Act 2003
Loudspeakers in Streets
Massage or Special Treatments
Motor Salvage
Operators Pet Shops
Pleasure Boats
Pool and Track Betting
Private Hire Drivers and Operators and Vehicles
Riding Establishments
Scrap Metal Dealers
Sex Establishments
Street Collections
Street Trading Consents and Licences
Zoos

2. To consult appropriate persons and bodies in connection with any licensing matter falling within its Terms of Reference and, where in the context of any application, any objections or representations to the licence, permit or registration have been received from any person or body so consulted, to determine the application concerned.
3. –To consider and authorise relevant steps for the revocation or suspension of any licence, permit or registration falling within its Terms of Reference, taking into account any recommendation from any other body of the Council.
4. ~~To consider and authorise use of the Council's public health powers including those contained in the Environment Protection Act 1990, Noise and Statutory Nuisance Act 1993.~~
5. ~~To carry out the functions under any of the relevant statutory provisions within the meaning of Part 1 (Health and Safety and Welfare in connection with work and control of dangerous substances) of the Health and Safety at Work etc Act 1974 to the extent that those functions are discharged otherwise than in the Authority's capacity as an employer.~~
6. ~~To carry out all Council functions under the Food Safety (General Food Hygiene) Regulations 1995~~
7. To exercise any of the powers referred to in Parts B & C of Schedule 1 to The Local Authority (Functions and Responsibilities) (England) Regulations 2000 insofar as the same are not included in the above list or reserved for determination by the Council and without prejudice to the exercise of such powers by Officers under the delegated powers.

Other Matters

a) **The Council and the Cabinet**

~~The Licensing Committee reports to the Council.~~ The Licensing Committee reports to the Council on licensing policy matters.

b) **Sub-Committees/Working/Consultation Groups appointed by and reporting to Licensing Committee**

Licensing Panels

A Licensing Panel shall be authorised to determine the following matters under the

Licensing Act 2003, the Gambling Act 2005, decisions in relation to hackney carriage or private hire licenses in accordance with the relevant policies and the Scrap Metal Dealers Act 2013 but the right shall be reserved for the Licensing Committee to deal with these matters where considered appropriate.

Licensing Act 2003:

1. Application for a personal licence where there is a police objection
2. Application for a personal licence where the applicant has unspent convictions
3. Application for a premises licence/club premises certificate if a relevant representation is made
4. Application for a provisional statement if a relevant representation is made
5. Application to vary premises licence/club premises certificate if there is a police objection
6. Application for the transfer of a premises licence if there is a police objection
7. Application for interim authority if there is a police objection
8. Application to review premises licence/club premises certificate
9. Whether to object when the Council is a consultee
10. Determination of a police representation to a temporary event notice

Gambling Act 2005

1. Applications
 - For a premises licence (including applications for reinstatement under Section 195)
 - To vary premises licences
 - For a provisional statement
 - For transfer of premises licence

In all the above cases

 - Where a representation has been made and not withdrawn
 - Where the Licensing Authority considers that a condition should be added or a default condition excluded
2. Review of a Premises Licence
3. Consideration of Temporary Use Notices where an objection notice has been received or in all cases where a counter notice may be required.

4. Application for a Club Gaming Permit or Club Machine Permit (including renewals and variations) where an objection has been made and not withdrawn or where refusal of a permit is proposed on grounds listed in Schedule 12 to the Act.
5. Application for
 - Family Entertainment Centre Gaming Machine Permits
 - Licensed Premises Gaming Permits
 - Prize Gaming Permits and renewals
6. Where a notice of intended refusal has been served
 - Cancellation under Schedule 13 and variation of Licensed Premises Gaming Machine permits where a permit holder requests a hearing under Schedule 13
 - Application for the removal of automatic entitlement to 2 gaming machines and/or exemption for certain gaming premises licensed to sell alcohol under section 284

Scrap Metal Dealers Act 2013

A Licensing Panel shall be authorised to determine applications for site licences and collector's licences where, due to any representation received or otherwise, there is a question as to the suitability of the applicant to hold a licence.

A Licensing Panel shall be authorised to take the following steps on behalf of the Licensing Committee; the power to revoke or impose conditions of a licence.

The power to refuse an application, or revoke or vary a licence.

The power to consider any representations made by an applicant or existing licence holder, including hearing any oral representations.

The power issue notices setting out the decision and reasons in respect of the refusal of an application or the revocation or variation of a licence.

Hackney Carriage and Private Hire Licenses

To deal with the following matters referred to it by the licensing officer under the Taxi Licensing Policy:

To determine applications and reviews in relation to the licensing of private fire and hackney carriage drivers, operators and vehicles except where those functions have been delegated to officers under the Council's Hackney Carriage and Private Hire Licensing Policy.

Other Matters

a) ~~**The Council and the Cabinet**~~

~~The Licensing Committee reports to the Council. The Licensing Committee reports to the Council.~~

b) ~~Sub Committees/Working/Consultation Groups appointed by and reporting to~~
Licensing Committee

- ~~Licensing Panels~~
- ~~Bassetlaw Taxi & Private Hire Consultation Group.~~

c) Appointment of Substitute Members

Substitute members cannot be appointed to the Licensing Committee.

d) Training

A member appointed to the Licensing Committee may not speak and/or vote at a meeting of the Committee in relation to any licensing matter until he/she has undertaken training on an annual basis approved or organised by or on behalf of the Council.

e) Lead Officer

Principal Solicitor Licensing & Regulatory

|

STAFFING COMMITTEE

1. To undertake the following functions:-

(a) To develop and approve the Council's human resources strategies, policies and officer terms and conditions of employment subject to the approval of any budget implications by the Cabinet and/or Council as appropriate.

(b) To approve programmes of voluntary or compulsory redundancies and settle redundancy arrangements where the associated costs will be in excess of approved budgets.

(c) To appoint

(i) an Appointments Panel to consider appointments at chief officer and head of service level;

(ii) an Appeals Panel to consider appeals against dismissal by officers at chief officer and head of service level (excluding the Chief Executive, Monitoring Officer and Section 151 Officer for whom separate processes apply); and

(iii) a chief officers investigation committee to consider any disciplinary allegations against the Chief Executive, Monitoring Officer and Section 151 Officer;

in accordance with the Council's human resources policies and Officer Employment Procedure Rules.

Other Matters

a) Staffing Committee

The Staffing Committee reports to Council.

The Appointments Panel reports to the Audit and Governance committee.

b) Appointment of Substitute Members

Any named Member of the Council may be appointed as a substitute Member of the Staffing Committee.

c) Sub-Committees/Working/Consultation Groups appointed by and reporting to the Staffing Committee

The Staffing may sub-committees to

make appointments at Director or Chief Officer level (save for Head of Paid Service, Monitoring Officer or Section 151 officer appointments which must be approved by Council on recommendation by the Appointments Panel;

~~consider appeals against dismissal by chief officers or heads of service (save for Head of Paid Service, Monitoring Officer or Section 151 officer where separate processes apply); and~~

~~consider disciplinary proceedings against the Head of Paid Service, Monitoring Officer or Section 151 officer.~~

Lead Officer

Chief Executive

APPOINTMENTS PANEL COMMITTEE

1. Within relevant legislation, Council policies and agreed appointment procedures to make appointments to posts of Directors and Heads of Service within the Council's agreed officer structure, or, for appointments of Heads of Service (where agreed by the Chair), to delegate to the Head of Paid Service.
2. Within relevant legislation, Council policies and agreed appointment procedures to recommend to Council the appointment for the position of Chief Executive.

Other Matters

a) **The Council**

The Appointments Panel Committee reports to the ~~Council~~Staffing Committee. ~~Council~~

b) **Appointment of Substitute Members**

Any Member of Council can act as a substitute Member on the Appointments Panel.

c) **Training**

A member appointed to the Appointments Panel Committee may not speak and/or vote at a meeting of the Panel Committee in relation to an appointment until he/she has undertaken annual training approved or organised by or on behalf of the Council. This requirement also applies to substitutes.

d) **Lead Officer**

Chief Executive

G:\Administrator Legal\Constitution\2019\const-part3-October 2019.docx

CHIEF STATUTORY OFFICERS' INVESTIGATING INVESTIGATION AND DISCIPLINARY COMMITTEE

Statement of Purpose

1. Members shall be appointed to the committee, as and when a committee is required to be convened, under the normal processes for making appointments to committees (via group leader/whip notification to the Monitoring Officer). In accordance with the Model Disciplinary Procedure contained in the JNC Handbook for Chief Executives, IDC meetings shall be convened by the Monitoring Officer (in consultation with the Chairman of Staffing Committee) who will, in consultation with the Chairman of the Staffing Committee and the Chairman of the IDC, filter out and deal with allegations which are clearly unfounded, trivial or can best be dealt with under some other procedure. If the complaint is about the Monitoring Officer then this will be done by the chief executive.
2. For consistency, unless unavoidably indisposed or conflicted, once appointed, the same Members shall comprise the committee (and any adjournment of it) over the course of the full consideration of the matter (and any related matter) that it has been convened to consider, until such time as the matter is disposed of.
3. To consider allegations/issues regarding disciplinary matters relating to the designated Statutory Officers of the Council (the Head of Paid Service, the Monitoring Officer and the Chief Finance Officer) (the 'DSOs') and to authorise initial investigation.
4. To appoint an Independent Investigator ("II") to investigate allegations of misconduct against any DSO and to commission reports from an II.
5. To determine appropriate action upon receipt of any preliminary investigation.
6. To decide whether to suspend a DSO and to review decisions taken to suspend a statutory officer.
7. To determine what action should be taken against a DSO following an investigation. This could include action short of dismissal or dismissal.
8. In the event that the Committee recommends dismissal then that recommendation shall be referred to the Independent Persons Panel prior to being referred to Council for a determination in accordance with the Staff Employment Procedure Rules.
9. With the exception of a decision to recommend to Council that a DSO be dismissed, there shall be a right of appeal to the Disciplinary Appeals Committee against any decisions made by the Committee to take disciplinary action against a DSO.

Procedure for Investigation and Disciplinary Committee

Investigation

1. It is in the interests of all parties that the proceedings be conducted expeditiously and fairly.

2. In the exercise of its function, the Committee is to receive and consider any complaint/allegations made. It may:

- a) make such enquiries of the relevant officer or any other person as it considers appropriate;
- b) request additional information, explanations or documents from any person;
- c) invite or receive representations from any person.

3. The Committee having carried out such steps as it considers appropriate and having heard representations from the DSO or his or her adviser shall decide whether the issues:

- a) require no further formal action, or
- b) should be referred to an II.

4. In considering whether the threshold in deciding to appoint an II has been met the Committee will assess whether:

- a) if the allegations are proved it would be such as to lead to the dismissal or other action which would be recorded on the DSO's personal file;
- b) there is evidence in support of the allegation/issue sufficient to require further investigation.

5. In deciding whether the threshold for the appointment of an II has been reached the Committee may carry out such preliminary investigations as it considers appropriate or necessary or authorise officers to do so. This shall be solely for the purpose of establishing whether or not the threshold for appointing an II to carry out an investigation has been met.

6. Before deciding to appoint an II or suspend a DSO the Committee shall invite the representations of the DSO unless it is impracticable to do so.

~~—The DSO shall have the right to be accompanied at the Committee Meeting.~~
~~—To determine matters of discipline referred to it under the JNC Scheme of Conditions of Service for Chief Officers.~~

~~—2. To conduct a hearing into the matter so referred following an agreed procedure.~~

~~—3. To determine on behalf of the Council to either exonerate the employee or, if they find misconduct to determine the form of disciplinary action that may be appropriate.~~

7.

Receiving the II's Report/ Hearing

1. The Committee should receive any report produced by an II in relation to a DSO within one month of the receipt of the report by the Council.

2. The DSO shall have the right to attend and be accompanied at the Committee Meeting which considers the II's report.

3. The Committee shall consider the II's report and shall invite representations from the DSO and/or his/her representative. The Committee may impose disciplinary sanctions as set out in the Council's disciplinary procedures, the JNC Terms and Conditions Handbook for Chief Officers and the JNC Terms and Conditions Handbook for Chief Executives. In conducting any hearing the Committee shall have regard to the model disciplinary procedure in the JNC handbook for Chief Executives.

Decision

1. If the Committee decides that the DSO shall be dismissed the Full Council shall consider the Committee's recommendation of dismissal. Prior to consideration by Full Council the Independent Persons Panel shall consider the matter and the Proper Officer shall give all members of the Cabinet the opportunity to raise any objections prior to the decision. This process is governed by the Staff Employment Procedure Rules set out in this Constitution.
2. In the case of any disciplinary action other than dismissal the DSO may appeal to the Appeals Committee against the decision.

Suspension

1. If a DSO has been suspended for a period of 2 months (or in the case of a decision to suspend taken under urgency provisions) then the Committee shall review that suspension. The Committee shall continue to review any continuing suspension every 2 months. In carrying out such review the Committee shall consider any representations made by the II and the DSO and/or his or her representative.

Other Matters

a) The Council

The ~~Chief Statutory~~ Officers Investigating Committee reports ~~directly to the Council~~ ~~to Staffing Committee.~~ [Council](#)

b) Appointment of Substitutes

Any Member of Council can be appointed as a substitute Member other than a Member of the Council's Appeals Committee.

c) Training

A member appointed to the Chief Officers Investigating Committee may not speak and/or vote at a meeting of the Committee until he/she has undertaken annual training approved or organised by or on behalf of the Council. This requirement also applies to substitutes.

Lead Officer

As appropriate.

G:\Administrator Legal\Constitution\2019\const-part3-October 2019.docx

APPEALS COMMITTEE

1. ~~4.~~ To hear and determine Appeals in accordance with the Council's (HR) employment procedures in respect of grievances, discipline (including dismissal) and grading (in respect of chief officers and heads of service only, save for the chief executive, section 151 officer and monitoring officer in which case it will only hear and determine appeals against actions short of dismissal).
 2. To hear and determine Appeals in accordance with the Council's Disciplinary Policy and Procedure in respect of the dismissal of an employee, unless delegated to the Head of Paid Service.
- ~~2 — To hear and determine other appeals where the right of appeal to an Employment Tribunal exists.~~

Other Matters

a) Remit of Appeals Committee

In deciding appeals, the Appeals Committee, has an absolute discretion to allow or turn down any appeal in whole or part. In doing so, it may attach recommendations or, draw attention to matters arising out of the appeals process or, proceedings which it considers appropriate for consideration by the appropriate person or, body competent to act on behalf of the Council.

For the avoidance of doubt the Appeals Committee shall, wherever and whenever possible and practicable deal with appeals by way of a new hearing of the matter before it. In doing so shall be competent to consider evidence which may not have been presented or available to the body or person which or, who made the decision which is the subject of the appeal proceedings.

b) The Council and the Cabinet

The Appeals Committee reports to Council and in addition it may make recommendations etc. in accordance with its remit to Cabinet or other person or body which it considers competent to act on behalf of the Council.

c) Appointment of Substitute Members

Any member of Council can act as substitute Member to the Appeals Committee except, a Member involved in making the decision which is the subject of the appeal.

d) Training

Any member appointed to the Appeals Committee cannot speak and/or vote at a meeting of the Committee in relation to an appeal until he/she has undertaken annual training approved or agreed by or on behalf of the Council.

e) **Lead Officer**

Council Solicitor

SUMMARY OF SUB-COMMITTEES/ WORKING GROUPS/ CONSULTATION GROUPS

<u>Body</u>	<u>Reports to</u>	<u>*Appropriate Cabinet Member</u>
Introductory Tenancies Appeal Board	Cabinet	Housing
Joint Employee Council	Cabinet	Deputy Leader
Planning Consultation Group	-	Planning
Housing Liaison Group	Cabinet	Housing

Health & Safety Committee

INTRODUCTORY TENANCIES APPEAL BOARD

1. To consider and determine appeals against the Council's decision to seek an Order for Possession of a dwelling-house let under an Introductory Tenancy.
2. To consider and determine any appeal against a Council decision relating to its Housing function in accordance with any relevant policy, procedure or protocol.

Parent Body

The Introductory Tenancies Appeal Board reports to Cabinet.

Appointment of Substitute Members

Any member of Council may act as a substitute Member to this Appeal Committee unless, they were involved in making the decision which forms the subject of the appeal.

Lead Officer

Council Solicitor.

JOINT EMPLOYEE COUNCIL

Objective

1. The objective of the Bassetlaw District Council Joint Employee Council (hereinafter called the Joint Employee Council) is to provide a regular method of consultation between representatives of the Council and representatives of the Council's employees, with the objective of providing an efficient service to the public and to maintain good relations.

