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<u>The Chair and Members of Standards and Audit Committee</u>	Please ask for	Donna Cairns
	Direct Line	01246 345227
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21 November 2014

Dear Councillor,

Please attend a meeting of the STANDARDS AND AUDIT COMMITTEE to be held on FRIDAY, 28 NOVEMBER 2014 at 2.00 pm in Committee Room 1, Town Hall, Rose Hill, Chesterfield, 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 1 - 4)
4. Annual Audit Letter 2013/14 (Pages 5 - 12)
5. Audit Commission Fraud Briefing 2014 (Pages 13 - 26)
6. Summary of Internal Audit Reports Issued (Pages 27 - 32)
7. Internal Audit Consortium Improvement Plan (Pages 33 - 36)
8. Nomination of Representative to Sheffield City Region Combined Authority Audit Committee (Pages 37 - 38)

Chief Executive
Huw Bowen



Yours sincerely,

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

Local Government and Regulatory Law Manager

STANDARDS AND AUDIT COMMITTEE MEETING

Friday, 26th September, 2014

Present:-

Councillor Mark Rayner (Chair)

Councillor Helen Elliott
Councillor Jim McManus

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

9 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Diouf, Brown, Dyke and Avis Murphy.

10 **MINUTES - 27 JUNE, 2014**

That the minutes of the Standards and Audit Committee meeting held on 27 June, 2014 be approved as a true record.

11 **AUDIT REPORT ON THE 2013/14 STATEMENT OF ACCOUNTS**

The Head of Finance submitted a report on the Statement of Accounts for 2013/14, the 'Letter of Representation' and the External Auditor's Annual Governance Report.

Ms. Sue Sunderland and Mr Lee Towers of KPMG attended the meeting to present the External Auditor's Report to those Charged with Governance.

The Council's auditors were required to obtain written representations from management in respect of various matters relating to the accounts in the form of a letter of representation. Each year the appointed Auditor

was required to “communicate audit matters to those charged with governance”.

The report gave details of the adjustments made to the accounts following the audit and included the Audit opinion and the value for money conclusion.

*** RESOLVED -**

- (1) That approves the Statement of Accounts for 2013/14 be approved.
- (2) That the Management Letter of Representation be approved, and signed by the Chair and Head of Finance.
- (3) That the Report to those Charged with Governance be noted.

12 TREASURY MANAGEMENT ANNUAL REPORT 2013/14 AND MONITORING REPORT 2014/15

The Head of Finance submitted a report for Members to consider the Annual Treasury Management Report for 2013/14 and the Treasury Management activities for the first five months of 2014/15.

The Committee was responsible for ensuring the effective scrutiny of the Council’s treasury management reports before they were considered by the full Council. Three treasury reports were presented each financial year; the Strategy report before the start of the financial year, the annual report for the previous financial year and a mid-year review for the current year.

***RESOLVED -**

That Council be recommended to:

- (1) note the outturn Prudential Indicators for 2013/14;
- (2) note the treasury management stewardship report for 2013/14;
- (3) note the treasury management position for the first five months of 2014/15.

- (4) approve the proposed changes to the investment arrangements and limits.

13 SUMMARY OF INTERNAL AUDIT REPORTS ISSUED

The Interim Head of Internal Consortium submitted a report summarising the Internal Audit reports issued for the period 7 June, 2014 to 5 September, 2014 in respect of reports issued relating to the 2014/15 internal audit plans.

***RESOLVED –**

That the report be noted.

14 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF PUBLIC

RESOLVED –

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 involved the likely disclosure of exempt information as defined in Paragraphs 1 of Part I of Schedule 12A to the Local Government Act 1972 – as it contained information relating to an individual.

15 APPOINTMENT OF INDEPENDENT PERSONS FOR STANDARDS MATTERS

The Monitoring Officer submitted a report to inform members about the recruitment process for Independent Persons, who are consulted during the councillor complaints process, and to seek approval for these appointments.

The applicants were interviewed by the Monitoring Officer and the Chair of the Standards and Audit Committee and both were recommended for appointment as Independent Persons.

Alternative options considered included only appointing one Independent Person, however appointing more than one would help prevent potential conflicts arising. Recruitment of additional Independent Persons was also

discussed, but it was agreed that this could be considered again in the future if necessary.

*** RESOLVED –**

That it be recommended to Full Council that those applicants recommended by the Chair and Monitoring Officer be appointed as Independent Persons for the purpose of being consulted and giving their views on complaints about councillors.



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Annual Audit Letter 2013/14

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Chesterfield Borough Council

October 2014



Agenda Item 4

The contacts at KPMG in connection with this report are:

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Manager

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Report sections

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Appendices

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This report is addressed to the Authority and has been prepared for the sole use of the Authority. We take no responsibility to any member of staff acting in their individual capacities, or to third parties. The Audit Commission has issued a document entitled *Statement of Responsibilities of Auditors and Audited Bodies*. This summarises where the responsibilities of auditors begin and end and what is expected from the audited body. We draw your attention to this document which is available on the Audit Commission's website at www.auditcommission.gov.uk.

External auditors do not act as a substitute for the audited body's own responsibility for putting in place proper arrangements to ensure that public business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

If you have any concerns or are dissatisfied with any part of KPMG's work, in the first instance you should contact Sue Sunderland, the appointed engagement lead to the Authority, who will try to resolve your complaint. If you are dissatisfied with your response please contact Trevor Rees on 0161 246 4000, or by email to trevor.rees@kpmg.co.uk, who is the national contact partner for all of KPMG's work with the Audit Commission. After this, if you are still dissatisfied with how your complaint has been handled you can access the Audit Commission's complaints procedure. Put your complaint in writing to the Complaints Unit Manager, Audit Commission, 3rd Floor, Fry Building, 2 Marsham Street, London, SW1P 4DF or by email to complaints@audit-commission.gsi.gov.uk. Their telephone number is 0303 4448 330.

