



CHESTERFIELD
BOROUGH COUNCIL

Please ask for: Martin Elliott
Direct Line: 01246 345236
Email committee.services@chesterfield.gov.uk

The Chair and Members of Joint Board

30 October 2015

Dear Councillor,

Please attend a meeting of the JOINT BOARD to be held on MONDAY, 9 NOVEMBER 2015 at 12.30 pm at **The Arc, High Street, Clowne, S43 4JY, in Chamber Suite 3**, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 3 - 12)
 - Record of Decisions of the Joint Board held on 5 October, 2015
 - Notes of the meeting of the Joint Board held on 5 October, 2015
4. Local Government Act 1972 - Exclusion of the Public

To move "That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations

Chesterfield Borough Council, Town Hall, Rose Hill, Chesterfield S40 1LP

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2000, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information relating to individuals, financial and business affairs and labour relations within the authorities as defined in Paragraphs 1, 3 and 4 of Part I of Schedule 12A to the Local Government Act 1972.”

Part 2 (Non Public Information)

5. Review of the Internal Audit Structure (Pages 13 - 36)
6. BCN Building Control - Future Business Case (Pages 37 - 56)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', written in a cursive style.

Local Government and Regulatory Law Manager and Monitoring Officer

Agenda Item 3

RECORD OF EXECUTIVE DECISIONS – JOINT WORKING

CBC:LEADER		Date of Decision 05.10.2015		
BDC: LEADER				
NEDDC:LEADER				
Title Reference: Minutes				
Key Decision References (if applicable): CBC: N/A BDC: N/A NEDDC: N/A		Delegation Reference: CBC: R080L BDC: NEDDC:		
Report and background papers	Yes	Public <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/>	
			Confidential <input type="checkbox"/>	
Decision Status	Notice of Key or Private Decision	Authorised By: N/A		
	General Urgency			N/A
	Special Urgency			N/A
	Exempt Urgency			N/A
Record of Decision:				
That the notes and the Record of Decisions of the Joint Board meeting held on 16 March, 2015 be noted.				
Reasons for Decision:				
To note progress on joint working.				
Alternative options considered and rejected (if any): N/A				
Declarations of interests: None				
Decision subject to call-in: No Date of implementation if not called in: N/A				
Date Record Issued 05.10.2015 Contact Officer: Donna Cairns, Chesterfield Borough Council Donna.cairns@chesterfield.gov.uk				

CBC:LEADER		Date of Decision 05.10.2015	
BDC: LEADER			
NEDDC:LEADER			
Title Reference: Role of Joint Scrutiny			
Key Decision References (if applicable): CBC: N/A BDC: N/A NEDDC: N/A		Delegation Reference: CBC: R080L BDC: NEDDC:	
Report and background papers	Yes	Public <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/> Confidential <input type="checkbox"/>
Decision Status	Notice of Key or Private Decision		Authorised By: N/A
	General Urgency	N/A	
	Special Urgency	N/A	
	Exempt Urgency	N/A	
Record of Decision:			
(1) That the Joint Scrutiny Panel be advised of the regular reports received in respect of the Shared Services and that the Panel be invited to consider any issues in relation to these that they may wish to raise.			
(2) That the Joint Scrutiny Panel be advised that the Joint Crematorium was another shared service that was open to the Panel to consider.			
Reasons for Decision:			
To ensure effective partnership arrangements including overview and scrutiny, in the delivery of Shared Services between Chesterfield, North East Derbyshire and Bolsover Councils.			
Alternative options considered and rejected (if any): N/A			
Declarations of interests: None			
Decision subject to call-in: Yes Date of implementation if not called in: 19 October 2015			
Date Record Issued 05.10.2015 Contact Officer: Donna Cairns, Chesterfield Borough Council Donna.cairns@chesterfield.gov.uk			