Membership

2. The Joint Employee Council shall consist of representatives of the Council and the Trade Union, who will be appointed annually and shall be eligible for re-appointment.

The membership shall comprise:-

The Employees Side:

4 Unison, 1 GMB, 1 Unite (6 Trade Union Representatives in total).

The Employers' Side

Six elected Members (to include "ex-officio" Members) drawn from Bassetlaw District Council, appointed annually subject to such representatives' eligibility in conformity with the requirements of the Local Government Act 1988.

Two Officers (to include those with "ex-officio" status), one of whom shall be the HR Services Manager.

3. In the event that a representative from any side is unable to attend a meeting of the JEC, that representative may nominate a substitute to attend on his or her behalf, provided that the substitute is drawn from the same area of representation as the member unable to attend.
4. If a member of the Joint Employee Council ceases to be a Member or an employee of Bassetlaw District Council, such person thereupon ceases to be a member of the JEC. Any consequential vacancy shall be filled by the Council or the employees, as

appropriate.

Roles

5. A Chair and Vice-Chair shall be appointed at the first meeting of the JEC in any District Council year. If the Chair so appointed is a member of the Employer's Side then the Vice-Chair shall be appointed from the Employees' Side, and vice versa.

In the absence of both the Chair and Vice-Chair from any meeting, the Council shall appoint a Chair for the meeting.

6. Both sides shall appoint a Secretary and the Secretary to the Employers' side shall be the Head of Human Resources and organisational Development, who shall also act as Lead Officer and Secretary to the JEC.

Functions

8. The business of the JEC shall be restricted to consultation on matters that are significant or sensitive authority-wide issues related to the ongoing maintenance and improvement of good employee relations, As such, it is not a decision-making body. The authority to make decisions is set out in the Constitution which sets out specifically to whom decisions are delegated.

Consultation is a process by which the Council and staff, through their representatives, jointly examine and discuss issues involving the genuine exchange of views and information. The object of consultation is for the Council to make the best decision, having had the benefit of hearing the views of the Employees' Side and the Employers' Side.

9. No question of individual discipline, grievance, promotion or relegation shall be within the scope of the JEC.

10. Negotiation of contractual matters shall not be within the scope of the JEC, although consultation may take place on such matters.

The existence of the JEC does not interfere with the trade unions' arrangements for separately representing their members, nor does it prevent the employer consulting separately in relating to either corporate or local matters, where it is deemed to be appropriate.

Meetings

11. The JEC shall meet as and when required but not less than quarterly, providing there is sufficient business to justify the calling of a meeting. The quarterly meeting dates shall be fixed by the JEC at its first meeting in the municipal year. The Chair shall have the power to cancel a meeting in the event that there is insufficient business to justify continuing with the meeting.

12. The Chair and Vice-Chair may, by agreement with each other, call a meeting at any time.

13. Matters initiated by the Employee Representatives for inclusion on the Agenda of the next meeting shall be submitted in writing to the Secretary to the JEC at least ten working days before the anticipated date of the meeting.

If a matter of urgency arises during the ten working days before the agreed date of the meeting, either side of the JERC, through their Secretary, after consultation with the Chair and Vice-Chair of the Committee, may have the matter placed before the Committee.

The notice summoning the meeting shall be forwarded to members of the JEC at least five working days prior to the meeting.

Procedure

14. One Employees' representative, one Employers' representative (Member) and one Employers' representative (Officer) shall constitute a quorum.

15. Agreement to a recommendation shall be determined by the casting of two votes, one from The Employees' side and one from the Employers' side. The result of each side's vote shall be determined by the agreement of a majority of the members on that side.

16. Either side may, through the Chair and Vice-Chair, request the attendance at meetings of the JEC or such other persons as may be required to act in an advisory and/or consultative capacity. Such persons shall not take part in the voting process. Advisors may speak on items by agreement of the Council.

17. A report of the proceedings of any meeting of the JEC (which shall form the Minutes of the meeting) shall be submitted to the Cabinet Committee, but before submission the

report shall be agreed by the Chair and Vice-Chair. This report will also be circulated to all Members of the JEC. Any resolutions in such a report shall be subject to the approval of the Council.

18. A Book of Minutes of the Council shall be kept by the Secretary to the JEC and shall be signed at each meeting by the Chair and Vice-Chair.

19. Following Consultation with members of the JEC, the head of Human Resources and Organisational Development shall refer the matter for determination to the Cabinet or other body/person to whom authority has been delegated, in accordance with the Constitution. In doing so, her or she shall set out the views of the JEC, including whether agreement has been reached. In the event of a failure to reach agreement, the Head of Human Resources and Organisational Development shall articulate to the decision-making person/body the differing views of the JEC, in consultation with the Chair and Vice-Chair of the JEC.

Lead Officer

Head of Human Resources

JOINT EMPLOYEE COUNCIL

Objective

- ~~1. The objective of the Bassetlaw District Council Joint Employee Council (hereinafter called the Joint Employee Council) is to provide a regular method of consultation between representatives of the Council and representatives of the Council's employees, with the objective of providing an efficient service to the public and to maintain good relations.~~

Membership

- ~~2. The Joint Employee Council shall consist of representatives of the Council and the Trade Union, who will be appointed annually and shall be eligible for re-appointment.~~

~~The membership shall comprise:-~~

~~The Employees Side:~~

~~4 Unison, 1 GMB (5 Trade Union Representatives in total).~~

~~The Employers' Side~~

~~Five elected Members (to include "ex-officio" Members) drawn from Bassetlaw District Council, appointed annually subject to such representatives' eligibility in conformity with the requirements of the Local Government Act 1988.~~

~~Two Officers (to include those with "ex-officio" status), one of whom shall be the HR Services Manager.~~

- ~~3. In the event that a representative from any side is unable to attend a meeting of the JEC, that representative may nominate a substitute to attend on his or her behalf, provided that the substitute is drawn from the same area of representation as the member unable to attend.~~
- ~~4. If a member of the Joint Employee Council ceases to be a Member or an employee of Bassetlaw District Council, such person thereupon ceases to be a member of the JEC. Any consequential vacancy shall, be filled by the Council or the employees, as appropriate.~~

Roles

~~5. A Chair and Vice-Chair shall, be appointed at the first meeting of the JEC in any District Council year. If the Chair so appointed is a member of the Employer's Side then the Vice-Chair shall, be appointed from the Employees' Side, and vice-versa.~~

~~In the absence of both the Chair and Vice-Chair from any meeting, the Council shall appoint a Chair for the meeting.~~

~~6. Both sides shall appoint a Secretary and the Secretary to the Employers' side shall be the Head of Human Resources and organisational Development, who shall also act as Lead Officer and Secretary to the JEC.~~

Functions

~~8. The business of the JEC shall be restricted to consultation on matters that are significant or sensitive authority-wide issues related to the ongoing maintenance and improvement of good employee relations, As such, it is not a decision-making body. The authority to make decisions is set out in the Constitution which, sets out specifically to whom decisions are delegated.~~

~~Consultation is a process by which the Council and staff, through their representatives, jointly examine and discuss issues involving the genuine exchange of views and information. The object of consultation is for the Council to make the best decision, having had the benefit of hearing the views of the Employees' Side and the Employers' Side.~~

~~9. No question of individual discipline, grievance, promotion or relegation shall be within the scope of the JEC.~~

~~10. Negotiation of contractual matters shall not be within the scope of the JEC, although consultation may take place on such matters.~~

~~The existence of the JEC does not interfere with the trade unions' arrangements for separately representing their members, nor does it prevent the employer consulting separately in relating to either corporate or local matters, where it is deemed to be appropriate.~~

Meetings

~~11. The JEC shall meet as and when required but not less than quarterly, providing there is sufficient business to justify the calling of a meeting. The quarterly meeting dates shall, be fixed by the JEC at its first meeting in the municipal year. The Chair shall have the power to cancel a meeting in the event that there is insufficient business to justify continuing with the meeting.~~

~~12. The Chair and Vice-Chair may, by agreement with each other, call a meeting at any time.~~

~~13. Matters initiated by the Employee Representatives for inclusion on the Agenda of the next meeting shall, be submitted in writing to the Secretary to the JEC at least ten working days before the anticipated date of the meeting.~~

~~If a matter of urgency arises during the ten working days before the agreed date of the meeting, either side of the JERC, through their Secretary, after consultation with the Chair and Vice-Chair of the Committee, may have the matter placed before the Committee.~~

~~The notice summoning the meeting shall be forwarded to members of the JEC at least five working days prior to the meeting.~~

Procedure

~~14. One Employees' representative, one Employers' representative (Member) and one Employers' representative (Officer) shall constitute a quorum.~~

~~15. Agreement to a recommendation shall be determined by the casting of two votes, one from The Employees' side and one from the Employers' side. The result of each side's vote shall, be determined by the agreement of a majority of the members on that side.~~

~~16. Either side may, through the Chair and Vice-Chair, request the attendance at meetings of the JEC or such other persons as may be required to act in an advisory and/or consultative capacity. Such persons shall not take part in the voting process. Advisors may speak on items by agreement of the Council.~~

~~17. A report of the proceedings of any meeting of the JEC (which shall form the Minutes of the meeting) shall be submitted to the Cabinet Committee, but before submission the report shall be agreed by the Chair and Vice-Chair. This report will also be circulated to all Members of the JEC. Any resolutions in such a report shall be subject to the approval of the Council.~~

~~18. A Book of Minutes of the Council shall, be kept by the Secretary to the JEC and shall~~

~~be signed at each meeting by the Chair and Vice-Chair.~~

~~19. Following Consultation with members of the JEC, the head of Human Resources and Organisational Development shall refer the matter for determination to the Cabinet or other body/person to whom authority has been delegated, in accordance with the Constitution. In doing so, he or she shall set out the views of the JEC, including whether agreement has been reached. In the event of a failure to reach agreement, the Head of Human Resources and Organisational Development shall articulate to the decision-making person/body the differing views of the JEC, in consultation with the Chair and Vice-Chair of the JEC.~~

~~Lead Officer~~

~~Head of [Human Resources](#)[People and Culture](#)~~

PLANNING CONSULTATION GROUP

The Planning Consultation Group is an advisory body comprising the Chairman, Vice-Chairman and the main Opposition Spokesman on the Planning Committee (each of whom when not available can, be substituted by any other member of the Planning Committee) plus one other member of the Planning Committee selected in rota.

The function of the Group is to enable the Head of Regeneration to seek member level advice on whether to use any of his delegated powers particularly (but not exclusively) where:

- a) an application is significantly not in accordance with the provisions of Government guidance or an approved or draft development plan; or
- b) there are extant objections or unresolved High Hedges complaints; or
- c) enforcement matters where
 - i) a breach of planning control is not a breach of condition of an existing planning permission; or
 - ii) no further action is proposed regarding a breach reported by a member of the public; or
 - iii) a related planning application to regularise a breach is to be referred to the Planning Committee; or
 - iv) in the case of unauthorised advertisements or signs a related application for consent is to be referred to the Planning Committee.

d) Approve the wording of reasons for refusal in relation to overturn of officer recommendations.

Lead Officer

Head of Regeneration.

COUNCIL'S HEALTH & SAFETY COMMITTEE

Objective

1. The objective of the Bassetlaw District Council's Safety Committee is to provide a means for joint consultation between representatives of the District Council and representatives of its employees to consider matters relating to Health, Safety and Welfare at Work, and generally further the maintenance of good relations.

Representation

2. The Council's Safety Committee shall consist of:-
 - (a) Eight Elected Members (to include "ex-officio" Members) drawn from the Council appointed annually to constitute the Employer's Side subject to such representatives' eligibility in confirmation with the requirements of the Local Government Act 1988.
 - (b) Eight representatives (to include those with "ex-officio" status) of the Employees of Bassetlaw District Council to be nominated by the Joint Trade Unions and appointed annually.

Membership

3. Members of the Council's Safety Committee shall be appointed annually and shall be eligible for re-appointment.
4. If a member of the Council's Safety Committee ceases to be a Member of the District Council or an employee employed by the District Council, such person thereupon ceases to be a member of the Council's Safety Committee. Any consequential vacancy shall be filled by the District Council or the employees, as appropriate.
5. In the event of any member of either side being unable to attend any meeting of the Council's Safety Committee, another representative may be appointed to attend in his place, provided that the substitute is drawn from the same area of representation as the member unable to attend.

Appointment of Substitute Members

6. Any Member of Council may act as a substitute Member.

Chairman and Vice-Chairman

7. A Chairman and Vice Chairman shall be appointed at the first meeting of the Council's Safety Committee in any District Council year. If the Chairman so appointed is a member of the Employer's Side then the Vice-Chairman shall be appointed from the Employees Side, and vice versa.

Functions

8. The functions of the Council's Safety Committee shall be:

- (a) To establish regular methods of negotiation between the District Council and its employees in order to promote a reasonable Health, Safety and Welfare environment.
- (b) To consider any relevant matters referred to it by the Cabinet or by any of the employee organisations, in respect of Health, Safety and Welfare.
- (c) To make recommendations to the Cabinet.
- (d) To ensure that the employees may be given a wider interest in, and greater responsibility for, the conditions under which their work is performed.
- (e) To consider relevant matters relating to Health and Safety, namely:-
 - Health and Safety Inspections
 - Annual Safety Report
 - Accidents/Incidents
 - Safety Audits
 - Safety Training
 - Policy Development/Review
 - Health and Safety Developments
- (f) To make suggestions for promoting the efficiency and success of the Council's Services as affected by Safety and Welfare and to secure to co- operation of all concerned to those ends.
- (g) To discharge such other functions as may be specially referred to it by the District Council.

Meetings

9. The Council's Safety Committee shall meet as and when required but not less than quarterly. The Chairman and Vice-Chairman may call a meeting at any time. The quarterly meeting dates shall be fixed by the Council's Safety Committee at its first meeting in the municipal year.
10. A special meeting shall be called within ten working days of the receipt by the Secretary to the Council's Safety Committee of the a requisition signed by not less than one-third of the members of either side.
11. The matters to be discussed at any meeting of the Council's Safety Committee shall be stated upon the notice summoning the meeting.
12. Matters initiated by the Employer Representatives for inclusion on the Agenda of the next meeting shall be submitted in writing to the Secretary to the Council's Safety Committee at least ten working days before the anticipated date of the meeting.
13. If a matter of urgency arises during the ten working days before the agreed date of the meeting, either side of the Council's Safety Committee, through their Secretary, after consultation with the Chairman and Vice-Chairman of the Committee, may have the matter placed before the Committee.
14. The notice summoning the meeting shall be forwarded to Members of the Council's Safety Committee at least five working days prior to the meeting.

Procedure

15. The quorum of the Council's Safety Committee shall be three representatives comprising membership from both sides.
16. No resolution shall be regarded as carried unless it is approved by a majority of the members present on each side. In the event of the Council's Safety Committee being unable to arrive at an agreement or the Cabinet or the Employee Representatives disagreeing with a recommendation of the Committee, the matter shall be adjourned for reconsideration at the next meeting and then, if necessary, be referred to the Regional Joint Council in accordance with the Constitution of that body.
17. The Chairman shall have a vote, but not a casting vote.
18. In the absence of both the Chairman and Vice-Chairman from any meeting, the Committee shall appoint a Chairman for the meeting.
19. Both sides shall appoint a Secretary and the Secretary to the Employer's Side shall be the Head of Human Resources who shall also act as Secretary to the Council's Safety Committee.

20. Either side may require the attendance at meetings of the Council's Safety Committee of such other persons as may be required to act in an advisory and/or consultative capacity. Such persons shall not vote on any question, but shall receive Notices, Agendas and Minutes upon request. Advisors may speak on items by agreement of the Committee.
21. A report of the proceedings of any meeting (which shall form the Minutes of the meeting) of the Council's Safety Committee shall be submitted to the Cabinet Committee but before submission the report shall be agreed by the Chairman and Vice-Chairman. This report will also be circulated to all members of this Committee. Any resolutions in such a report shall be subject to approval of the Cabinet.
22. A Book of Minutes of the Committee shall be kept by the Secretary to the Council's Safety Committee and shall be signed at each meeting by the Chairman and Vice-Chairman.
23. Any question coming before the Council's Safety Committee may be referred to the East Midlands Regional L.G.A. for consideration and advice. The E.M.R.L.G.A. shall be informed if any recommendation of the Council's Safety Committee appears to be of more than local interest, always provided that any such recommendation shall be approved by the District Council's Cabinet Committee prior to its submission to the Regional Joint Council.

Parent Body

The Safety Committee reports to the Cabinet.