This report summarises the key findings from our 2013/14 audit of Chesterfield Borough Council (the Authority).

Although this letter is addressed to the Members of the Authority, it is also intended to communicate these issues to key external stakeholders, including members of the public.

Our audit covers the audit of the Authority's 2013/14 financial statements and the 2013/14 VFM conclusion.

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VFM conclusion	<p>We issued an unqualified conclusion on the Authority's arrangements to secure value for money (VFM conclusion) for 2013/14 on 30 September 2014. This means we are satisfied that you have proper arrangements for securing financial resilience and challenging how you secure economy, efficiency and effectiveness.</p> <p>To arrive at our conclusion we looked at your financial governance, financial planning and financial control processes, as well as how you are prioritising resources.</p>
VFM risk areas	<p>We identified a single specific risk to our VFM and considered the arrangements you have put in place to mitigate this. We critically assessed the controls the Authority has in place to ensure a sound financial standing and reviewed how the Authority is planning and managing its savings plans</p> <p>We concluded that we did not need to carry out additional work for this risk as there was sufficient relevant work that had been completed by the Authority in relation to this risk area. We did however comment that the financial position of the Authority is becoming more challenging with the latest budget monitoring report showing a number of significant areas of potential overspend which if not addressed will add around £0.5m to the current year's expenditure and just under £1m to the 2015/16 budget.</p> <p>Although the Authority is confident that corrective action can be taken in year it is imperative that this is closely monitored and that all members are kept informed of the financial position on a regular basis.</p>
Audit opinion	<p>We issued an unqualified opinion on your financial statements on 30 September 2014. This means that we believe the financial statements give a true and fair view of the financial position of the Authority and of its expenditure and income for the year.</p>
Financial statements audit	<p>We identified no issues in the course of the audit that are considered to be material.</p> <p>The Authority has good processes in place for the production of the accounts and good quality supporting working papers. Officers dealt efficiently with audit queries and the audit process has been completed within the planned timescales.</p> <p>We have had regular meetings with Officers throughout the year which has facilitated delivery of the audit.</p>
Annual Governance Statement	<p>We reviewed your <i>Annual Governance Statement</i> and concluded that it was consistent with our understanding.</p>

All the issues in this letter have been previously reported. The detailed findings are contained in the reports we have listed in Appendix 1.

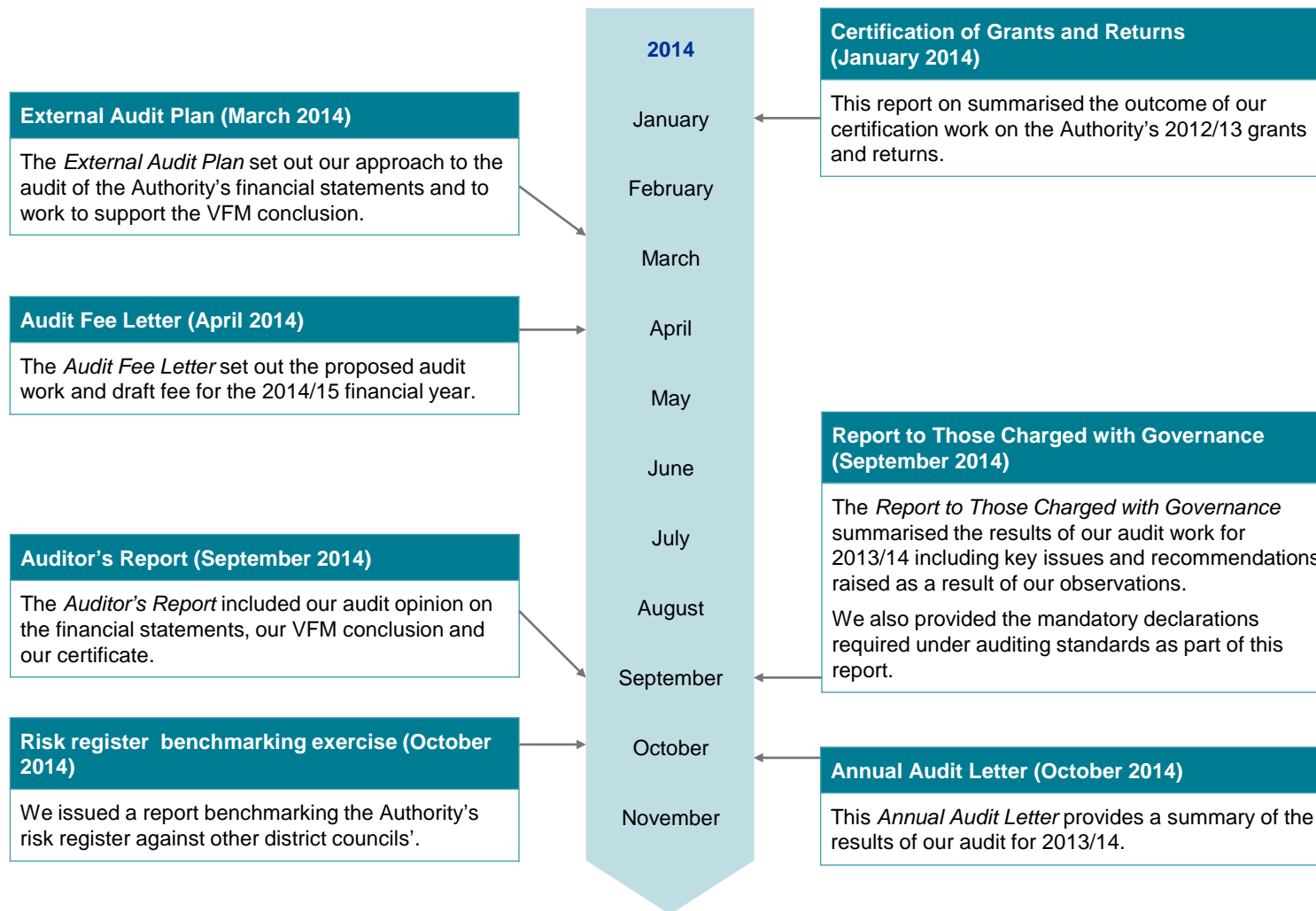
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Whole of Government Accounts	<p>We undertook a limited review of the consolidation pack which the Authority prepared to support the production of Whole of Government Accounts by HM Treasury. As the Authority falls below the threshold for detailed testing we only reported that the pension liabilities and PPE disclosures in the Authority's consolidation pack are consistent with the audited statutory accounts.</p>
High priority recommendations	<p>We raised no high priority recommendations as a result of our 2013/14 audit work.</p>
Certificate	<p>We issued our certificate on 30 September 2014.</p> <p>The certificate confirms that we have concluded the audit for 2013/14 in accordance with the requirements of the <i>Audit Commission Act 1998</i> and the Audit Commission's <i>Code of Audit Practice</i>.</p>
Audit fee	<p>Our planned fee for 2013/14 was £69,027, excluding VAT. We are however proposing an additional fee of £900 for 2013/14 for the additional NNDR testing that we have had to carry out as part of our opinion audit as a result of there being no certification of the NNDR3 return. This additional fee is subject to final determination by the Audit Commission. Further detail is contained in Appendix 2.</p>
Risk register benchmarking exercise	<p>We reported on a benchmarking exercise to compare risk registers and the related review processes across our wide range of local government clients. This confirmed that your risk management processes are generally in line with other district councils and you share similar risks. The report is intended to provide a useful prompt to the Standards and Audit Committee to review its role in this area.</p> <p>You are currently reviewing your Risk Management arrangements (Strategic and Operational Risk Registers and the Reporting Arrangements) with the help of a consultant from Zurich Insurance. You have advised us that a revised Strategic Risk Register and Risk Management Policy should be in place by December.</p>

