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Wednesday, 2 October 2024

To All Councillors:

As a Member or Substitute of the **Governance & Resources Committee**, please treat this as your summons to attend a meeting on **Thursday, 10 October 2024 at 6.00 pm** in the **Council Chamber, Town Hall, Matlock, DE4 3NN**

Yours sincerely,

Helen Mitchell  
Director of Corporate and Customer Services

This information is available free of charge in electronic, audio, Braille and large print versions, on request.

For assistance in understanding or reading this document or specific information about this Agenda or on the "Public Participation" initiative please call the Committee Team on 01629 761133 or email [committee@derbyshiredales.gov.uk](mailto:committee@derbyshiredales.gov.uk)

## AGENDA

### 1. APOLOGIES FOR ABSENCE

Please advise the Democratic Services Team on 01629 761133 or email [committee@derbyshiredales.gov.uk](mailto:committee@derbyshiredales.gov.uk) of any apologies for absence.

### 2. APPROVAL OF MINUTES OF PREVIOUS MEETING (Pages 5 - 12)

18 July 2024

### 3. PUBLIC PARTICIPATION

To enable members of the public to ask questions, express views or present petitions, **IF NOTICE HAS BEEN GIVEN**, (by telephone, in writing or by email) **BY NO LATER THAN**

**12 NOON OF THE WORKING DAY PRECEDING THE MEETING.** As per Procedural Rule 14.4 at any one meeting no person may submit more than 3 questions and no more than 1 such question may be asked on behalf of one organisation.

#### **4. INTERESTS**

Members are required to declare the existence and nature of any interests they may have in subsequent agenda items in accordance with the District Council's Code of Conduct. Those interests are matters that relate to money or that which can be valued in money, affecting the Member, her/his partner, extended family and close friends. Interests that become apparent at a later stage in the proceedings may be declared at the time.

#### **5. QUESTIONS PURSUANT TO RULE OF PROCEDURE NUMBER 15**

To answer questions from Members who have given the appropriate notice.

#### **6. UPGRADE OF UNIFORM PUBLIC ACCESS AND IMPLEMENTATION OF A PUBLIC ACCESS TEST SYSTEM (Pages 13 - 24)**

Uniform is the planning applications case management system (provided by Idox plc) that is used by Derbyshire Dales District Council, and indeed by many or most local planning authorities. The Public Access 'planning portal', available to all via the District Council website, requires upgrading or else will be unsupported. The report therefore seeks to upgrade Idox Uniform Public Access to version 3.5. The District Council does not currently have a test system for Public Access. Implementation of a test system would allow for better management of the system. The report therefore also seeks implementation of a Test system for Public Access.

#### **7. ASSET MANAGEMENT PLAN - LAND HOLDINGS REVIEW PHASE 8 (Pages 25 - 48)**

This report represents the eighth phase of an ongoing review of the Council's land and property assets in accordance with the Asset Management Plan. This phase of the Land Holdings Review covers 5 sites across the District.

#### **8. DATA PROTECTION AND INFORMATION GOVERNANCE ANNUAL REPORT 2023/24 (Pages 49 - 60)**

This report is an annual report on the Council's compliance with the General Data Protection Regulation, the Data Protection Act and the Freedom of Information Act in respect of 2023/24 to provide assurance on the governance, risk and controls in place. The report highlights the impact officer vacancies have had on the FOI Act and the 20-day response period.

#### **9. EXTERNAL AUDIT PROGRESS REPORT (Pages 61 - 78)**

This report provides the Committee with updates from the external auditor relating to progress on the audit of financial statements for 2023/24 and to national publications that have been issued recently.

## **10. REVENUE BUDGET MONITORING QUARTER 1 2024/25 (Pages 79 - 92)**

This report provides an update of the Council's revenue budget for 2024/25, showing a forecast underspending of £417,000 for the year. The report recommends that Council be requested to approve transfers to and from reserves for quarter 1 of 2024/25 and the revised budget for 2024/25. An updated Medium-Term Financial Plan is provided as part of the report; this indicates that the financial position over the medium term is sustainable, though there are risks.

## **11. TREASURY MANAGEMENT OUTTURN REPORT 2023/24 (Pages 93 - 110)**

This report summarises Treasury Management activities and the out-turn position against Prudential Indicators for 2023/24. The report shows that activities undertaken in 2023/24 fully complied with the Council's Treasury Management Strategy and that Prudential indicators were within targets.

## **12. ARREARS FOR WRITE OFF 2024/25 - MID-YEAR REPORT (Pages 111 - 118)**

This report provides information about debtor write offs authorised by the Director of Resources under delegated authority in accordance with the Council's Financial Regulations and seeks approval for the write off of individual debts of £10,000 or more in accordance with the Council's Financial Regulations.

## **13. WORK PROGRAMME FOR THE YEAR AHEAD**

For the Committee to consider items, training or briefings they would wish to see on issues relating to the Committee's terms of reference.

Members of the Committee - Councillors Nick Wilton (Chair), Neil Buttle (Vice-Chair), Anthony Bates, Geoff Bond, Bob Butcher, Gareth Gee, Dawn Greatorex, Steve Flitter, David Hughes, Simon Ripton and Roger Shelley

Substitutes – Councillors Matt Buckler, Martin Burfoot, David Chapman, Peter Dobbs, Marilyn Franks, Susan Hobson, Stuart Lees, Joanne Linthwaite, Laura Mellstrom, Andy Nash, Peter O'Brien and Peter Slack

### **NOTE**

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