Lead Officer

Director of Regeneration and Neighbourhood Services

G:\Administrator Legal\Constitution\2019\const-part3-October 2019.docx

COUNCIL'S HEALTH & SAFETY COMMITTEE

Objective

- ~~1. The objective of the Bassetlaw District Council's Safety Committee is to provide a means for joint consultation between representatives of the District Council and representatives of its employees to consider matters relating to Health, Safety and Welfare at Work, and generally further the maintenance of good relations.~~

Representation

- ~~2. The Council's Safety Committee shall consist of:-
 - ~~(a) Eight Elected Members (to include "ex-officio" Members) drawn from the Council appointed annually to constitute the Employer's Side subject to such representatives' eligibility in confirmation with the requirements of the Local Government Act 1988.~~
 - ~~(b) Eight representatives (to include those with "ex-officio" status) of the Employees of Bassetlaw District Council to be nominated by the Joint Trade Unions and appointed annually.~~~~

Membership

- ~~3. Members of the Council's Safety Committee shall be appointed annually and, shall be eligible for re-appointment.~~
- ~~4. If a member of the Council's Safety Committee ceases to be a Member of the District Council or an employee employed by the District Council, such person thereupon ceases to be a member of the Council's Safety Committee. Any consequential vacancy shall, be filled by the District Council or the employees, as appropriate.~~
- ~~5. In the event of any member of either side being unable to attend any meeting of the Council's Safety Committee, another representative may be appointed to attend in his place, provided that, the substitute is drawn from the same area of representation as the member unable to attend.~~

Appointment of Substitute Members

~~6. Any Member of Council may act as a substitute Member.~~

Chairman and Vice-Chairman

~~7. A Chairman and Vice Chairman shall be appointed at the first meeting of the Council's Safety Committee in any District Council year. If the Chairman so appointed is a member of the Employer's Side then the Vice-Chairman shall be appointed from the Employees Side, and vice-versa.~~

Functions

~~8. The functions of the Council's Safety Committee shall be:~~

- ~~(a) To establish regular methods of negotiation between the District Council and its employees in order to promote a reasonable Health, Safety and Welfare environment.~~
- ~~(b) To consider any relevant matters referred to it by the Cabinet or by any of the employee organisations, in respect of Health, Safety and Welfare.~~
- ~~(c) To make recommendations to the Cabinet.~~
- ~~(d) To ensure that the employees may be given a wider interest in, and greater responsibility for, the conditions under which their work is performed.~~
- ~~(e) To consider relevant matters relating to Health and Safety, namely:-~~
 - ~~Health and Safety Inspections~~
 - ~~Annual Safety Report~~
 - ~~Accidents/Incidents~~
 - ~~Safety Audits~~
 - ~~Safety Training~~
 - ~~Policy Development/Review~~
 - ~~Health and Safety Developments~~
- ~~(f) To make suggestions for promoting the efficiency and success of the Council's Services as affected by Safety and Welfare, and to secure to co-operation of all concerned to those ends.~~
- ~~(g) To discharge such other functions, as may be specially referred, to it by the District Council.~~

Meetings

- ~~9. The Council's Safety Committee shall meet as and when required but not less than quarterly. The Chairman and Vice-Chairman may call a meeting at any time. The quarterly meeting dates shall, be fixed by the Council's Safety Committee, at its first meeting in the municipal year.~~
- ~~10. A special meeting shall, be called within ten working days of the receipt by the Secretary to the Council's Safety Committee of a requisition signed by not less than one-third of the members of either side.~~
- ~~11. The matters to be discussed at any meeting of the Council's Safety Committee shall, be stated upon the notice summoning the meeting.~~
- ~~12. Matters initiated by the Employer Representatives for inclusion on the Agenda of the next meeting shall, be submitted in writing to the Secretary to the Council's Safety Committee at least ten working days before the anticipated date of the meeting.~~
- ~~13. If a matter of urgency arises during the ten working days before the agreed date of the meeting, either side of the Council's Safety Committee, through their Secretary, after consultation with the Chairman and Vice-Chairman of the Committee, may have the matter placed before the Committee.~~
- ~~14. The notice summoning the meeting shall, be forwarded to Members of the Council's Safety Committee at least five working days prior to the meeting.~~

Procedure

- ~~15. The quorum of the Council's Safety Committee shall be three representatives comprising membership from both sides.~~
- ~~16. No resolution shall be regarded as carried unless, it is approved by a majority of the members present on each side. In the event of the Council's Safety Committee being unable to arrive at an agreement or, the Cabinet or the Employee Representatives disagreeing with a recommendation of the Committee, the matter shall, be adjourned for reconsideration at the next meeting and then, if necessary, be referred to the Regional Joint Council in accordance with the Constitution of that body.~~
- ~~17. The Chairman shall have a vote, but not a casting vote.~~
- ~~18. In the absence of both the Chairman and Vice-Chairman from any meeting, the Committee shall appoint a Chairman for the meeting.~~
- ~~19. Both sides shall appoint a Secretary and the Secretary to the Employer's Side shall be~~

~~the Head of Human Resources who shall also act as Secretary to the Council's Safety Committee.~~

- ~~20. Either side may require the attendance at meetings of the Council's Safety Committee of such other persons as may be required to act in an advisory and/or consultative capacity. Such persons shall not vote on any question, but shall receive Notices, Agendas and Minutes upon request. Advisors may speak on items by agreement of the Committee.~~
- ~~21. A report of the proceedings of any meeting (which shall form the Minutes of the meeting) of the Council's Safety Committee shall be submitted to the Cabinet Committee but before submission the report shall be agreed by the Chairman and Vice-Chairman. This report will also be circulated to all members of this Committee. Any resolutions in such a report shall be subject to approval of the Cabinet.~~
- ~~22. A Book of Minutes of the Committee shall, be kept by the Secretary to the Council's Safety Committee and shall be signed at each meeting by the Chairman and Vice-Chairman.~~
- ~~23. Any question coming before the Council's Safety Committee may, be referred to the East Midlands Regional L.G.A. for consideration and advice. The E.M.R.L.G.A. shall be informed if any recommendation of the Council's Safety Committee appears to be of more than local interest, always provided that any such recommendation shall be approved by the District Council's Cabinet Committee prior to its submission to the Regional Joint Council.~~

Parent Body

~~The Safety Committee reports to the Cabinet.~~

Lead Officer

~~Director of Regeneration and Neighbourhood Services~~

HOUSING LIAISON GROUP

Objective

1. The objective of the Housing Liaison Group is to provide a regular method of liaison and consultation between representatives of the Council and representatives of Bassetlaw Tenants Forum, for the purposes of engagement with the Council, involvement in maintaining and improving services, providing information back to tenants and to maintain good relations.

Membership

2. The Housing Liaison Group shall consist of representatives of the Council who will be appointed annually, and who shall be eligible for re-appointment. It will also consist of representatives of Bassetlaw Tenants Forum who will be appointed annually, and shall be eligible for re-appointment up to a maximum of 4 years.

The membership shall comprise:

Six elected Members drawn from Bassetlaw District Council, appointed annually and politically balanced. The Chair will be the portfolio holder for Housing matters within the Councils Cabinet.

Three tenant members drawn from the Bassetlaw Tenants Forum and who can demonstrate undertaking a key and pro-active role.

3. In the event that a representative from any side is unable to attend a meeting of the Housing Liaison Group, that representative may nominate a substitute to attend on his or her behalf, provided, that the substitute is drawn from the same area of representation as the member unable to attend.
4. If a member of the Housing Liaison Group ceases to be a Member of Bassetlaw District Council, such person thereupon ceases to be a member of the Housing Liaison Group. Any consequential vacancy shall, be filled by the Council or, by Bassetlaw Tenants Forum, as appropriate.

Roles

5. The Chair and Vice-Chair will be appointed at the Council's Annual General Meeting.
In the absence of both the Chair and Vice-Chair from any meeting, the Council shall appoint a Chair for the meeting.
6. The Lead Officer to the Housing Liaison Group shall be the Head of Housing.

Functions

8. The business of the Housing Liaison Group shall be restricted to matters that are significant in relation to the ongoing maintenance and management of the Councils Housing Stock. Significant in relation to the services provided to tenants; consultation on matters that affect tenants and residents; performance reported by exception including issues highlighted at the Bassetlaw Tenants Forum; and, significant for the purpose of improvement of good customer relations. As such, the Group is not a decision-making body. The authority to make decisions is set out in the Constitution, which sets out specifically to whom authority is delegated for the purpose of making decisions.
9. Matters referred to as “significant” in paragraph 8, may be chosen as a topic by the Group as a topic for review by a Service Review Group that will sit alongside the Housing Liaison Group. The Service Review Group being a group of tenant representatives drawn from a Panel identified from the Bassetlaw Tenants Forum comprising between 7 to 10 representatives supported by an officer. Following the allocation of topic for review, the findings will be reported back to the Group for consideration.
10. Performance data in relation to items within scope as outlined in paragraph 8 will be presented. No question of service complaints or of an individual tenancy shall be within the scope of the Housing Liaison Group.
11. The existence of the Housing Liaison Group does not preclude the normal scrutiny arrangements of the Council as defined within the Constitution for the Overview & Scrutiny Committee and the Audit ~~& Risk Scrutiny~~ and Governance Committee.

Meetings

11. The Housing Liaison Group shall meet as and when required but not less than quarterly, providing there is sufficient business to justify the calling of a meeting. The quarterly meeting dates shall be fixed by the HLG at its first meeting in the municipal year. The Chair shall have the power to cancel a meeting in the event that there is insufficient business to justify continuing with the meeting.
12. The Chair and Vice-Chair may, by agreement with each other, call a meeting at any time.
13. The notice summoning the meeting shall be forwarded to members of the Housing Liaison Group at least five working days prior to the meeting.

Lead Officer

Head of Housing

SCHEME OF DELEGATION TO OFFICERS AND APPOINTMENT OF PROPER OFFICERS

1. GENERAL PRINCIPLES

- 1.1 This scheme of delegation covers both executive and non-executive functions and is subject to the 'cascade' principle and, unless excluded by statute, bestows the power for the Chief Officers [the Chief Executive/Head of Paid Service, Director of Corporate Resources (Monitoring Officer) and Director of Regeneration and Neighbourhood Services [and any other Directors] and the Deputy Chief Officers (the "Heads of Service") to further delegate in writing all or any of these delegated powers to other officers (described by post title) either fully or in part and subject to such limitations as considered reasonable by the delegating officer. Any such delegation must be evidenced in writing, dated and signed by the officer delegating the authority, with a copy supplied to the Monitoring Officer. The officer delegating the function remains responsible for ensuring that delegated decisions are properly taken by sufficiently senior and experienced officers and for the decisions taken.
- 1.2 Where a function has been delegated to an Officer (including where sub-delegated through the cascade principle), the person or body making the delegation may at any time assume responsibility for the function and may therefore exercise the function despite the delegation.
- 1.3 Where officers are authorised to exercise any of the functions of the Head of Paid Service or Chief Officers, through the 'cascade' principle referred to in paragraph 1.1, to ensure that the Monitoring Officer is notified of the function which is subject to onward delegation.
- 1.4 Delegations relate to all provisions for the time being in force under any applicable legislation and cover executive, non-executive and local choice functions of the Council and all powers and duties incidental to that legislation, as well as authorising entering into contracts or deeds and affixing the common seal in pursuance of those decisions and entering on land or premises.
- 1.5 To act on behalf of the Council in cases of urgency in the discharge of any function of the Council for which his/her Directorate or Service has responsibility, other than those functions which by law can be discharged only by the Council or a specific Committee. Any action taken under this power shall be reported to the Cabinet, the appropriate Cabinet Member or the appropriate Committee. Any urgent action which is to be taken shall take account of advice of the Monitoring Officer, the Section 151 Officer and legal advice and be exercised in consultation with the appropriate Cabinet Member or the Chairman of the appropriate Committee.
- 1.6 It does not delegate to officers:
 - 1.6.1 Any matter which by law may not be delegated to an officer;
 - 1.6.2 Any matter which is specifically excluded from delegation by this scheme, by a decision of the Council, the Cabinet/Executive or a Committee or Sub-Committee.
- 1.7 Any delegation must be exercised:
 - 1.7.1 In compliance with the Council's Procedure Rules, Contract Procedure Rules and Financial Regulations, Employment Procedure Rules and the Pay Policy Statement approved annually;

- 1.7.2 In accordance with the decision-making requirements set out in Article 13, including requirements for decision-records and access to information;
 - 1.7.3 Having identified and managed appropriate strategic and operational risks within the Director/Head of Service area of responsibility as set out in the Council's risk management strategy;
 - 1.7.4 Within the approved budget and policy framework approved by the Council from time to time (or separate approval must be sought);
 - 1.7.5 Following any appropriate legislative, regulatory, consultation, equalities or procedural requirements that may be required.
- 1.8 An officer, in exercising delegated powers, shall consult other appropriate officers including legal, financial and technical officers and shall have regard to any advice received.
- 2. DELEGATIONS TO THE HEAD OF PAID SERVICE, ALL CHIEF OFFICERS AND DEPUTY CHIEF OFFICERS**
- 2.1 To incur revenue expenditure within estimates subject to prior consultation with the Cabinet Member as appropriate where the proposed expenditure is in respect of any new purpose or project or in pursuance of a new policy or extension of an existing policy involving a continuing financial commitment.
 - 2.2 To incur capital expenditure provided that the project is included in the approved Capital Programme.
 - 2.3 Subject to the approval of the Section 151 Officer to vire between heads of expenditure amounts not exceeding £50,000.
 - 2.4 To invite and accept tenders and quotations in accordance with Contract Procedure Rules, approve exceptions to the use of the Council's standard terms and conditions of contract and to determine matters relating to the community right to challenge.
 - 2.5 To dispose of obsolete goods, stock, equipment, plant or vehicles where the estimated value does not exceed £10,000, in consultation with the Director of Corporate Resources and the Head of Finance and Property.
 - 2.6 To sign contracts provided:
 - 2.6.1 the contract does not exceed £100,000; and
 - 2.6.2 the Council's Scheme of Delegations has not been exceeded; and
 - 2.6.3 the Council Solicitor has approved the form of contract as appropriate for the type of contract concerned; and
 - 2.6.4 notification of the exercise of the delegation is given to the Monitoring Officer and in such form and with such information as s/he may require.
 - 2.7 To approve Local Government (Contracts) Act 1997 certificates, contract variations and exercise other contractual rights under contracts, signing agreements or documents giving a

- legal interest in land, re-financing arrangements, in consultation with the Section 151 Officer or in his/her absence the Deputy S151 Officer.
- 2.8 In consultation with the HR Service Manager, to deal with all staffing and human resources matters (within agreed terms and conditions of employment, Human Resource policies and procedures) affecting Directorate staff including:
- 2.8.1 Appointing employees to posts within the approved establishment below JNC level;
 - 2.8.2 Suspending employees, taking disciplinary action (including dismissal) against them in accordance with approved procedures;
 - 2.8.3 Approving early retirements, voluntary redundancy and decisions about resignation of staff, appointment of consultants, subject to agreement with the Councils Section 151 Officer and to a quarterly report being submitted to the relevant cabinet member on such matters;
 - 2.8.4 Appointment of students, trainees and apprentices in accordance with arrangements approved by the HR Services Manager and where appropriate subject to the provision of an indemnity from the sponsor;
 - 2.8.5 Changing the establishment and approving the establishment of additional posts if there are no net additional costs or grading implications; the deletion of posts; and the granting of honoraria and onerous duty payments. ~~subject to a quarterly report being submitted to the relevant Cabinet member on such matters;~~
 - 2.8.6 Approving changes to job descriptions and job titles. ~~where there are no grading implications.~~
 - 2.8.7 Training and development, granting special leave, secondment of staff, unpaid leave, approval of expenses and pay progression, in accordance with the laid down policies of the Council
- 2.9 In respect of functions exercisable through their service, the appointment or authorisation of officers as appropriate to enforce and investigate contraventions of legislation and to exercise the relevant powers of entry, powers of inspection, examination, seizure or removal.
- 2.10 To authorise the issue of and serve any statutory and non-statutory notices including dealing with appeals and issuing proceedings relevant to the matters set out in this scheme of delegation as applicable.
- 2.11 To issue cautions under statutory powers, to act under public protection legislation, to examine and seize food or any other articles, things or matter, and to remove persons from all Council premises.
- 2.12 To serve any notice or requisition for information under any act requiring the owner or occupier of or any person having an interest in or managing any land or premises to give information to the local authority.
- 2.13 To represent the Council on partnerships and other bodies and undertake functions delegated to them by Joint Committees or other local authorities or public bodies.
- 2.14 To issue statements to the press and other media concerning the functions delegated to them (including any associated financial implications).