Appendix 1: Summary of reports issued

This appendix summarises the reports we issued since our last *Annual Audit Letter*.

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This appendix provides information on our final fees for 2013/14.

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To ensure openness between KPMG and your Standards and Audit Committee about the extent of our fee relationship with you, we have summarised the outturn against the 2013/14 planned audit fee.

External audit

Our proposed fee for the 2013/14 audit of the Authority is £69,927. This compares to a planned fee of £69,027.

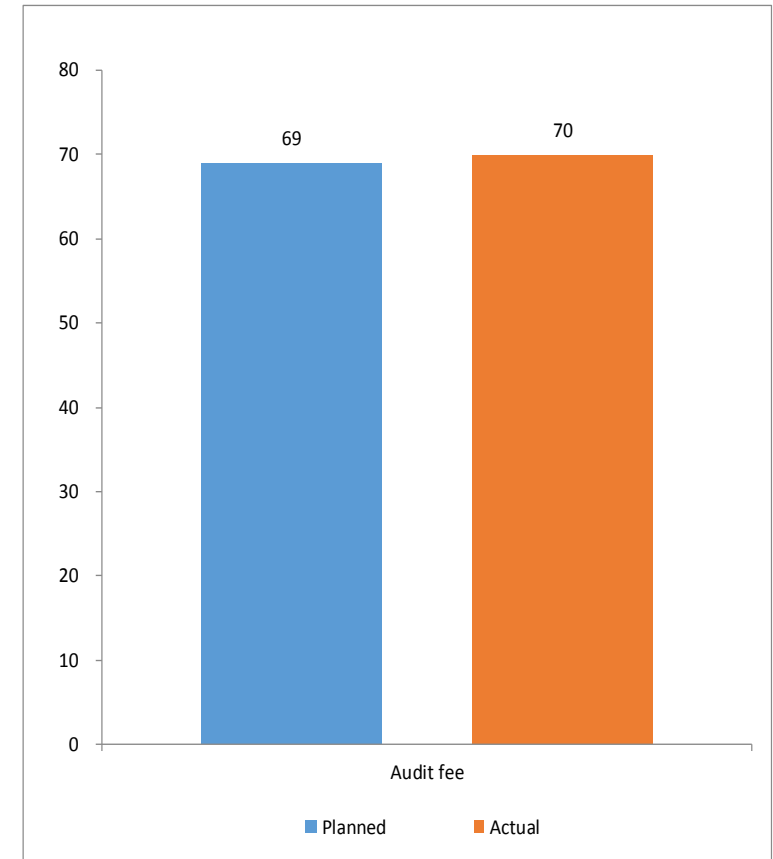
We are proposing an additional fee of £900 to cover extra work undertaken on NNDR. To deliver our 2013/14 audit opinion there were two elements of our work that we have previously carried out while certifying LA01 (the NNDR3 return), and relied upon for our opinion audit. In 2013/14, as a result of there being no certification of the NNDR3 return, we have had to carry out this work as additional procedures to our opinion audit.

Our proposed additional fee is still subject to final determination by the Audit Commission.

Certification of grants and returns

Our grants work is still ongoing and the fee will be confirmed through our report on the *Certification of Grants and Returns 2013/14* which we are due to issue in January 2015.

External audit fees 2013/14 (£'000)





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Protecting the Public Purse

Fraud Briefing 2014

Chesterfield Borough Council



Purpose of Fraud Briefing



Provide an information source to support councillors in considering their council's fraud detection activities



Extend an opportunity for councillors to consider fraud detection performance, compared to similar local authorities



Give focus to discussing local and national fraud risks, reflect on local priorities and the proportionate responses needed



Be a catalyst for reviewing the council's current strategy, resources and capability for tackling fraud

Understanding the bar charts

Outcomes for the first measure for your council are highlighted in yellow in the bar charts. The results of your comparator authorities are shown in the green bars.