CBC:LEADER		Date of Decision 05.10.2015		
BDC: LEADER				
NEDDC:LEADER				
Title Reference: Internal Audit Consortium Annual Report 2014/15				
Key Decision References (if applicable): CBC: N/A BDC: N/A NEDDC: N/A		Delegation Reference: CBC: R080L BDC: NEDDC:		
Report and background papers	Yes	Public <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/> Confidential <input type="checkbox"/>	
Decision Status	Notice of Key or Private Decision		Authorised By: N/A	
	General Urgency			N/A
	Special Urgency			N/A
	Exempt Urgency			N/A
Record of Decision: That the annual report of the Internal Audit Consortium be noted.				
Reasons for Decision: To enable the Joint Board to consider the 2014/15 Annual Report of the Internal Audit Consortium.				
Alternative options considered and rejected (if any): N/A				
Declarations of interests: None				
Decision subject to call-in: Yes Date of implementation if not called in: 19 October 2015				
Date Record Issued 05.10.2015 Contact Officer: Donna Cairns, Chesterfield Borough Council Donna.cairns@chesterfield.gov.uk				

CBC:LEADER		Date of Decision 05.10.2015		
BDC: LEADER				
NEDDC:LEADER				
Title Reference: BCN Consultancy Update and Financial Position				
Key Decision References (if applicable): CBC: N/A BDC: N/A NEDDC: N/A		Delegation Reference:	CBC: R080L BDC: NEDDC:	
Report and background papers	Yes	Public <input type="checkbox"/>	Exempt <input checked="" type="checkbox"/> Confidential <input type="checkbox"/>	
Decision Status	Notice of Key or Private Decision		Authorised By: N/A	
	General Urgency			N/A
	Special Urgency			N/A
	Exempt Urgency			N/A
Record of Decision:				
(1) That the current financial position of BCN as at the end of August 2015 be noted.				
(2) That the work undertaken in exploring the option for a Derbyshire wide service be noted.				
Reasons for Decision:				
To effectively manage BCN in accordance with legislation and the legal agreement for the joint working consortium.				
Alternative options considered and rejected (if any): N/A				
Declarations of interests: None				
Decision subject to call-in: Yes Date of implementation if not called in: 19 October 2015				
Date Record Issued 05.10.2015 Contact Officer: Donna Cairns, Chesterfield Borough Council Donna.cairns@chesterfield.gov.uk				

Notes to Record of Decisions (Joint Working):

CBC - CALL-IN REQUESTS

*The implementation of certain decisions is suspended until the call-in period has expired without a call-in being validly invoked. Any Member of the Council shall be entitled to call for a decision to be suspended by giving notice to the Monitoring Officer either by telephone, fax, email or in writing **not later than 5.00 pm on the day following the date of the Joint Board meeting.** Any decisions so suspended shall not be capable of implementation for a period of **five calendar days** from the date of the Joint Board meeting. During the call-in period a request may be made in respect of any decision so suspended by not less than one quarter of the total membership of the Overview and Performance Scrutiny Committee. To do this you will need to notify the Monitoring Officer in writing, by fax or by email by 5.00 pm on the date being five days following the day of the Joint Board meeting.*

BDC - CALL-IN REQUESTS

*The implementation of certain decisions is suspended until the call-in period has expired without a call-in being validly invoked. The call-in period is **five clear days** from the date of this decision notice. During the call-in period **at least two** members may request certain decisions to be called in. You may do this in any of the following ways - In writing - a written notice may be signed by one or more Members, • E mail - this may be done using a Members terminal within the Council Offices or where a member has the facility via the internet, • By fax - as with written notifications, the faxed message may contain the signature of more than one Member.*

NEDDC - CALL-IN REQUESTS

*The implementation of certain decisions is suspended until the call-in period has expired without a call-in being validly invoked. The call-in period is **five working days** after the publication of this decision. During the call-in period the **Chair or Vice Chair together with three other members of any Overview and Scrutiny committee** may object to a decision and call it in.*

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JOINT BOARD

Monday, 5th October, 2015

Present:-

Bolsover District Council
Councillor M Dooley
D Swaine (BDC/NEDDC)

Chesterfield Borough Council
Councillor J Burrows
H Bowen
D Cairns
M Clinton
N Johnson
J Williams

North East Derbyshire District Council
Councillor G Baxter (Chair)
Councillor M Dooley

12 **DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations were made.