- 2.15 To respond to any Government consultations concerning the functions delegated to them.
- 2.16 In consultation with the Head of Paid Service to develop and implement transformational programmes of activity in the functions delegated so as to realise outcomes in the priority areas for the Council.
- 2.17 To discharge any other functions assigned to them at the discretion of the Head of Paid Service and exercise discretion in connection with any approved policy of the Council.
- 2.18 To ensure that there is a constructive relationship between the Council and local and national media.

3. DELEGATIONS TO THE CHIEF EXECUTIVE (THE HEAD OF PAID SERVICE)

- 3.1 To be Head of Paid Service.
- 3.2 To be Returning Officer for any constituency or part of a constituency coterminous with or contained in the District; for elections of Councillors for the District; for parishes within the District and any other elections or referenda. To exercise all elections and electoral registration functions not otherwise allocated. This includes the following:
 - 3.2.1 to pay expenses properly incurred by the electoral registration officer;
 - 3.2.2 to deal with nominations and vacancies in relation to a parish council;
 - 3.2.3 to make decisions about polling stations;
 - 3.2.4 to be the lead officer for contact with the Electoral Commission.
- 3.3 To take any action necessary in connection with an emergency, disaster or business interruption in the District including authorising expenditure.
- 3.4 To exercise overall responsibility for corporate Health & Safety.
- 3.5 To exercise any executive functions where the Council does not have a Leader and Deputy Leader in office.
- 3.6 To deal with such other decisions, at the discretion of the Head of Paid Service, that s/he considers need to be taken immediately.
- 3.7 To exercise a power delegated to any officer when that officer is unable or unwilling to act unless prohibited by law.
- 3.8 To determine authorisations for surveillance undertaken under the Regulation of Investigatory Powers Act 2000 including the acquisition of confidential information and the deployment of a juvenile or vulnerable covert human intelligence source.
- 3.9 In consultation with the Leader of the Council to commission and accept fact finding documents.
- 3.10 In consultation with the Leader of the Council to approve on behalf of Council, on an annual basis, the Council's schedule of appointments to outside bodies.

- 3.11 To lead on planning and strategic management to ensure a coordinated approach to commissioning and service delivery across the Council.
- 3.12 To keep under constant review opportunities to partner with external bodies.
- 3.13 To keep under constant review the needs of Bassetlaw in relation to all the services provided by the Council and to take such action which in his/her judgement is necessary to ensure that those needs are met within the framework of any policies made by the Council.
- 3.14 Where agreed with either the Council Leader, the Deputy Leader or relevant cabinet member, and having received appropriate legal advice, to settle, defend withdraw compromise or otherwise deal with planning appeals on behalf of the Council in cases where such action is necessary to protect the Council's interests (including financial interests).

4. DELEGATIONS TO DIRECTOR OF CORPORATE RESOURCES

- 4.1 To be the Council's designated Monitoring Officer and discharge Monitoring Officer functions set out in the Localism Act 2011, the Local Government Act 2000, the Local Government and Housing Act 1989 and elsewhere, including:
 - 4.1.1 Maintaining an up-to-date version of the Constitution, keeping it under review and ensuring that it is widely available for consultation by Members, officers and the public, including authority to amend the Constitution to reflect re-organisations, changes in job titles/vacancies minor legislative changes or requirements and to correct any typographical errors or inconsistencies subsequently identified;
 - 4.1.2 After consulting with the Head of Paid Service and S151 Officer, the Monitoring Officer reporting to the Full Council, or to the Executive in relation to an Executive function, if he/she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
- 4.2 To lead on strong corporate governance and information management, ensuring that the transparency agenda is maintained and that the Council is open and accountable in accordance with legislative requirements; and responsibility for cross Council business transformation, performance, outcome based accountability, strategic planning and commissioning.
- 4.3 Contributing to the promotion and maintenance of high standards of conduct through provision of support, advice and training to the Audit and Risk Scrutiny Committee.
- 4.4 Receiving complaints about member conduct (including Town and Parish Council members) determining whether local resolution is appropriate and/or authorising or carrying out investigations; making appropriate reports relating to member conduct and alleged breaches of the Members' Code of Conduct under the Standards arrangements adopted by the Council from time to time, including determining sanctions where an investigation does not proceed to a standards hearing.
- 4.5 Granting dispensations to members on the grounds set out in sub-sections (a) and (d) of Section 33(2) of the Localism Act, 2011.
- 4.6 Establishing and maintaining the register of members' and co-opted members' interests pursuant to section 29 of the Localism Act 2011 and to consider and decide upon sensitive interests pursuant to section 32 of the Localism Act 2011.

Referral

from

**Overview & Scrutiny Committee
held on 25th July 2023**

to

**Council
on 21st September 2023**

Public Interest Test

The author of this referral, Elizabeth Whittles, Policy & Scrutiny Officer, has determined that it is considered to be of a non-confidential nature.

Minute No. 29(b) Draft Overview and Scrutiny Annual Report 2022/23

Resolved that:

The Overview and Scrutiny Draft Annual Report was noted and it was agreed to refer the final amended version to Full Council.

(The annual report has been updated to reflect the decision and topics chosen at the meeting).

Referred Reports will be submitted in their original form unless the Responsible Officer indicates otherwise.

Copies to: Head of Corporate Services
 Policy and Scrutiny Officer
 Chief Executive
 Committee Administrator

This page is intentionally left blank

Scrutiny Annual Report

2022/23



Bassetlaw
DISTRICT COUNCIL
— North Nottinghamshire —

Contents

3		Chair's Foreword	
4		Introduction	
4		Where Scrutiny fits in	
5		Scrutiny's power of influence	
		Forward Plan / Key Decisions	5
		Call in	5
6		Scrutiny Reviews	
		The Housing Scrutiny Panel (Task and Finish Group)	6
		Managing Commercial Property	7
		Briefing Notes	7
7		Pre – Decision Scrutiny	
		Housing Services	7
		Planning Services	7
10		Other Items	
		Cost of Living Action Plan	10
		Bersahill Ltd	10
		Sickness Absence Update (Verbal update)	10
		Devolution Update (Verbal update)	11
		Health Scrutiny and East Midlands Ambulance Service	11
11		Progress Updates	
		Update on Waste and Recycling Action Plan - Environment Act - Recycling in flats (Verbal Update)	11
		Update on Green Agenda and Carbon Neutrality	11
12		Post Scrutiny Monitoring	
		Review of Flooding	12
		Scrutiny Review of Town Centre Anti-Social Behaviour	13
		Update on Action Plan arising from the Scrutiny Review: A Cycling Strategy for Bassetlaw	13
13		Crime and Disorder Committee	
14		Reports to Overview and Scrutiny	
		Annual Update on Leisure Management Contract and Performance	14
		Complaints	14
		Performance monitoring	16
17		Audit and Risk Scrutiny Committee	
18		Annual audit letter	
19		Looking forward	
		Delivering the 2023/24 Work Programme	22
		Outstanding Items from Work Programme 2022/23 carried over to Work Programme 2023/24	22

Chair's Foreword

I am pleased to introduce the Scrutiny Annual Report for 2022/23. Council functions have now returned to face-to-face meetings following the Pandemic.

Overview and Scrutiny has continued to perform its functions including monitoring the Council's Forward Plan on 'pre-decision scrutiny', scrutinising key decisions taken by Cabinet to ensure they deliver for our communities and the Council, monitor performance information on a quarterly basis and consider annual reports on Complaints, the Community Safety Partnership and the BPL Leisure Management contract.

A positive outcome of the scrutiny review of Town Centres – Anti Social Behaviour in 2021/22, was a successful Safer Streets 4 Funding bid of £229,922 in relation to Worksop Town Centre, including employment of Street Wardens for a period of 18 months.

The Committee undertook one Task and Finish review in 2022/23 on Housing Services and a received a report on Management of Commercial Properties. The focus was on pre- decision scrutiny of Council Services especially Housing Services and Planning Services by the whole Committee. We have also carried out Post Scrutiny Monitoring on the Flooding and Cycling reviews and received follow up reports on Planning Enforcement, Thriving Communities, Waste and Recycling and the Green Agenda.

In July 2022, the Council revised its priorities to support the Council and partner organisations with the impact of the Cost of Living Crisis and the Committee will monitor the ongoing work in Bassetlaw at each meeting.

Finally, I would like to thank the members of the Overview and Scrutiny Committee, officers and all participants involved for continuing to make scrutiny a success.



Councillor John Shephard
Chair of Overview and Scrutiny

Introduction

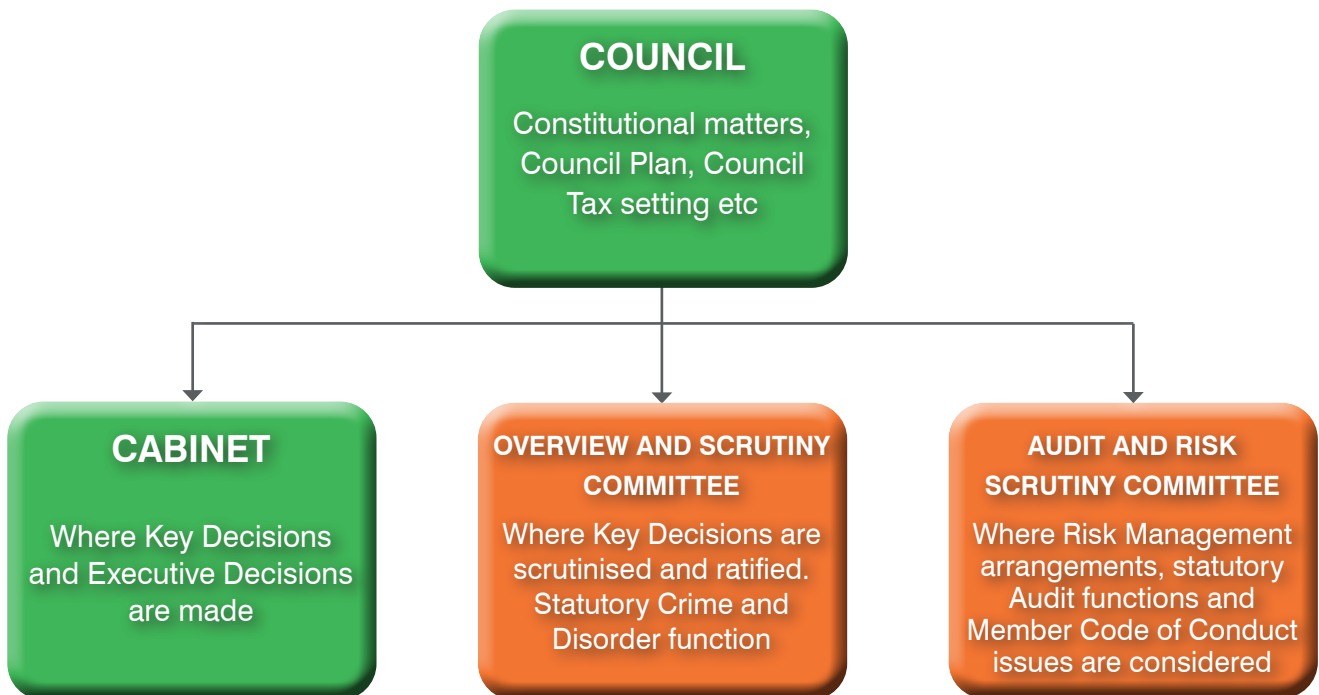
This Scrutiny Annual Report looks back over the work of Overview and Scrutiny in the municipal year of 2022/23. It explains the role of Overview and Scrutiny, looks at some of the topics covered over the year as well as looking to the future. The report takes into account the requirement to communicate Scrutiny's work to Full Council, as detailed in the 2019 [Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities](#).

Where Scrutiny fits in

The Local Government Act 2000 changed the way in which Councils are structured. Bassetlaw District Council operates a Cabinet system with a Leader. In 2022/23 the Cabinet was made up of seven Elected Members responsible for the majority of decision-making at the Council.

As a balance to this more concentrated decision-making process, the Act introduced Overview and Scrutiny into local government. Councils operating the Leader and Cabinet model must have in place a scrutiny structure to challenge the decisions of Cabinet. It can, therefore, be a powerful tool to ensure that the Council is run effectively and efficiently.

Overview and Scrutiny does not have executive power, therefore cannot make executive decisions. The scrutiny function, however, does have a strong influencing voice within the Council. The relationship between the Cabinet and Scrutiny is shown below:-



Scrutiny's power of influence

Overview and Scrutiny has a number of statutory powers and serves a variety of functions in the Council:-

Hold the Cabinet to account

- Act as a “critical friend” to the Council’s Executive
- Review the Forward Plan and Key Decisions of Cabinet
- Monitor the Council’s performance
- Monitor agreed actions arising from Scrutiny Reviews

Review topics to improve service / local area

- Provide reports and recommendations to Cabinet for consideration
- Address Councillor Call for Actions
- Address referrals from Council and Cabinet
- Set up Task and Finish Working Groups to look into topics in detail

Undertake external Scrutiny

- Scrutinise partners and external bodies where appropriate
- Work alongside health and Community Safety partners to influence how services are delivered at a local level.

Overview and Scrutiny Committee continue to scrutinise the following at least once a year:

- Leisure Management Contract performance (BPL)
- Community Safety Partnership (Statutory Crime and Disorder Functions)
- Complaints to the Council and to the Ombudsman

Forward Plan / Key Decisions

The Overview and Scrutiny Committee continues to review the Council’s Forward Plan at every meeting. The Forward Plan details forthcoming Key Decisions and decisions to be considered in private at least 28 days before the decision is taken. The Forward Plan is interrogated by the Committee and at pre-agenda meetings to allow effective pre-decision scrutiny to take place.

A Key Decision is a decision that affects multiple wards in Bassetlaw or involves spending a significant amount of money. Cabinet Key Decisions do not come into force until Overview and Scrutiny have endorsed the decision.

Where necessary, the Committee will ask for briefing notes or invite the relevant Cabinet Member / Officer to provide information on specific reports or issues.

Call in

The Overview and Scrutiny Committee has the power to “call in” decisions of Cabinet before they are implemented. The call in is heard at the Overview and Scrutiny Committee and the decision is put on hold until the matter has been resolved. Call in continues to be a last course of action, as the Committee feel it is much more constructive to scrutinise forthcoming decisions of Cabinet before they are taken.

There were no “call in” decisions in 2022/23. All Key Decisions came before the Committee and none were called in and referred back to the decision maker.

Scrutiny Reviews

In addition to its standing items, the Overview and Scrutiny can undertake Scrutiny Reviews of certain topics affecting council services and the local community.

There was an above average response to the Topics suggested for 2022/23 and the Committee chose the following topics for either review or further information:

- Climate Change - deferred to 2023/24 Work Programme
- Empty Commercial Properties
- Enforcement of Tenancy Conditions – part of the Housing Scrutiny Panel
- Houses in Multiple Occupation
- Pest Control

This resulted in the Committee undertaking one review in 2022/23, which was time, limited to one day - the Housing Scrutiny Panel (Task and Finish Group).

The focus for the year was on the organisation and the services the Council delivers to residents with pre scrutiny of Key Decisions in the Forward Plan with requests for Officer and Cabinet Members to attend Overview and Scrutiny Committee to provide more in depth information and answer questions; provide written briefings and follow – up progress updates. This enabled the Committee to have influence on key policies and strategies.

The Housing Scrutiny Panel (Task and Finish Group)

The Task and Finish Group met on 17 March 2023, comprising four Members and was set up to scrutinise:

- How Tenancy Conditions relating to ASB and untidy gardens are enforced
- The nature of official complaints and action taken to reduce these.

Witness evidence was provided by the Cabinet Member for Housing, Head of Housing Services and Tenant Services Manager.

The Outcomes and six Recommendations were approved at the March Overview and Scrutiny Committee and referred to the June 2023 Cabinet for consideration.

Recommendations:

- Members be given clarity on the use of the Member Portal and e-form on the website for reporting repairs; terminology be clarified
- Members consider submitting a topic proposal for O&S to look at the work with the private rented sector in relation to management of ASB and untidy properties and gardens.
- Members be kept informed on IT system implementation of customer portal and O&S review its success in Jan 2024.
- Use infographics in the In touch magazine to promote positive customer experiences
- Members be encouraged to arrange visits to housing services
- For O&S to investigate corporate stance on review of policies as part of next year's work programme.