Outcomes for the second measure for your council are highlighted as a green symbols above each bar. The results of your comparator authorities are shown in the white triangles.



A '*' symbol has been used on the horizontal axis to indicate your council.

All data are drawn from council submissions on the Audit Commission's annual fraud and corruption survey for the financial year 2013/14.

In some cases, council report they have detected fraud and do not report the number of cases and/or the value. For the purposes of this fraud briefing these 'Not Recorded' records are shown as Nil.

Comparator group

Amber Valley
Bassetlaw
Bolsover
Boston
Cannock Chase
Chesterfield
Copeland
Derbyshire Dales
Erewash
Gloucester
High Peak
Ipswich
Lincoln
Mansfield
Newcastle Under Lyme
North East Derbyshire
Redditch
South Derbyshire
Worcester
Wyre Forest

Interpreting fraud detection results



Contextual and comparative information needed to interpret results



Detected fraud is indicative, not definitive, of counter fraud performance (*Prevention and deterrence should not be overlooked*)



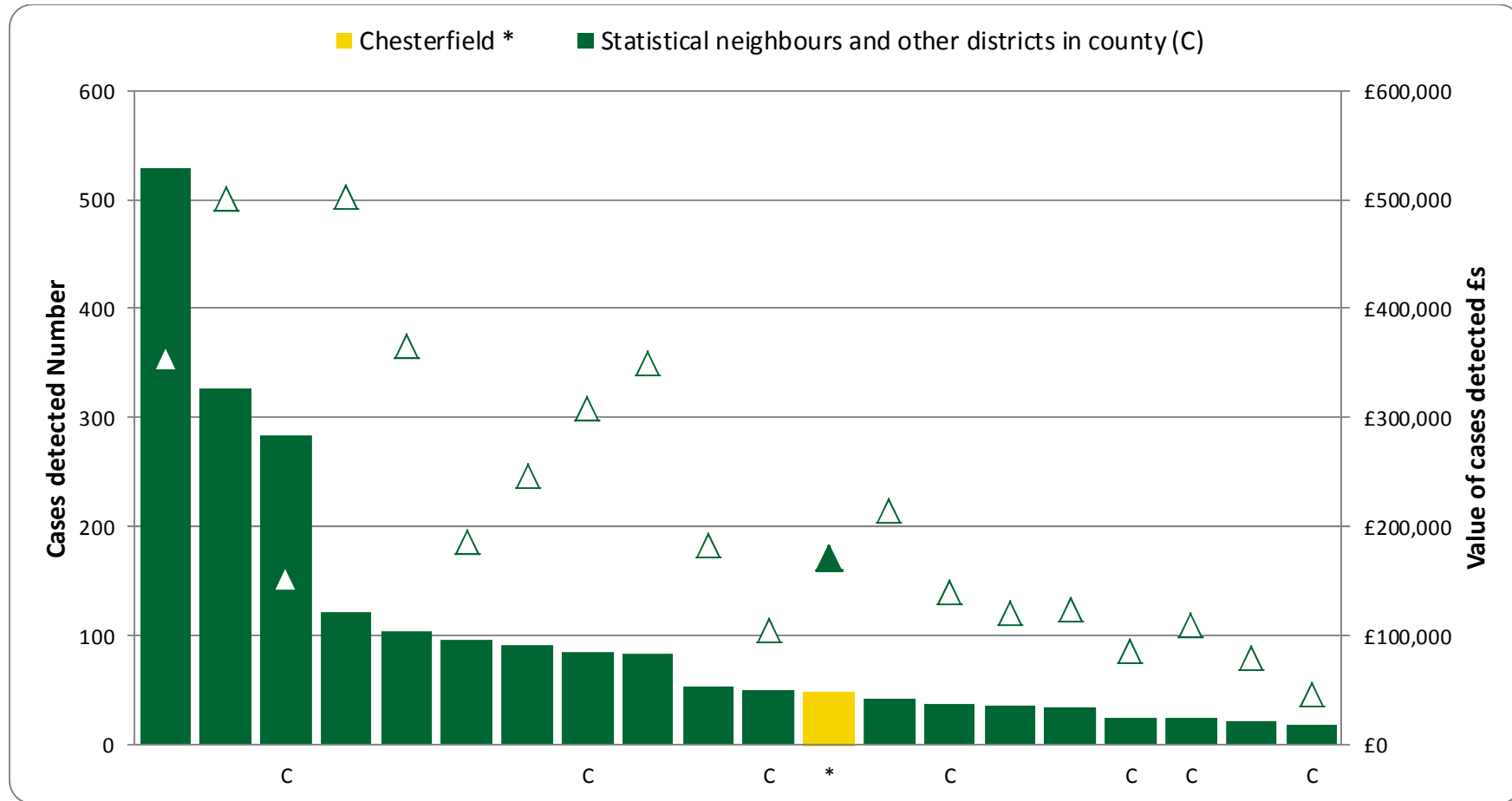
No fraud detected does not mean no fraud committed (*Fraud will always be attempted and even with the best prevention measures some will succeed*)



Councils who look for fraud, and look in the right way, will find fraud (*There is no such thing as a small fraud, just a fraud that has been detected early*)

Total detected cases and value 2013/14 (Excludes Housing tenancy fraud)

Chesterfield



Chesterfield detected 48 cases of fraud. The value of detected fraud was £169,868.