13 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Syrett and Councillor Gilby.

14 **MINUTES**

The notes and the Record of Decisions of the Joint Board meeting held on 16 March, 2015 were noted.

15 **ROLE OF JOINT SCRUTINY**

The Chief Executive of Chesterfield Borough Council and the Committee and Scrutiny Co-ordinator of Chesterfield Borough Council presented a report to inform the Joint Board of a request from the Joint Scrutiny Panel for information on the Board's future plans and its work programme.

The Joint Scrutiny Panel had been established to provide overview and scrutiny of the shared services between Bolsover District Council, Chesterfield Borough Council and North East Derbyshire District Council. The shared services that reported to Joint Board were now limited to BCN Consultancy and Internal Audit Consortium.

It was discussed that the Joint Board was required to continue to meet to set the budgets for BCN Consultancy and Internal Audit Consortium and to receive their annual reports on their performance.

The Joint Board stressed that the Joint Scrutiny Panel should be free to set its own work programme without interference from the Joint Board.

It was agreed that the Panel would be advised of the regular reports received in respect of the functions of the Joint Board and be advised that the Joint Crematorium also operated as another shared service, although reporting to the Joint Crematorium Committee, and that the Panel be invited to consider any issue in relation to these that they wished to raise.

AGREED:

- (1) That the Joint Scrutiny Panel be advised of the regular reports received in respect of the Shared Services and that the Panel be invited to consider any issue in relation to these that they may wish to raise.
- (2) That the Joint Scrutiny Panel be advised that the Joint Crematorium was another shared service that was open to the Panel to consider.

16 INTERNAL AUDIT CONSORTIUM ANNUAL REPORT 2014/15

The Interim Head of the Internal Audit Consortium submitted a report to inform the Joint Board of the Consortium's performance during 2014/15.

The report gave a summary of the progress made with regard to:

- The preparation of Internal Audit Plans for the three Councils
- Changes made to Working Procedures / Improvement Plans
- The Consortium's Financial performance
- Staffing, Training and Development

It was noted that the 2014/15 budget outturn showed a surplus of £53,166; the main reason being due to lower staffing costs. The accumulated surplus at 31 March 2015 was therefore £171,000 (made up of the 2014/15 surplus and £118,000 from previous years.) The purposes for the retention of part of the surplus and the distribution of the remainder were agreed by the Joint Board in March 2015.

The Risk Register had been updated and this was attached to the report.

It was discussed that the Derbyshire Chief Executives would be pursuing the development of options for establishing a Derbyshire wide Internal Audit service.

AGREED:

That the annual report of the Internal Audit Consortium be noted.

17 LOCAL GOVERNMENT ACT 1972- EXCLUSION OF THE PUBLIC

AGREED –

That under Regulation 21 (1)(b) of the Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2000, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by Paragraphs 3 and 4 of Part 1 of Schedule 12A to the Local Government Act 1972' on the grounds that it contains information relating to financial or business affairs and to consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of, or office holders under, the authority.

18 BCN CONSULTANCY UPDATE AND FINANCIAL POSITION

The Development and Growth Manager (Chesterfield Borough Council) presented a report detailing the current financial position of BCN at the end of August 2015.

The report also outlined progress made towards exploring the potential for a strategic approach to providing Building Control services for Derbyshire. A business case was being prepared and would be brought to Joint Board for approval when completed.

AGREED –

- (1) That the current financial position of BCN as at the end of August 2015 be noted.
- (2) That the work undertaken in exploring the option for a Derbyshire wide service be noted.

By virtue of paragraph(s) 1, 3, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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