In addition, further information was requested on:

- Tenancy Complaints Review Group TORs and implementation timelines
- New Tenants welcome pack
- Content of tenant handbook
- Tenancy agreement
- The number of policies and how many are due for review

Managing Commercial Property

In December 2023, the Head of Finance and Property Services delivered a report on the Council's role and approach to managing commercial properties within the District, examining the process from managing empty commercial properties within the Council's own estate with links to the Council's overall Asset Management Strategy.

The asset management system is in the early stages of being reviewed with options to implement a fully integrated software solution designed to assist with asset management planning strategy. The software will ensure that council can manage its property assets, including commercial assets more effectively from maintenance and surveys to estate management.

The Overview and Scrutiny Committee asked for an update in 12 month's time, to include information on unlettable properties, properties with arrears and the new management system.

Briefing Notes

The Committee received written information on Pest Control and Houses of Multiple Occupation in Bassetlaw.

Pre – Decision Scrutiny

In addition to the Topic suggestions, analysing the work of the Committee over the year, a picture emerged of a focus on two services – Housing and Planning.

Housing Services

During the course of the year, there were a number of Housing Services policy and strategy Key Decisions on the Forward Plan that were subject to pre- decision scrutiny.

[Management Arrangements of Housing Community Centres \(Key Decision No. 974\)](#)

The Head of Housing, Cabinet Member for Housing and the Strategic Housing Officer answered questions as pre-scrutiny of the report which considered options for the future ownership and management of the Community Housing Centres.

[Managing Condensation, Damp and Mould Policy \(Key Decision No. 984\)](#)

The Head of Housing, Cabinet Member for Housing and the Strategic Housing Officer answered questions as pre-scrutiny of the report which set out the approach to managing the risk of condensation, damp and mould in the Council's housing stock.

Protocol for Housing Dangerous and Potentially Dangerous Individuals (Key Decision No. 983)

The Head of Housing, Allocations Team Leader, Cabinet Member for Housing answered questions on the report, which advised that there were few protocols in place in other Councils nationally and Bassetlaw District Council was adopting best practice.

Draft Allocations and Choice Based Lettings Policy (Key Decision No. 917)

In March 2023, the Committee resolved that the Head of Housing and Cabinet Member attend June Committee for pre-scrutiny of the Draft Allocations and Choice Based Lettings Policy.

In addition, there were progress updates in the Work Programme from the previous year.

Updates on the progress of the Thriving Communities Strategy Delivery Plan and Actions

The Strategic Housing Officer delivered a 6-month update on the Thriving Communities Strategy, which was developed to tackle deprivation in Worksop South East (Cheapside), Worksop Central and Worksop Sandy Lane. Actions around four key themes aimed to improve quality of life in these areas:

- Housing and Households;
- Wellbeing and Lifestyles;
- Employment and Education;
- Physical Neighbourhood.

There was a partnership approach with a wide range of partners across the public and community and voluntary sectors who were already contributing support in the areas.

The key actions outlined in the Strategy include:

- Working with Landlords and homeowners to encourage improvements to housing stock;
- Working with planning to respond to future housing developments;
- Promoting improvements to the lived environment and encouraging investment in housing;
- Assisting residents and landlords to make dwellings more carbon neutral and providing advice on energy supply and affordable warmth;
- Providing advice and assistance to landlords to bring empty homes back into use;
- Offering tailored support to vulnerable groups;
- Targeted health initiatives;
- Engaging with the community to promote education and encourage participation in training to improve skill levels;
- Supporting landlords to carry out repairs;
- Initiatives to reduce Crime & Anti-Social behaviour;
- Initiatives to encourage self-help and community.

The Committee recommended that SMART targets with appropriate timeframes be added to the strategy and an end-point identified.

Also, in February 2023, Committee carried out further pre- decision scrutiny on the progress of the action plan in the **Thriving Communities Strategy – 12 month update (Key Decision No. 976)**.

Carlton Wimpey Estate Masterplan – Outcome of Consultation (Key Decision No. 899)

The Head of Housing Services answered questions on Masterplan and it was noted that because of the consultation responses, changes have been made to the Masterplan.

2022/23 Performance Outturn and Council Plan Progress Update

CPIH 003 Average time taken to relet Standard Voids

The Committee monitored the performance of this indicator during 2022/23 and the Head of Housing Services attended to give an update and answer questions. She explained that a new contractor, EQUANS, had been appointed in February 2023, who was working to reduce the number of voids. There was a high demand for housing properties and measures were being taken to reduce let times. There is still a national problem of access to raw materials, however, it is envisaged that the number of voids will reduce.

Committee requested that the Head of Housing Services provide an update on the performance of the new repair's contract in six months' time.

Planning Services

There were also a number of policy Key Decisions on the Forward Plan relating to Planning Services, which were subject to scrutiny.

Nationally Significant Infrastructure Project (NSIP) Policy (Key Decision No. 991)

The Head of Regeneration and Cabinet Member for Regeneration explained the background to the report outlining the Council's role as a statutory consultee in NSIP and the additional workload for Planning and other Council officers. The policy aims to maximise the benefits to local taxpayers by making it mandatory for developers to pay for the Council's contribution to the process.

First Homes Administration (Key Decision No. 992)

The Head of Regeneration and Cabinet Member for Regeneration explained the background to the report outlining the introduction of a Bassetlaw first approach to the criteria and an administration charge to check the criteria of the applicants.

Community Infrastructure Levy; Amendments to Exceptional Circumstances Relief (Key Decision No. 993)

The Head of Regeneration and Cabinet Member for Regeneration advised of the background to the revisions.

Update on Planning Enforcement (Verbal Update)

The Head of Regeneration gave a verbal update on the Planning Enforcement Strategy that was agreed by Members at the October 2021 meeting following the Spotlight Review of Planning Enforcement. The Planning Enforcement Strategy report was presented to Cabinet in June 2022, in which the service was benchmarked against other local authorities. An internal review of the Planning Enforcement Team was carried out, a new Enforcement protocol published in July 2022 and posts were advertised for a new Enforcement Team.

The Head of Regeneration gave an update stating that recruitment had not been successful to the Senior Enforcement Officer or Planning Enforcement Officer posts so the Council were utilising agency staff, as the service requires additional support. The post was to be re-advertised post-Christmas 2022.

Members were given some in-year comparative figures for Q2 2021/2022 versus Q2 2022/2023 that showed a significant improvement dealing with new cases and closing cases as a result of the correct staffing levels.

Many more non-quantifiable improvements to the service are now operational:

- Digitising historic enforcement notices ready to go live on the web site
- Scanning of old cases to remove paper files
- Digitising old paper records
- Communicating with Parish Councils on a monthly basis so that they have a record of what actions have been undertaken in the previous month on cases in their locality. The dedicated Planning Support Officer for Enforcement can offer some feedback before any Parish Council meeting.
- The amount of historic formal service complaints directly attributed to planning enforcement has been reduced.

Other Items

Cost of Living Action Plan

During the year, the Cost of Living Crisis emerged as a national and local issue. In September 2022, Cabinet considered a report concerning proposals for the Council's priorities in relation to the ongoing impacts on the cost of living. A number of intervention themes were identified:

- Coordination
- Communication / Information
- Council Support
- External Support
- Capacity Development

In addition, the Council allocated £150,000 funding for the development of a package of measures, working with partners, to support the residents of Bassetlaw.

In October 2022, Members endorsed the Cabinet decision and agreed that the Committee should receive quarterly progress updates for pre scrutiny questioning.

Bersahill Ltd

In October 2022, the Committee were given a presentation and verbal update covering:-

- The purpose of Bersahill Ltd
- Projects delivered through the company
- How the company is structured and governed
- The response to the main contractor ceasing trading
- The current position of Bersahill Ltd

A further update was scheduled for March 2023 but in February 2023, the Committee considered a Member Delegated Decision for Bersahill Ltd. and a future update was set for July 2023.

Sickness Absence Update (Verbal update)

In January 2023, the Head of People and Culture gave a verbal update on sickness absence and circulated additional briefing papers. The Committee resolved that an internal review of the current sickness absence policies and practices take place looking at the causes of high levels of sickness, the possible solutions and comparing best practice with other councils.

The Head of People and Culture will provide a progress update to Overview and Scrutiny in 6 months' time.

Devolution Update (Verbal update)

The Chief Executive delivered a brief summary of the East Midlands Devolution deal, outlining the key funding proposals and answered questions from Members.

Health Scrutiny and East Midlands Ambulance Service

In October, Members were informed of the changes to health scrutiny with the establishment of the Integrated Care System in July 2022 and the role of Nottinghamshire County Council. It was noted that East Midlands Ambulance Service reports performance to the NCC Health Scrutiny Committee and will be removed from Bassetlaw District Council's Work Programme.

Progress Updates

Update on Waste and Recycling Action Plan - Environment Act - Recycling in flats (Verbal Update)

The Committee had previously agreed that the 2018/19 Overview and Scrutiny Action Plan be closed and replaced by a new service led Recycling Action Plan which addressed current issues in the context of the Environment Act. The Environment Services Manager and the Director of Regeneration attended to give a verbal update on Waste and Recycling Action Plan, the Environment Act and Recycling in flats in Bassetlaw.

The Director of Regeneration introduced the Environment Act that had been signed off in November 2021; it is now waiting for DEFRA to confirm the targets.

Currently recycling in Bassetlaw is at 26.4%, this is the highest quarter four figure and the Council has had its best year and is improving. The Environment Services Manager gave an update on recycling and garden waste collection. In the last 2 years the garden waste subscriptions have increased by 27% with a target set to increase further in 2023, a campaign will run again for the public to re-subscribe to the scheme.

He also set out what has been done to promote recycling. The Bin Basic Campaign of closed lids has had a good response from residents and has seen a reduction in rubbish going to landfill sites. Also, leaflet drops identifying what can go in the blue bins will be repeated on the Christmas collection date stickers.

The contamination levels in the blue bins is still high, particularly within flats and Houses of Multiple Occupation (HMOs). This is probably down to a high turnover of residents in HMOs. A new sticker has been introduced to try to reduce contamination by increasing residents' awareness of what not to place in the recycling bin.

Update on Green Agenda and Carbon Neutrality

The Climate Change Officer had previously delivered an update and presentation to the Committee about the work being undertaken to fulfil the Council's Green Agenda and carbon neutrality targets and it was agreed that progress should be reported in 12 months' time.

In December 2022, he advised that Projects have ranged from capital improvements for key assets to more innovative discussions, supporting the District transition to a net zero future. The Climate Team has also expanded this past year from 1 to 3 FTEs, utilising the revenue generated from grants being brought in to the Council.

Referencing the Bassetlaw District Council estate, the first successful project was a full retrofit of the Kilton Forest Golf Clubhouse. Comparing a whole year's worth of operational data on the new system with pre-covid levels the building is emitting on average 66% less carbon. Additionally, the building's operation cost this year will be just under what it was in pre-energy crisis times.

Queen's Buildings succeeded in gaining capital funding from the previous Department of Business Energy and Industrial Strategy for the Public Sector Decarbonisation Scheme (PSDS). The Council has been awarded just over £1,000,000 to install a variety of energy efficiency measures and a low carbon heating system at QB. It is expected to save the council over £16k per annum, which should increase as predicted utility prices increase in coming years, and protect against future minimum energy efficiency standard increases, as it will perform at an EPC A.

Initial findings from the Low Carbon Skills Fund were presented to Overview and Scrutiny Committee last year. Following completion in March 2022, work was identified to improve the vehicle maintenance depot that will improve the facility for the staff working on site. It is also expected to save the council upwards of £15k per annum at pre energy-crisis prices.

The Climate Change Team submitted another application to the next phase, PSDS 3b, in October 2022 for 17b in Retford. This application has passed its initial assessment and is awaiting further input regarding the next steps.

In addition, the Team is managing the domestic retrofit related funding for the private housing sector:

In the current phase of funding, called sustainable warmth competition (SWC) an approximate £1m budget was allocated to BDC and is focused in Rhodesia. There are approximately 36 External Wall Installations (EWI) in the pipeline with approximately 50 lofts and cavity walls insulations.

The team is also preparing to deliver the next phase of funding in this sector, called HUG 2 for 2023-2025 and has accepted Midlands Net Zero Hub's allocation of £3.9m for this scheme.

Looking forward there other projects ranging from EV Charging strategies for the district; building a leased asset decarbonisation register to protect BDC leased assets from rising Minimum Energy Efficiency Standards (MEES) regulations; fleet decarbonisation plans to coincide with the wider decarbonisation of transport in the area; support SMEs with the Council's Shared Prosperity Fund work; and create a District wide carbon strategy that will be built upon engagement with local residents, businesses, and councillors.

Post Scrutiny Monitoring

Review of Flooding

In July 2022, Overview and Scrutiny Committee received the Cabinet's response to the review of Flooding, which was part of its 2021-2022 Annual Work Programme. Usually progress on the actions is reported back to Committee after 12 months but the members requested an update after six months.

Subsequently, in February 2023, Committee noted progress on the actions and agreed that a further update report should be received in 12 months' time.

Scrutiny Review of Town Centre Anti-Social Behaviour

The Cabinet response to the review was received in September 2022 and agreed Post Scrutiny Monitoring of the actions in 12 months' time.

The review identified that a more visible presence was required in the town centre with the ability to deal with incidents and breaches expeditiously, and to act as a deterrent for unacceptable behaviour. It was recommended that this could be achieved, in part, by the introduction of Street Wardens/Community Protection Officers employed by the Council. A successful outcome of the review was that in conjunction with the Office of the Nottinghamshire Police & Crime Commissioner, the Council received Safer Streets 4 Funding of £229,922 with regard to a series of proposals in relation to Worksop Town Centre, including employment of wardens for a period of 18 months.

Update on Action Plan arising from the Scrutiny Review: A Cycling Strategy for Bassetlaw

Overview and Scrutiny received a progress report on the delivery of the actions in February 2022, resolving to extend the monitoring period for an additional 12 months. In February 2023, the Committee agreed that the action plan has reached the end of its life, with formal monitoring to stop and the cycling agenda will continue to be supported through the role of the Cycle Champion.

Crime and Disorder Committee

Section 19 of the Police and Justice Act requires every local authority to have a Crime and Disorder Committee with the power to review or scrutinise decisions made, or other action taken, in connection with the discharge by responsible authorities of their crime and disorder functions. Responsible authorities are effectively the statutory partners within a community safety partnership, i.e. Police, local authorities, (county and district), Fire and Rescue Authority, Probation Trusts and Clinical Commissioning Groups (replaced from July 2022).

Bassetlaw District Council is part of a merged Community Safety Partnership (CSP) with Newark & Sherwood District Council and between 2008 and 2013 held a joint meeting each year, however, since the 2014/15 municipal year, both authorities have held individual meetings.

The meeting updated on the priorities, work undertaken and performance of the Partnership and the implications of the Serious Violence Duty for the Bassetlaw, Newark and Sherwood Community Safety Partnership (CSP) and Bassetlaw District Council. The following were discussed:

- Funding of Community Safety Partnership Posts
- The role of the Safer Nottinghamshire Board (SNB)
- Scrutiny Review of Anti - Social Behaviour in Town Centres
- Update on the progress of actions funded by Safer Streets 3 and the additional Safer Streets 4 funding bid to enable the Council to employ four Street Wardens for 18 months to support the work of the ASB Team in Worksop Town Centre.
- The role of the Nottinghamshire Rural Crime Prevention Officer
- The process for setting of Local Policing Priorities
- Additional police resources allocated to Bassetlaw
- The implementation of the Worksop Town Centre Delivery Plan
- Performance of BDC Community Safety/ASB Team

The committee was informed about the new Serious Violence Duty, which came into force in January 2023, why it was introduced, requirements of the duty, its implications on the CSP and the Council and the structures established to implement the duty. The Community Safety & Safeguarding Manager represents Bassetlaw District Council in relation to this work.

Reports to Overview and Scrutiny

Overview and Scrutiny may also request reports to committee on a periodic basis. The following reports were considered in 2022/23:-

Annual Update on Leisure Management Contract and Performance

The Chief Executive, Finance Manager and Bassetlaw Contracts Manager of Barnsley Premier Leisure (BPL) and Director of Regeneration and Neighbourhoods, BDC, attended the committee meeting on 17th January 2023. The meeting considered performance levels for the 12 month period 1st April 2021 to 31st March 2022, efforts to recreate the participation levels post-pandemic and maximising opportunities for local people to access healthy activities.

Committee were informed that the Bassetlaw District Council / BPL Leisure Management Agreement has been extended to 2030.

BPL fully re-opened the leisure facilities at the first opportunity after lockdown, when it was safe to do so, which gave protection from many of the financial pressures created by the Covid closures. It will also enable BPL to better cope with the pressures caused by the cost of living crisis and extreme utilities inflation.