Average for statistical neighbours and county: 109 cases, valued at £219,866

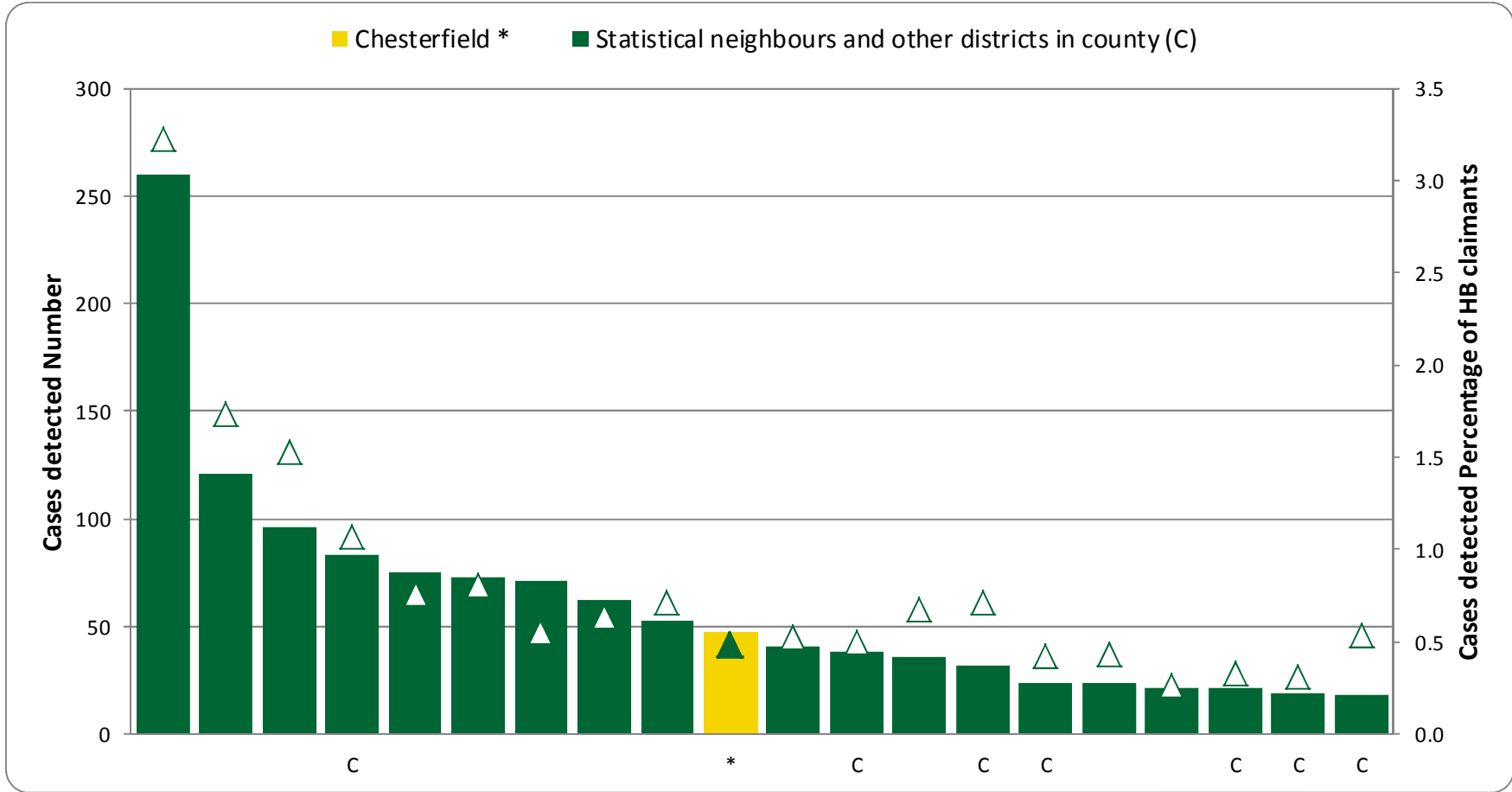


Housing Benefit (HB) and Council Tax Benefit (CTB) 2013/14

Total detected cases, and as a proportion of housing benefit caseload

Chesterfield

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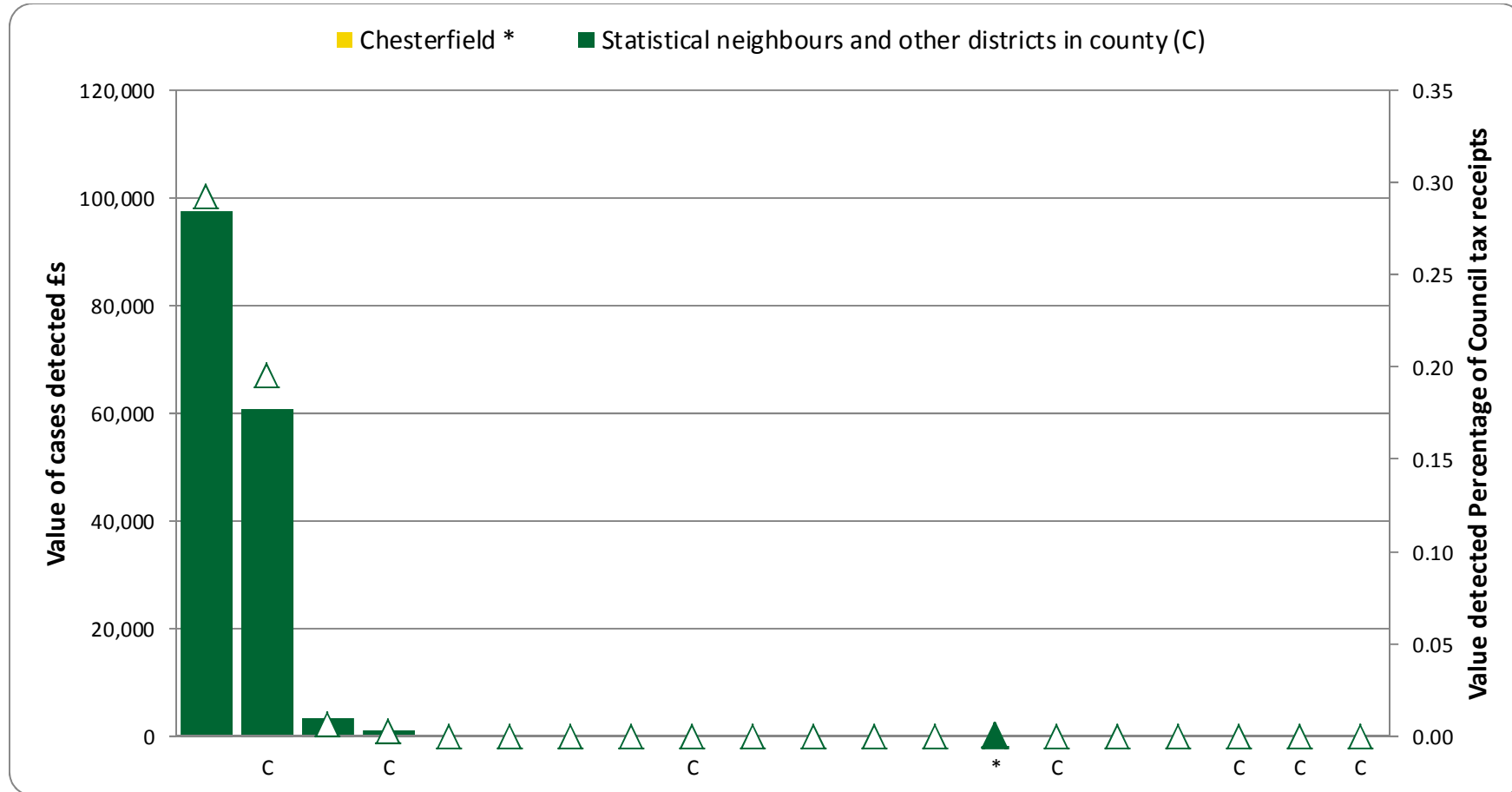
Chesterfield detected 47 cases of this type of fraud. The value of detected fraud was £169,727.