The performance data shows that BPL continues to perform at a very high level and the direction of travel for improvement is encouraging in both the short and medium term. The opportunity to increase participation by both able bodied and disabled residents has been enhanced by the Council's investment in fitness suite extensions at Worksop, Retford and Bircotes Leisure Centres. These facilities have been self-funded by the financial performance of the leisure management contract.

The improved facilities have also assisted the "bounce back" of usage following the Covid pandemic. The total number of visits for this period was in excess of 640,000, this cannot be compared to previous years due to the pandemic but the centres showed a significant recovery compared to the national average.

A number of highly innovative schemes have been launched to promote the Council's facilities and increase participation.

BPL has invested over £1 million across all sites to complete the Your Space rebrand including changing room and fitness facility improvements and the creation of new café facilities at Worksop Leisure Centre. Worksop Your Space was shortlisted for the National Fitness Award 2021 Midlands Gym of the year and Local Authority Gym of the year.

Visitors show an extremely high level of customer satisfaction and this is reflected in the performance data and the net promoter score for the facilities.

The Council has invested £20,000 improving disability access at Kilton Forest Golf Clubhouse with decarbonisation works completed May – Sept 2021.

Working in partnership, the Council and BPL have supported activities around the Tour of Britain, Retford Health and Wellbeing Day and the mobile food hubs – a Cost of Living initiative.

BPL continues to provide a long-term exercise referral scheme and cardiac rehabilitation phase in partnership with the health colleagues. Increased health funding supports extended referral pathways to reduce health inequalities and reach additional cohorts.

The Head of Finance delivered a financial update. The BPL Group have a total income of £14.8m with a surplus of £418k. Bassetlaw's facilities total income is £3.5m with a surplus of £239k of which £207k is committed to reinvestment.

Future developments for BPL include a 300sqm gym extension at Retford Post 16, Levelling Up funding in Worksop for a Family Entertainment Venue and improved operational management systems.

Members also received an update from the Bassetlaw Contracts Manager on employees and investing in communities. Currently Bassetlaw BPL employ 171 staff, 8 Leisure Apprentices, 5 Wellbeing Champions and have maintained the Investors in People (IIP) Gold Membership.

In terms of the community, there is a Roving Service, Community Outreach with weekly events and campaigns and the Dukeries Memory Group supports people with dementia.

The investment in communities has seen an increase in the following activities:

Fitness Membership by 8%

Exercise on Referral – 485 referrals to 512 year to date

Swimming Lessons by 20%

Complaints

The Overview and Scrutiny Committee continue to monitor complaints on an annual basis.

Members were presented with an annual summary of complaints dealt with by the Council during 2021/22. The Council has a three stage complaints process, i.e. firstly it is referred to the Head of Service and then secondly, if the complainant remains dissatisfied, the complaint is then investigated by the Chief Executive. If the matter is not resolved through the Council's process, the matter can be referred through to the Ombudsman.

A breakdown of service areas and categories for complaints was considered. The number of complaints received for the year was 220, this was an increase of 71 complaints compared to the previous year's 149; 90% of complaints were submitted digitally and 86% of the complaints were responded to within 15 working days.

There were a total of 18 Stage 2 complaints, all but 2 of these complaints were responded to within 15 working days, with 4 upheld and 7 partially upheld.

A variety of customer focussed service improvements have been identified and implemented during 2021-22 as a result of complaints made.

The key complaints received were for Housing and Neighbourhoods. In response to the increase in complaints within Housing Services, further investigation was undertaken as part of the Housing Services scrutiny review in March 2023.

It was noted that Council services had been maintained throughout the Covid 19 Pandemic with little disruption to services but some delays have inevitably occurred.

The Committee were also provided with an annual summary of complaints dealt with by the Local Government and Social Care Ombudsman for 2021/22. As part of the Council's complaints process procedure, complainants may exercise their right to seek advice from the Local Government and Social Care Ombudsman (LGSCO).

The Ombudsman received 6 complaints and enquiries about the Council for 2021/22 compared to 12 the previous year. Of these 2 were closed after initial enquiries, 1 was incomplete or invalid, 2 complaints where advice was given and 1 case was referred back for local resolution.

The Committee will continue to monitor complaints and Ombudsman referrals on an annual basis.

Performance monitoring

The Committee continues to monitor performance of the Council through a suite of Key Performance Indicators (KPIs) which are reported on a quarterly basis. An identical set of indicators is also reported to Cabinet. The Chair and Vice Chair of Overview and Scrutiny will discuss the performance report at pre-agenda meetings, and where necessary, ask officers to provide additional information. Committee members may also raise questions at or before the meeting.

KPI outturns are classified as follows:-

Green – Exceeding target

Amber – On target / within tolerance

Red – Below Target

In addition, a number of data only PIs are reported. Informative notes are provided for each KPI and exceptions are highlighted. Overview and Scrutiny monitored over 76 KPIs on a quarterly basis and 16 KPIs on an annual basis, across a number of service areas:

- Corporate Services;
- Finance & Property;
- Neighbourhoods;
- Regeneration;
- Housing;
- Policy, Strategy and Communication.

Audit and Risk Scrutiny Committee

The Audit and Risk Scrutiny Committee has three specific responsibilities:

- to fulfil statutory Audit functions in respect of the Council's financial and non-financial operations;
- to consider all aspects of the Council's Risk Management arrangements; and
- to consider aspects of the Council's arrangements for Member Code of Conduct.

The Audit and Risk Scrutiny Committee may also appoint a sub-committee (Standards Sub-Committee) to conduct a Hearing into an allegation that a Member or Co-opted Member has breached the Authority's Code of Conduct.

In 2022/23, the Committee received reports on a number of items, including:-

- Internal Audit Progress Reports 2021/22
- Internal Audit Progress Reports 2022/23
- Internal Audit Plan 2022/23
- Audit Planning Update and Progress Reports
- Internal Audit Annual Report 2021/22
- Draft Statement of Accounts for 2021/22
- Financial Outturn 2021/22
- Annual Treasury Management Review 2021/22
- Mazars External Audit Completion Report 2020/21
- Assessment of Going Concern (status of 2021/22 Statement of Accounts)
- Write Offs Annual Report 2021/22
- Budget Monitoring and Capital Programme Updates
- Changes to the Financial Statements, Accounting Policies and Regulatory Changes for 2020/21
- Risk Management Strategy and Framework
- Corporate Risk Management Quarterly Reports
- Adoption of a new model of Code of Conduct for Members
- Code of Conduct - End of Year Analysis
- Local Authority Trading Companies Governance Review
- Constitution Review
- Local Code of Corporate Governance 2022/23
- Draft Annual Governance Statement and Report 2021/22
- Regulation of Use of Powers Act 2000 (RIPA) Review of Use of Powers and Policy
- Partnership Governance and the Partnership Register
- Budget Reports 2023/24 to 2027/28

It should be noted that in accordance with the Constitution, the Chair of Audit and Risk is a member of the Overview and Scrutiny Committee.

Annual audit letter

The 2020 Code of Audit Practice required the Council's external auditors to issue the Auditor's Annual Report, which includes commentary on the Council's arrangements to secure economy, efficiency and effectiveness in its use of resources (VFM commentary) before 30th September. If this is not possible, the auditors are required to write setting out the reasons for the delay.

In June 2023, Mazars, the Council's auditors, presented a report to the Council's Audit and Risk Scrutiny Committee explaining the delay in issuing the Auditor's Annual Report and subsequently their audit opinion for the year to 31st March 2022. As a result of the national issue surrounding the valuation of net defined benefit pension liabilities at 31st March 2022, they are yet to finalise our work on this area. Further, they are finalising work on a number of other areas and undertaking a final review of their audit file. They are yet to complete their work in respect of the Council's VFM arrangements for the year ended 31st March 2022 but advise that, at the time of preparing the report, they have not identified any significant weaknesses in arrangements that require them to make a recommendation. Mazars have regularly updated Audit and Risk Scrutiny Committee on progress. Commentary on the Council's VFM arrangements for 2021/22 will be provided within 3 months of issuing their opinion on the financial statements.

Looking forward

Delivering the 2023/24 Work Programme

The Committee will continue to programme work in advance by keeping their Work Programme under review at each meeting. The changes to Committee membership for 2023/24 with Councillors new to scrutiny will offer a refreshed perspective to shape the Work Programme.

At the start of the municipal year, all Elected Members and Senior Officers were given the opportunity to suggest topics for Overview and Scrutiny and these suggestions will be shortlisted in the July Committee meeting.

The Committee has previously agreed to carry out a Climate Change Review in the 2023/24 Work Programme and there are a number of follow up updates carried over from the 2022/23 Work Programme.

In addition, the topics were agreed as:

- Income Generation Strategy – Task and Finish Group
- Council’s policy in supporting co-operatives and social enterprise – Committee to receive an update on the current position
- Council’s Industrial and Community Properties – the Committee is to receive a 12-month update on the Management of the Council’s Commercial Properties.

The Committee may select other topics of focus during the course of the municipal year, and will continue to scrutinise the **BPL Leisure Contract Performance and the Bassetlaw, Newark and Sherwood Community Safety Partnership, as well as receiving quarterly performance reports, Cost of Living Updates and the Annual Complaints and Local Government and Housing Ombudsmen Reports.**

Outstanding Items from Work Programme 2022/23 carried over to Work Programme 2023/24

Scrutiny of Finance training – with the objective of enhanced scrutiny of financial resources. Programming is awaiting the outcome of the Council’s Constitutional Review.

Empty Commercial Properties outside of the Council’s estate – following a review of the Council’s estate it was suggested that it be extended to include other commercial properties.

Pre-decision Scrutiny of the new Council Plan 2023-2027.

Cabinet Response to Housing Scrutiny Panel recommendations reported to Overview and Scrutiny Committee March 2023.

Contact us



01909 533 533



www.bassetlaw.gov.uk



customer.services@bassetlaw.gov.uk



Text us on 07797 800 573



Find us on Facebook - BassetlawDC



Twitter @BassetlawDC



Visit us at:

Retford One Stop Shop
17B The Square, Retford DN22 6DB

Worksop One Stop Shop
Queen's Buildings, Potter Street, Worksop S80 2AH

All offices are open: Monday to Friday 9:00am to 5:00pm

If you need any help communicating with us or understanding any of our documents, please contact us on **01909 533 533**.



Bassetlaw
DISTRICT COUNCIL
— North Nottinghamshire —

Bassetlaw District Council

Council

21st September 2023

Report of the Chief Executive

Review of Polling Districts and Polling Places

Cabinet Member: Corporate & Financial Services
Contact: Cara Hopkinson

1. Public Interest Test

The author of this report, Cara Hopkinson, has determined that the report is not confidential.

2. Purpose of the Report

2.1 To propose a full Interim Polling Places Review commencing on 29th September 2023.

2.2 To seek Council's approval for the establishment of an all-party Member Working Group to undertake the review and make final recommendations to Council.

3. Background and Discussion

3.1 To comply with Section 17 of the Electoral Administration Act 2013, the Council is required to conduct a review of all parliamentary polling districts and polling places within every five years, the next compulsory review is to be started and completed between 1 October 2023 and 31 January 2025.

3.2 The last full review was undertaken in 2019, concluding with a report to full Council on 7th November 2019.

3.3 In May 2021 there were significant changes that had to be made to ensure that the elections could be delivered safely and within government guidance in relation to Covid-19. This guidance included not using schools as polling stations. There were also a number of polling stations that were unavailable and a reduction in the number of polling staff due to some feeling uncomfortable working on a polling station during the pandemic. As a result, the 2021 elections gave the Council the opportunity to trial several new buildings which met the requirements as a polling station and also move away from the need to use schools in some locations.

3.4 In addition with the introduction of Voter ID this has led to additional requirements at polling stations such as the space for a private area to check ID in private that need to be considered.

3.5 Some of the changes were retained for the May 2023 elections and it is therefore proposed to conduct a Polling Places review to meet not only the requirements of the Electoral Registration and Administration Act 2013 but also to consult members, electors, the Returning Officer and relevant stakeholders on retaining some of the

changes made. The Member Working Party will then formulate recommendations for Council's consideration.

4. Aim of the Review

4.1 In conducting this review, the Council must seek to ensure that:

- All electors have such reasonable facilities for voting as are practicable in the circumstances;
- Polling places are accessible to all electors and all sections of the community; and
- When considering or reviewing the designation of a polling place, have regard to the accessibility needs of disabled persons.

5. Definitions

5.1 Polling district: this is the area created by the division of a constituency or ward. Within this area, a polling place must be determined which is convenient to electors registered in that area.

5.2 Polling place: the building or area in which polling stations will be selected by the Returning Officer.

5.3 Polling station: the room or building where the poll takes place. This is chosen by the Returning Officer for the election and is published on various official notices and communicated to the electorate via a poll card.

6. Timetable for Review

29 th September 2023	Publication of formal notice of review
29 th September 2023 – 10 th November	Public consultation on the review
24 th November 2023	Publication of the RO's comments and final proposals
22 nd December 2023	Deadline for receipt of public comments on the RO's comments and proposals
25 th January 2024	Meeting of full Council at which the recommendations from the review will be considered.
1 st February 2024	Changes come into force

7. Implications

a) For service users

To ensure that polling stations are provided in such a way that facilitate the democratic process and provide reasonable accessible facilities for voting.

b) Strategic & Policy

Effective, transparent and equitable democratic and decision making processes are an essential pre-requisite to the delivery of all the Council's priorities.

c) Financial - Ref: 24/263

All public resources are subject to budgets, and this includes electoral matters, whether they are determined nationally, countywide or locally. For national elections allocations are made for each area, usually on a formulaic basis. If there is any excess to the formula allocation there may be a local cost to this Council as Bassetlaw will have to demonstrate that its costs are proportionate.

Schools may only charge a statutory fee of for use as a polling station. Alternative venues will be subject to negotiated individual charges.

d) Legal – Ref: 095/09/2023

The legal provisions are set out within the report.

e) Human Resources

None.

f) Climate change, Environmental

None.

g) Community Safety, Equality and Diversity

As indicated in the report, the review will need to give consideration to access arrangements for polling places/stations. Local authorities have a duty to ensure that every polling place, and prospective polling place, for which it is responsible is accessible to disabled voters 'so far as is reasonable and practicable'.

h) GDPR

All GDPR requirements will be adhered to. Personal data will not be published, only the name of the person making the representation.

i) Whether this is a key decision, and if so the reference number.

Key Decision No. **988**

8. Options, Risks and Reasons for Recommendations

8.1 The Council has no alternative but to undertake the review as set out in the Electoral Registration and Administration Act 2013.

8.2 The Returning Officer is responsible for the provision of suitable polling stations within designated polling places.

8. Recommendations

That Council approves:

8.1 The commencement of a full Review of Polling Places within the District of Bassetlaw.

- 8.2 The review be undertaken by an all-party Member Working Group on a 3:1:1 basis.
- 8.3 The following Members be appointed to the Member Working Group:
- Councillor Jo White
 - Councillor Neil Sanders
 - Councillor Lynne Schuller
 - Councillor Lewis Stanniland
 - Councillor Joan Sanger
- 8.3 The timetable for the Review as set out in the report be approved.
- 8.4 The Terms of Reference of the Review Working Group as set out in Appendix 'A' be approved.

Background Papers

Location

Terms of Reference for the Review of Polling Districts and Polling Stations

Polling Districts

The Review will consider and propose polling districts with the aim of ensuring that:

- The District of Bassetlaw area is divided into polling districts.
- Each polling district offers reasonable facilities for voting for all its electors, as far as is practicable in the circumstances.
- Each Parish is contained within a polling district(s).

Polling Places

The Review will consider and propose polling places with the aim of ensuring that:

- All electors in a constituency within its area have such reasonable facilities for voting as are practicable in the circumstances.
- Polling places are sited in buildings that are suitable for use as polling stations by all sections of the community.
- Polling places have appropriate access for disabled voters.
- Polling places are located in an area of the corresponding polling district unless special circumstances make it desirable to designate an area that is wholly or partly outside of the polling district.
- Polling places are not so large that it is not clear to electors how they will be able to gain access

Electoral Registration

To receive updates on electoral registration and engagement.

This page is intentionally left blank

Bassetlaw District Council

Council

21st September 2023

Report of the Chief Executive

Electoral Review

Cabinet Member: Corporate & Financial Services
Contact: David Armiger

1. Public Interest Test

- 1.1 The author of this report David Armiger has determined that the report is not confidential.

2. Purpose of the Report

- 2.1 To provide an update on the upcoming Local Government Boundary Commission for England (LGBCE) review of Bassetlaw.
- 2.2 To seek Council approval for the establishment a cross-party Member Working Group to make recommendations on a Council submission to the Commission.

3. Background and Discussion

- 3.1 The Local Government Boundary Commission for England (LGBCE) has informed the Council of its decision to carry out an Electoral Review of the Council size (number of elected councillors) and the number of wards and ward boundaries for Bassetlaw District Council. The review process has started and final recommendations will be published in February 2025. Any changes that may be made will come into effect for the local government elections expected in May 2027.
- 3.2 The LGBCE is currently in the preliminary period for the review (the Review Timetable is attached at Appendix A) and is in the process of collating the information required before the review formally starts. A briefing for all Members took place on the 17th July. The information the Council will be required to submit at this stage of the process is the evidence for the Council Size and Electorate Forecast information.
- 3.3 A review is not in the Council's hands; it is undertaken by the LGBCE and under its criteria. The Council can present recommendations but these recommendations must adhere to the requirements.
- 3.4 An electoral review examines and proposes new electoral arrangements for a local authority. These include:
- The total number of councillors to be elected to the Council.
 - The names, number and boundaries of wards or divisions.

- The number of councillors to be elected from each ward or division.

3.5 The Boundary Commission must, by law, take into account several key factors when taking decisions on an electoral review.

- The need to secure equality of representation across the local authority area.
- The need to reflect the identities and interests of local communities.
- The need to secure effective and convenient local government.
- The need to ensure that the electoral arrangements of a local authority reflect its electoral cycle.

These are known as the statutory criteria. As the LGBCE takes decisions on the most appropriate electoral arrangements, it will seek to achieve a balance between these criteria.

3.6 Local authorities that hold whole-council elections and which have wards/divisions represented by two or three members can ask to undertake electoral reviews with the objective of providing for single-member wards/divisions.

3.7 **Main issues**

3.7.1 The Council is required to make a submission on Council size by 5th January 2024. It is proposed that a cross-party Member Working Group be established to prepare proposals to be submitted to Council in December. The Group will also agree the evidence required to submit to the LGBCE so they can make a fully-informed decision regarding Council size that supports local needs.

3.7.2 The design of any new ward boundaries will be based on forecasted electorate figures for 2030, five years on from when the review is due to be completed in 2025. A copy of the Electoral Forecast information is also included in the addendum to this report. The Working Group will consider the calculation of that forecast including residential developments.

3.7.3 This review is for local government ward boundaries only and is not in any way connected to the separate Parliamentary constituency boundary review which has recently concluded.

3.7.4 The Council must also undertake a Polling Station Review irrespective of the Electoral Review and a separate report has been submitted on this process.

4. **Implications**

- a) For service users

The aim of the review is to devise a Council size and warding pattern that are convenient for local residents. There will be two phases of public consultation to provide an opportunity for local people to express their opinion on these matters.

b) Strategic & Policy

An electoral review provides an opportunity to shape the Council for the future. The new Corporate Plan details the Council's corporate priorities for the next four years and, amongst other matters, it makes clear that the Council exists to support local people and improve the quality of life for our residents.

c) Financial - Ref:24 /124

None at this stage.

d) Legal – Ref: 071/09 /2023

The powers for the LGCBCE to conduct an Electoral Review are contained within the Local Democracy, Economic Development and Construction Act 2009. This consolidates and amends provisions previously contained in the Local Government Act 1972, the Local Government Act 1992 and the Local Government and Public Involvement in Health Act 2007.

e) Human Resources

The Review will require a significant volume of work to be undertaken by officers, partly in Democratic & Elections. However, it will also require support from Communications, GIS and Planning teams.

Many authorities appoint Project Officers to undertake such work but there is no capacity available to undertake this. External support is available at a significant cost and would itself require significant internal support. The Working Group will, therefore, need to keep capacity issues under review.

It should be noted that once the Review has started, any external events the Council has to contend with would not be considered as a basis for stopping the process and the Council must adhere to the published timetable.

f) Climate change, Environmental

There are none directly arising from the report,

g) Community Safety, Equality and Diversity

The review is conducted by the LGBCE and they are responsible for ensuring any equality, diversity, cohesion and integration issues are identified and addressed as part of the review process.

h) GDPR

There are none directly arising from the report.

i) This is a key decision, number **1005**

5. Options, Risks and Reasons for Recommendations

- 5.1 The risk to the Council is that any changes the LGBCE may make to Council size and ward boundaries may not allow the Council to properly represent its constituents and

respond effectively to local needs. However, the review process allows the Council to provide evidence in support of the number of councillors it feels is necessary to continue to properly represent constituents and to effectively conduct all aspects of Council business. This, and the public consultation periods, should be used to ensure the LGBCE can make a properly-informed decision.

6. Recommendations

- 6.1 That Council notes the outline of the Electoral Review process and the role of the Local Government Boundary Commission for England in undertaking the review.
- 6.2 That the preparation of proposals for the Council's submission to the Commission be undertaken by a cross-party Working Member Group on a 3.1.1 basis, and the proposals be submitted to Council in December 2023.
- 6.4 The Terms of Reference (Appendix B) for the Electoral Review Working Group be approved.
- 6.3 The following Members be appointed to the Working Group: Councillors A. Rhodes (Chair), Councillors H. Brand, D.Henderson, F. McFarland and J.Naish.

Background Papers

Location

Electoral Review of Bassetlaw District Council – A Guide for Councillors LGBCE
Electoral Reviews – Guidance for Councillors LGBCE

Head of Corporate Services

Appendix A – Bassetlaw Electoral Review Timetable

These timetables outline the key dates and activities for both the Council (shown in bold) and the Commission during the review process.

Preliminary Period

Briefings	Attendees		Key Dates
	Council	LGBCE	
Preliminary Meeting	Council Leader Chief Executive	Chair Chief Executive	17 March 2023
Officer Briefing	Council Officers involved in review	Review Manager Review Officer	2 June 2023
Group Leader Briefing	Council Group Leaders	Lead Commissioner Review Manager Review Officer	30 June 2023
Full Council Briefing	All Councillors	Lead Commissioner Review Manager Review Officer	see 17 July 2023
Parish/Town Council & Local Groups Briefing	Not required	Review Manager Review Officer	tbc

Council Size

Activity	Involvement		Key Dates
	Council	LGBCE	
Develop council size proposal	Council Political Groups	Officers will be available to answer any technical queries on making a submission.	Now until December 2023
Submission of council size proposals	Council Political Groups	Officers will acknowledge receipt of submissions.	5 January 2024
Commission Meeting: Council Size	Not required	Commission	13 February 2024

Warding Patterns

Activity	Involvement		Key Dates
	Council	LGBCE	
Consultation on warding patterns	Council Political Groups General Public	Run consultation, collate & analyse responses.	20 February – 29 April 2024
Commission Meeting: Draft Recommendations	Not required	Commission	16 July 2024

Consultation on Draft Recommendations	Council Political Groups General Public	Publish draft recommendations. Run consultation, collate & analyse responses.	30 July – 7 October 2024
Commission Meeting: Final Recommendations	Not required	Commission	21 January 2025
Final Recommendations Published	Not required	Commission publish final recommendations report and mapping	04 February 2025

Order

<i>Activity</i>	<i>Involvement</i>		<i>Key Dates</i>
	<i>Council</i>	<i>LGBCE</i>	
Order laid	Not required	Commission	Spring 2025
Order made	Not required	Commission	Summer 2025
Implementation	Council	Not required	2027

Appendix B -Electoral Review Working Group – Terms of Reference

Composition

The Working Group shall comprise of five Members based on 3:1:1 basis.

Scope

The Working Group is established to:

- (a) Oversee and ensure full Member involvement in and support to officers in progressing the review of Council size and the ward boundaries in Bassetlaw by the Local Government Boundary Commission for England (LGBCE).
- (b) To formulate draft recommendations to the Local Government Boundary Commission for approval by the Council relating to:
 - i) the total number of Members of the Council;
 - (ii) the number and boundaries of electoral wards for the purposes
Of the election of Councillors;
 - (iii) the number of Councillors to be returned by any electoral ward; and
 - (iv) the name of any electoral area.
- (c) To advise the Council, in consultation with officers, on proposals relating to any wider “community governance review” of local democratic and electoral arrangements, which may emerge that are considered relevant as a result of the current review process.

Procedures

The Council Procedure Rules will apply to meetings of the Working Group insofar as is necessary to ensure effective and efficient discharge of the functions of the Working Group, as they apply to Committees and Sub-Committees.

The Council will appoint the Chair, the Working Group may appoint a Vice Chair from amongst its membership.

It is agreed that the Working Group will be established on a task and finish basis. Working Group business will cease upon the conclusion of the current electoral review.

This page is intentionally left blank

Bassetlaw District Council

Council

21st September 2023

Report of the Chief Executive

Vision 2040 and new Council Plan

Cabinet Member: Communications, Policy and Performance
Contact: David Armiger

1. Public Interest Test

David Armiger has determined in preparing this report that it is not confidential.

2. Purpose of the Report

- 2.1 To approve the key aspirations set out in the Council’s Vision 2040 and the draft Council Plan for 2023 to 2027 following consultation feedback.

3. Background and Discussion

- 3.1 Bassetlaw District Council adopted its last Corporate Plan, styled the “Council Plan for 2019 – 2023”, at a meeting of Full Council on 26th September 2019. The Plan covered a four-year period aligned with the Council’s electoral cycle. As reported to Cabinet in June 2023, the Council Plan 2019 – 2023 has reached the end of its life and is to be replaced with a Corporate Plan for 2023 – 2027.

- 3.2 In December 2022, the Council approved the development of a new vision for Bassetlaw to 2040, aligning with the project delivery dates of the STEP fusion energy project. Known as Vision 2040, this aspires:

For Bassetlaw to become the greenest, most sustainable District in which to live and work, building on its legacy of energy production, manufacturing and logistics to power the net zero economy.

- 3.3 As part of Vision 2040, six foundational or strategic pillars are proposed which will start to be delivered in the current administrative period, 2023 – 2027. These are:

- Build a stronger sense of identity for Bassetlaw as a place to live and work, rooted in its commitment to powering the net zero economy
- Develop the skills that will be needed to power the UK’s manufacturing industry and green economy, using wage growth to address deprivation and inequality
- Become a great place to ‘do business’ by proactively investing in offices, connectivity and supporting infrastructure
- Mitigate the impacts of climate change through green energy planning, improving building efficiency and enhancing natural environments

- Promote partner investment in high-quality education, health and other facilities which should be easy for everyone to access
- Encourage sustainable living and promote good mental and physical health

3.4 In addition, under these strategic pillars, a series of priorities or Council Plan Actions for the period 2023 – 2027 have been identified to facilitate initial delivery towards Vision 2040. The Council Plan Actions are set out in the overarching Vision 2040 document which can be seen in Appendix A.

3.5 Note the inclusion of an additional pillar that focuses on building the capacity, capability and financial resilience of the Council which are enablers for the delivery of Vision 2040. We want to make the Council a great place to work and build a career so that people choose to work for the Council, and we can subsequently deliver for Bassetlaw as a whole.

3.6 Both Vision 2040 and Council Plan Actions proposed as part of the Corporate Plan for 2023 – 2027 have been subject to a public consultation process.

4. Consultation and Responses

4.1 The consultation ran from 27th July to 14th September 2023 with an online consultation form and paper copies available from Customer Services and in Council Offices. In addition, the Vision 2040 document was shared with a wide range of stakeholders and partner organisations, including all Parish Councils.

4.2 Respondents were given the option to support, disagree or say ‘don’t know’ about each of the Vision 2040 pillars and the proposed Council Plan Actions for 2023 – 2027. Respondents that chose disagree were given the option of expanding on this and sharing their views in a free text box.

4.3 A final update on the consultation will be tabled to Members ahead of the Council Meeting following the closure of the consultation on 14th September.

4.4 Members will be asked to determine whether or not the Council should support Vision 2040 and the proposed Council Plan Actions for 2023 – 2027 relative to the feedback received, and whether the document as a whole should be adopted as the Council Plan for 2023 – 2027.

5. Implications

a) For service users

The Vision 2040 and Council Plan will shape the way that the Council addresses the needs of services in the coming years.

b) Strategic & Policy

Vision 2040 sets the Council’s long-term aspirations for Bassetlaw. The Council Plan details the overall strategic direction for the Council for the next four years and will ensure that Council policy is

implemented through its delivery.

c) Financial - 24/59

There remain significant uncertainties about the financing of local government services which may impact upon the Council's ability to deliver on some of the longer-term aspirations. However, this will continue to be monitored through the ongoing review of the Medium Term Financial Plan. The Council will continue to act prudently with the use of public monies whilst at the same time seeking to invest in the District and promote major initiatives that will bring long-term benefit to Bassetlaw.

d) Legal - 096/09/2023

None arising directly from this report.

e) Human Resources

As noted above under 3.5 above, we aspire for the Council to be a great place to work and build a career so that it can deliver for Bassetlaw as a whole. It is recognised that the strategic capacity of the Council will need to be under constant review to deliver the ambitions outlined in Vision 2040.

f) Climate change, Environmental

Both the Vision and Plan set ambitious aspirations for the District in terms of environmental improvements and achieving climate change objectives.

g) Community Safety, Equality and Diversity

None arising directly from this report.

h) GDPR

None arising directly from this report.

i) This is key decision number **1004**

6. Options, Risks and Reasons for Recommendations

6.1 This plan is entirely at Members' discretion within the maximum financial envelope and officer capacity that the Council can sustain.

6.2 The Council needs to consider and establish its priorities to maximise the benefit for local people. The new Vision 2040 and Council Plan provide a focus for an ambitious programme for both the next four years and the longer-term direction of the Council.

7. Recommendations

- 7.1 That Council approves the proposals contained within Vision 2040.
- 7.2 That Council approves the priorities or Council Plan Actions contained within the document, becoming the new Corporate Plan for 2023 – 2027.
- 7.3 That progress against the Council Plan Actions is reported to Cabinet on a quarterly basis in line with the Council’s recently refreshed performance management framework.

Background Papers

Location

Identity

We want to build a stronger sense of identity for Bassetlaw as a place to live and work. Our aspiration is to become the greenest and most sustainable district, well recognised for powering the net zero economy.

Over the next four years which is the first phase of delivering our vision, this will be achieved through:

- Progressing and promoting the STEP project as a flagship development in Bassetlaw, turning the 550-acre site into a premier fusion energy and business location.
- Implementing masterplans and Neighbourhood Plans for Worksop, Retford, Harworth & Bircotes and Tuxford town centres, including through the delivery of Levelling Up Fund and UK Shared Prosperity Fund projects.
- Determining the future of the Cottam and High Marnham power station sites by 2025, with the aspiration to bring more high-tech and green energy jobs into the district.
- Improving vacant shop fronts on our high streets, making them more attractive to tenants.
- Launching a Visit Bassetlaw website and a “Rediscover your own backyard” campaign, promoting the best that Bassetlaw has to offer to its residents and visitors.
- Developing a strong brand and identity to market the district.

Skills

Highly-skilled jobs will drive increased wages and living standards. We want Bassetlaw to develop the skills that will be needed to power the UK’s manufacturing industry and green economy, using wage growth to address deprivation and inequality.

Some of the initiatives that will help to deliver this ambition over the next four years include:

- Undertaking a district-wide Skills Audit to identify emerging skills gaps so we can support local businesses to improve their productivity.
- Implementing a new district-wide Skills Strategy, making the most of Bassetlaw’s workforce and maximising the skills of our residents to increase productivity, enable economic growth and support social inclusion.
- Expanding course availability within the new Bridge Skills Hub and developing clear sector specialisms.

- Securing funding for a 'job shop' within the new Skills Hub to offer local residents help with finding a new job.
- Ensuring new inward investment into Bassetlaw is tied to apprenticeship and skills training.
- Setting-up 'Bassetlaw Apprenticeships' to manage the quality and quantity of apprenticeships across the district.
- Working with Bassetlaw businesses to establish an 'education covenant', ensuring that Bassetlaw children get 100 hours of meaningful work experience by the time they are 16.

Business

With excellent transport links to the M1, the A1 and the East Coast Mainline, Bassetlaw is a great place to do business. By proactively investing in offices, connectivity and supporting infrastructure, we are putting business at the heart of our vision for 2040.