 Average for statistical neighbours and county: 61 cases, valued at £202,607



Council tax discount fraud 2013/14

Total detected cases, and as a proportion of council tax income

Chesterfield



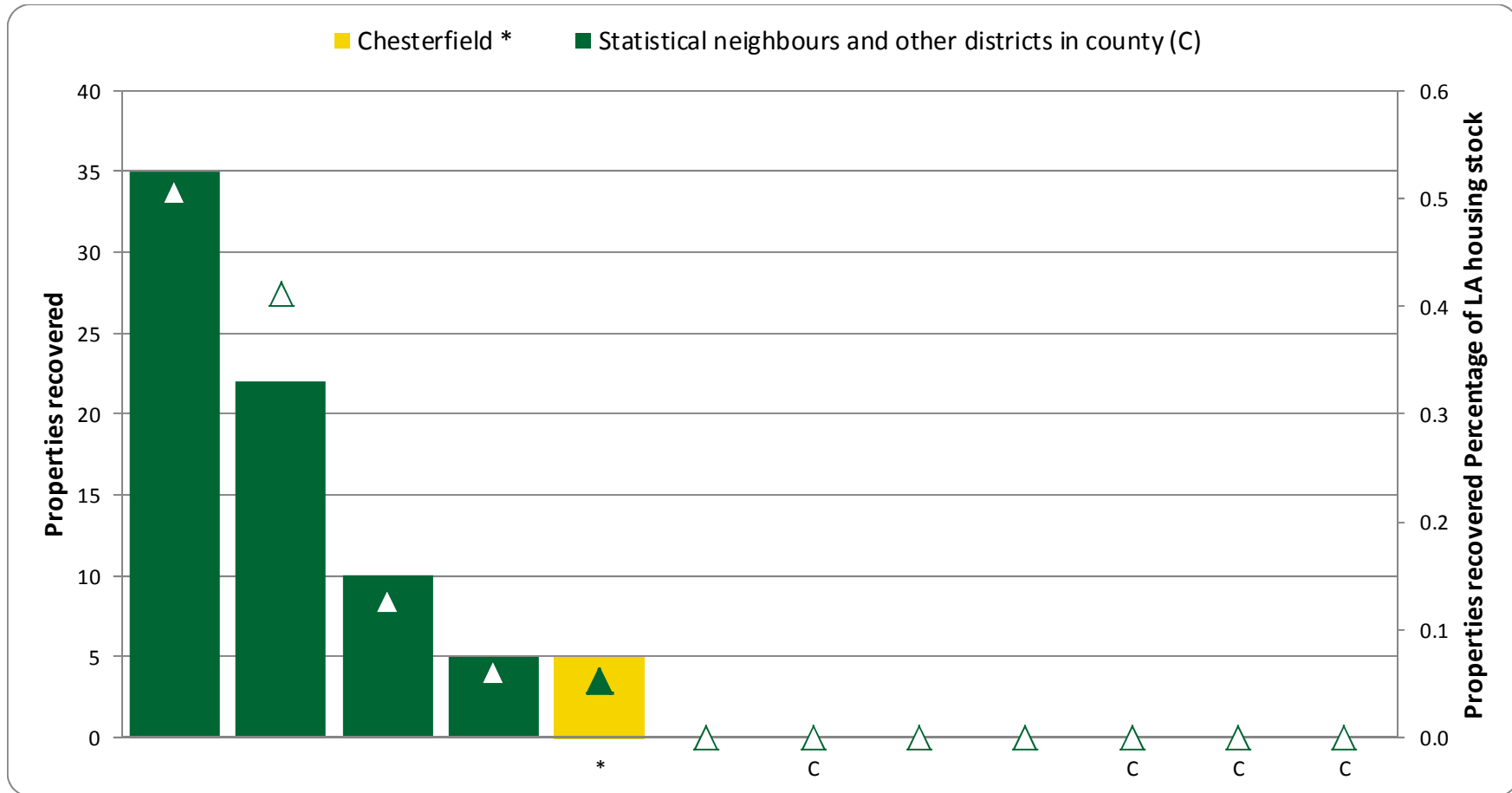
Chesterfield did not detect any cases of this type of fraud.
Average for statistical neighbours and county: 35 cases, valued at £8,571



Social Housing fraud (only councils with housing stock) 2013/14

Total properties recovered, and as a proportion of housing stock

Chesterfield



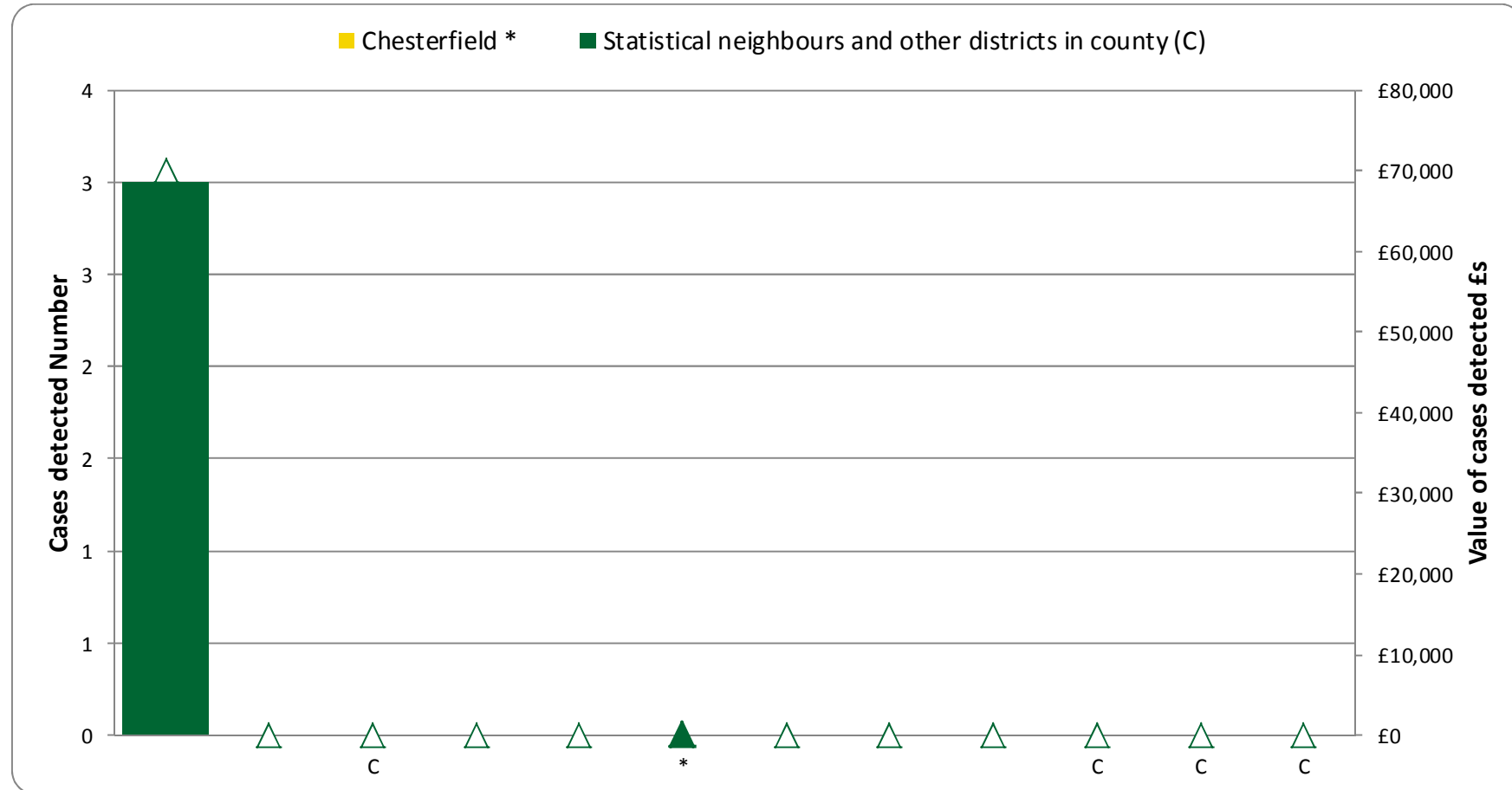
Chesterfield recovered 5 properties.
 Average for statistical neighbours and county with housing stock: 7 cases



Right to buy fraud (only councils with housing stock) 2013/14

Right to buy cases and value

Chesterfield



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Chesterfield did not detect any cases of this type of fraud.

Average for statistical neighbours and county with housing stock: 0.3 cases



Other frauds 2013/14

Chesterfield

Procurement: Chesterfield did not detect any cases of this type of fraud.
Total for statistical neighbours and county: 0 cases