Key actions over the next four years will include:

- Developing an inward investment strategy for business growth to promote Bassetlaw and increase the profile of the district.
- Successfully delivering the UK Shared Prosperity Fund projects, supporting local businesses to grow, innovate and reduce their carbon footprint while supporting social inclusion.
- Investing in more affordable workspaces to attract and support micro business, creative industries, entrepreneurs and tech companies.
- Setting-up new trade hubs across the district to encourage new businesses to test their trade and bring ideas to market.
- Expanding support services for small and micro businesses to encourage growth and help with start-up and marketing costs.
- Establishing a network of key site developers and existing businesses to help build and promote profitable relationships which benefit existing Bassetlaw companies.
- Facilitating investment by simplifying and streamlining the planning process tools at former power station sites.

Environment

We know that the green agenda is increasingly important to local residents and businesses, and the UK as a whole. This is why we will mitigate the impacts of climate change through green energy planning, improving building efficiency and enhancing Bassetlaw's natural environments.

Some of the key ways we plan to improve the district's environmental footprint over the next four years include:

- Implementing a green Local Area Energy Plan for Bassetlaw, enabling controlled growth of energy generation projects across the district.
- Securing biodiversity net gain, management and maintenance by adopting and implementing the new Local Plan and the Environment Act 2021.
- Implementing an emissions strategy to reduce the Council's operational emissions to net zero by 2030.
- Increasing recycling rates by introducing food waste and glass collection at the kerbside.
- Securing funding for a 'one stop shop' for free advice and grants for small businesses seeking to boost renewable energy use and lower carbon emissions.
- Improving the quality and efficiency of Bassetlaw District Council's housing and wider estates by replacing aging housing, improving repairs, reducing the number of empty Council properties and purchasing and upgrading poor-quality housing from the private-rented sector.
- Ensuring that the Council continuously meets the Social Housing Regulator's Consumer Standards.
- Developing a district-wide scheme to promote and enforce minimum standards in the private-rented housing sector.

Facilities for All

We want to ensure that people can access services and amenities no matter where they live in the district. This is why we will promote partner investment in high-quality education, health and other facilities which should be easy for everyone to access.

Key actions that we will initiate or promote with strategic partners such as Nottinghamshire County Council and the Nottingham and Nottinghamshire Integrated Care Board include:

- Delivering new infrastructure across the district by adopting and implementing the draft Local Plan.
- Setting-up community hubs in town centres to bring banking, Post Office, credit union and other essential services together.
- Supporting the delivery of healthy hubs / diagnostic units in prominent public locations to take health and wellbeing services to the public.
- Promoting small public and / or shared transport schemes to improve rural connectivity.

- Pushing for the improvement of the district's digital infrastructure by working with digital and telephony providers.
- Introducing a new Armed Forces Plan for the Council, building on our Armed Forces Covenant Gold Award to ensure key services are accessible to serving personnel and their families.
- Implementing a new 'Customer Experience Plan', ensuring that our residents and customers receive a good- quality, efficient and accessible service when dealing with the Council.

Healthy District

Finally, we don't just want to see Bassetlaw become more prosperous; we also want to see resident lifestyles and health outcomes improve. This is why we are committed to encouraging sustainable living and promoting good mental health and physical health for all.

This will be supported over the next four years by:

- Continuing to invest in the Council's leisure facilities to maintain high-quality local exercise options.
- Encouraging residents to be more active in green spaces through walking, cycling and physical activity in the council's parks and open spaces.
- Running outdoor activities and events in local parks to promote physical and mental wellbeing.
- Promoting health and wellbeing programmes and initiatives, working with local health and education partners.
- Establishing the requirement for a health impact assessment to be completed as part of residential development proposals of 50 or more units, to ensure each scheme promotes healthy place-making.
- Implementing a new Community Safety Plan for the district, including preventative measures to address factors that contribute to risk and vulnerability.
- Minimising the impacts of the rising cost of living on Bassetlaw residents by working in partnership with residents, businesses and the voluntary sector.

Delivering the Vision

Our vision for Bassetlaw is ambitious and will be delivered alongside a range of partners. To enable us to play our part we need to build the capacity, capability and financial resilience of the Council, working with staff to make it a great place to work and build a career.

Over the next four years, as an organisation we will focus on:

- Implementing a new commercial strategy, ensuring the Council is well placed to take advantage of the commercial opportunities that will come with the STEP project.
- Undertaking a local government boundary review of Bassetlaw to ensure that the Council provides equal representation and is reflective of current community ties and identities.
- Improving the recruitment and retention of staff.
- Embedding a positive organisational culture across the Council.
- Developing the concept of the Bassetlaw Manager through a management development programme.
- Ensuring the Council can respond nimbly and effectively to changing priorities by reviewing our constitution.

We will fund the Council's ambitions through:

- Continuing to submit high-quality bids for sources of external funding.
- Expanding the council tax base through the delivery of new housing development.
- Increasing the business rates baseline by attracting new businesses to the area.
- Increasing business rates and council tax collection rates to help fund the Council's priorities.

This page is intentionally left blank

Bassetlaw District Council

Council

21st September 2023

Report of the Monitoring Officer

Constitution Amendments – New Head of Service roles

Cabinet Member: Communications, Policy and Performance
Contact: Stephen Wormald

1. Public Interest Test

- 1.1 The author of this report, Stephen Wormald, has determined that the report is not confidential.

2. Purpose of the Report

- 2.1 To seek approval for amendments to Part 4 of the Constitution (Scheme of delegation to Officers) following the creation of one new Head of Service post (Head of Growth and Economic Prosperity) and the re-designation of another Head of Service (Head of Regeneration post becomes Head of post (to confirm the respective delegations to the Head of Planning and Place).

3. Background and Discussion

- 3.1 On 5th September 2023 Cabinet approved the creation of a new Head of Service post, the Head of Growth and Economic Prosperity. Cabinet also approved the re-designation of the post of Head of Regeneration to Head of Planning and Place. A copy of the report to Cabinet on 5th September 2023 is attached as Appendix A.
- 3.2 As a consequence of those Cabinet decisions amendments will be required to Part 4 of the Constitution in order to reflect the delegations to the two respective Head of Service posts. The proposed delegations to the two Head of Service posts are attached as Appendix B.

4. Implications

- a) For service users

The proposed amendments will provide an up to date scheme of delegation.

- b) Strategic & Policy

The Constitution review is designed to ensure that the Council continues to have robust governance arrangements.

- c) Financial - Ref: 24/561
None

- d) Legal – Ref: 093/09/2023

The Council is meeting its statutory responsibilities by keeping an up-to-date Constitution.

- e) Human Resources
None
- f) Community Safety, Equalities, Environmental
None.
- g) GDPR
None
- h) This is not a key decision.

5. Options, Risks and reasons for recommendations

- 5.1 Having an effective Constitution serves to make clear the procedures the Council follows in conducting its business and minimises the risk of decisions being taken outside of the agreed framework.
- 5.2 Proposed changes to Part 4 reflect recently approved amendments to Head of Service posts and are designed to ensure that decisions are taken by the Officer with appropriate delegated authority.

6. Recommendations

- 6.1 Council approves the proposed amendments to Part 4 of the Constitution and the delegations to the Head of Growth and Economic Prosperity and the Head of Planning and Place.

Background Papers

Location

Bassetlaw District Council

Cabinet

05th September 2023

Report of the Director of Regeneration and Neighbourhoods

Strategic capacity to deliver the Vision 2040 and Corporate Plan 2023-27

Cabinet Member: Identity and Place
Contact: Craig Taylor

1. Public Interest Test

The author of this report Craig Taylor has determined that the report is not confidential.

2. Purpose of the Report

- 2.1 To seek approval to create a new Head of Service post to bolster the strategic capacity of the Council, enabling delivery at pace of the Vision 2040 and Corporate Plan 2023-2027 following adoption later this year.

3. Background and Discussion

- 3.1 The draft Vision 2040 *'is for Bassetlaw to become the greenest, most sustainable district in which to live and work, building on its legacy of energy production, manufacturing and logistics to power the net zero economy'*. Delivery of the vision is structured through six strategic pillars (Identity, Skills, Business, Environment, Facilities and Health) which set the framework for action. The Vision provides a clear direction for a new Corporate Plan for 2023-27, against which resources will need to be allocated.
- 3.2 The Vision and Corporate Plan will require change and interventions from services throughout the Council, however the priorities and ambitions within the business & skills and identity & place themes are significant in both scale and number. This is reflected in the creation of an additional Cabinet Portfolio position to progress what was deemed an overly large and almost unwieldy remit for one person.
- 3.3 Together with its partners, the Council has been very successful over the past 12 months securing significant multi-million pound investment into the district, for example through STEP, Levelling Up round two, the UK Shared Prosperity Fund, Rural England Prosperity Fund, and with various additional funding opportunities such as a new Levelling Up Partnership currently being progressed.
- 3.4 As a result, it has become clear that, despite officers' high levels of commitment and dedication, existing staffing resources are over-stretched. This is particularly apparent within the regeneration, planning, economic development and growth and enterprise services. Strategic capacity urgently needs bolstering and a more sustainable staffing resource developed if we are to realise the significant

benefits these opportunities present for the residents and businesses of Bassetlaw.

3.5 It is therefore proposed to:

- Create an additional Head of Service post to lead on growth, economic development, business and skills, and
- Revise the responsibilities of the existing Head of Regeneration post to provide that role with more strategic capacity to meet the significant requirements arising from the STEP project, ensure key planning functions are well placed to meet new legislative requirements and support growth sites coming forward.

3.6 The proposed new structure will be most effective with some overlap of remits between the service areas, however the summary below provides a broad overview of the proposed responsibilities of each post.

3.7 Head of Regeneration (current) – proposed job title ‘Head of Planning & Place’

- Lead officer for activities associated with the delivery of the STEP project including advocacy and promotion, stakeholder relations (internal/external), spatial & infrastructure planning, technical planning support and employment growth opportunities
- Advising on and promoting future site opportunities to bring more high-tech and green energy jobs into the district
- Establishing and facilitating a network of key site developers and existing businesses to help build and promote relationships
- Facilitating investment by simplifying the planning process through the use of appropriate planning tools at the former power station sites
- Strategic lead for Planning Development Management
- Flood alleviation advice in relation to land use
- Strategic lead for Building Control
- Strategic lead for Planning Policy
- Strategic lead for Neighbourhood plans and Masterplans
- Strategic lead for Conservation
- Development of a green Local Area Energy Plan for Bassetlaw

3.8 ‘Head of Growth and Economic Prosperity’ (new post)

- Lead officer for ensuring the benefits of the STEP project are fully realised including promotion and support for supply chain growth, business development, skills/apprenticeships and employment opportunities
- Strategic lead for economic development and business growth
- Strategic lead for Town Centre transformation - investment, external funding bids and delivery of major projects
- Creation of an inward investment strategy including grant funding opportunities to deliver economic prosperity and carbon reduction objectives
- Development of BDC owned business centres, educational facilities and museum
- Support the commercial success of Council owned companies Bersahill and S80

- Develop more affordable workspaces to attract and provide support services to micro business, creative industries, entrepreneurs and tech companies.
- Setting up new trade hubs across the district
- Working with local education providers and employers, developing a comprehensive programme of skills and apprenticeship opportunities
- Developing a strong brand and identity to market the district to promote the best that Bassetlaw has to offer to its residents and visitors
- Developing and Implementing an emissions strategy to reduce the Council's operational emissions to net zero by 2030

4. Implications

a) For service users

The creation of an additional Head of Service post and revision to the responsibilities of the current Head of Regeneration will provide a wide range of benefits to residents and businesses as outlined in the bullet points in paragraphs 3.7 and 3.8.

b) Strategic & Policy

The changes proposed will bolster the strategic capacity of the Council enabling the Council's Vision 2040 and Corporate strategy to be delivered at pace. The additional resource capacity will also support the STEP project, implementation of new planning reforms and delivery of strategic externally funded projects.

c) Financial - Ref: 24/127

There is a new grant for Local Growth Capacity Support that may contribute to costs in the short term (£70k). Future years' costs, i.e. those recurrent costs in the longer term, will be found through a strategic review of vacancies and/or a review of existing budgets. This new post will be included in the annual review of the establishment as part of the 2024/25 budget process.

d) Legal – Ref: 079/08/2023

None arising directly from this report.

e) Human Resources

The current Head of Regeneration has been consulted on the proposals in accordance with the Council's Job and Structure Redesign Policy and is in agreement with them, and comments received have been incorporated into this report where appropriate.

f) Climate change, Environmental

The additional strategic capacity created by this proposal will assist with developing and implementing a Carbon Emissions Strategy and a Green Local Area Energy Plan.

g) Community Safety, Equality and Diversity

Recruitment into the new Head of Service position will take place in accordance with the Council's processes and procedures.

h) GDPR

None arising from this report.

i) Key Decision number **1015**

5. Options, Risks and Reasons for Recommendations

5.1 The option to continue with the current Head of Service structure and resource level has been considered. However, given the existing significant capacity challenges and the scale and volume of strategic priorities within the draft Vision 2040 and draft Corporate Plan 2023-27 it is deemed that additional strategic resource is essential in order to realise the ambitions of the Council.

6. Recommendations

6.1 To approve the creation of a new post of 'Head of Growth and Economic Prosperity' and re-designate the current 'Head of Regeneration' post to 'Head of Planning and Place'.

Background Papers

Location

None

1. DELEGATIONS TO HEAD OF GROWTH AND ECONOMIC PROSPERITY

1.1 To discharge the functions of the Council in relation to:

- 1.1.1 Ensuring the benefits of the STEP project are fully realised including promotion and support for supply chain growth, business development, skills/apprenticeships and employment opportunities
- 1.1.2 Strategic lead for economic development and business growth
- 1.1.3 Strategic lead for Town Centre transformation, including investment, external funding bids and delivery of major projects
- 1.1.4 The creation of an inward investment strategy including grant funding opportunities to deliver economic prosperity and carbon reduction objectives
- 1.1.5 The development of Council owned business centres, educational facilities and museum
- 1.1.6 Supporting the commercial success of Council owned companies
- 1.1.7 Developing the physical infrastructure for business growth including the provision of new trade hubs and more affordable workspaces to attract and provide support services to micro business, creative industries, entrepreneurs and tech companies.
- 1.1.8 Working with local education providers and employers, developing a comprehensive programme of skills and apprenticeship opportunities
- 1.1.9 Developing a strong brand and identity to market the district to promote the best that Bassetlaw has to offer to its residents and visitors
- 1.1.10 Developing and Implementing an emissions strategy to reduce the Council's operational carbon emissions to net zero
- 1.1.11 Developing the districts tourism offer through collaboration and partnership working;
- 1.1.12 Development, regeneration, management of events and safety of the town centre and Council owned land, including responsibility for the Councils closed circuit television system;

This page is intentionally left blank

1. DELEGATIONS TO HEAD OF PEOPLE AND PLACE

1.1 To discharge the functions of the Council in relation to:

- 1.1.1 Planning including development control and enforcement, prosecutions, planning approvals, approval and publication of plans, responding to or initiating consultation on planning matters;
- 1.1.2 The issuing of any permissions, approvals, consents or notices in respect of any of the functions of the Council in respect of planning matters, conservation matters, listed buildings, environmental issues, agricultural notification, telecommunication notification, matters relating to hedgerows, high hedges and tree preservation permitted development, development control, enforcement, prosecutions;
- 1.1.3 Strategic Planning and policy including the Local Development Framework and conservation matters;
- 1.1.4 Determination of all consents including advertising consents, listed building matters and consents and conservation area matters and consents;
- 1.1.5 Determination of all matters and orders relating to the preservation of trees;
- 1.1.6 Determination of planning and other applications relating to lawful use or development;
- 1.1.7 Determination of all matters relating to Building Regulations including dangerous and unsafe buildings;
- 1.1.8 The issue of statutory notices or legal proceedings in relation to any of the functions of the Council in relation to planning matters, building regulation, dangerous and unsafe buildings, demolitions orders, consents or other matters relating to economic regeneration and development, environmental matters and the responsibilities in respect of the town centres or land owned or occupied by the Council;
- 1.1.9 To determine planning applications in accordance with delegations given by the Planning Committee;
- 1.1.10 In the exercise of his/ her delegated powers, the Head of People and Place may seek advice or assistance or seek views from the Planning Consultation Group, and shall assist the Planning Consultation Group and/or its members with the delivery of the role and functions of the Planning Consultation Group in accordance with the "Terms of Reference of the Planning Consultation Group" set out in Parts 3 and 4 of the Constitution.
- 1.1.11 To discharge the functions of the Council in relation to Place Projects, which include;
 - Activities associated with the delivery of the STEP project including advocacy and promotion, stakeholder relations (internal/external), spatial & infrastructure planning, technical planning support and employment growth opportunities

- Advising on and promoting future site opportunities to bring more high-tech and green energy jobs into the district
- Establishing and facilitating a network of key site developers and existing businesses to help build and promote relationships