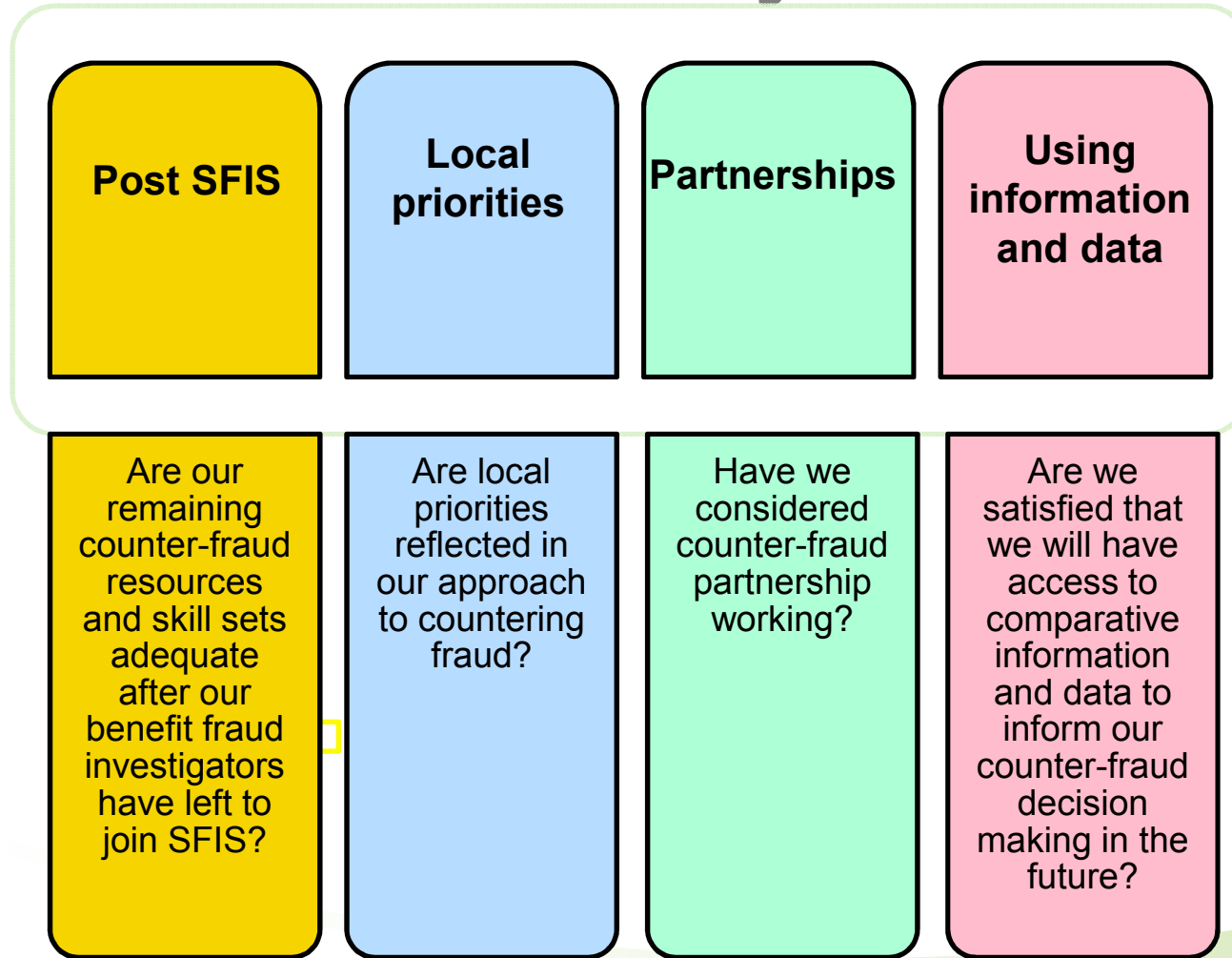
Insurance: Chesterfield did not detect any cases of this type of fraud.
Total for statistical neighbours and county: 0 cases

Economic and third sector: Chesterfield did not detect any cases of this type of fraud.
Total for statistical neighbours and county: 0 cases

Internal: Chesterfield detected 1 case of this type of fraud. The value of detected fraud was £141.
Total for statistical neighbours and county: 4 cases, valued at £1,386

*Correctly recording fraud levels is a central element in assessing fraud risk.
It is best practice to record the financial value of each detected case*

Questions elected members and decision makers may wish to ask



Any questions?



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FOR PUBLICATION

SUMMARY OF INTERNAL AUDIT REPORTS ISSUED

MEETING: **STANDARDS AND AUDIT COMMITTEE**

DATE: **28TH NOVEMBER 2014**

REPORT BY: **INTERIM HEAD OF INTERNAL AUDIT
CONSORTIUM**

WARD: **ALL**

COMMUNITY ASSEMBLIES: **ALL**

KEY DECISION
REFERENCE (IF
APPLICABLE):

FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS:

TITLE: LOCATION:

1.0 **PURPOSE OF REPORT**

1.1 To present for members' information a summary of Internal Audit Reports issued during the period 6th September 2014 – 7th November 2014 in respect of reports issued relating to the 2014/15 internal audit plan.

2.0 **RECOMMENDATION**

2.1 That the report be noted.

3.0 **BACKGROUND**

3.1 The Public Sector Internal Audit Standards require that the Head of Internal Audit reports periodically to the Standards and Audit Committee in respect of performance against the audit plan. Significant risk and control issues should also be reported.

3.2 In preparing this report, no standard corporate issues (e.g. risk management, equalities) were considered relevant.

4.0 **SUMMARY OF REPORTS ISSUED**

4.1 Attached, as Appendix 1, is a summary of reports issued covering the period 6th September 2014 to 7th November 2014, for audits included in the 2014/15 internal audit plan.

4.2 The Appendix also shows for each report a summary of the scope and objectives of the audit, the overall conclusion of the audit and the number of recommendations made / agreed where a full response has been received.

4.3 The conclusion column of Appendix 1 gives an overall assessment of the reliability of the internal controls examined in accordance with the following classifications:

Control Level	Definition
Good	A few minor recommendations (if any).
Satisfactory	Minimal risk; a few areas identified where changes would be beneficial.
Marginal	A number of areas have been identified for improvement.
Unsatisfactory	Unacceptable risks identified, changes should be made.
Unsound	Major risks identified; fundamental improvements are required.

4.4 In respect of the audits being reported, it is confirmed that there were no issues arising relating to fraud that need to be brought to the Committee's attention.

5.0 **RECOMMENDATION**

5.1 That the report be noted.

6.0 **REASON FOR RECOMMENDATION**

6.1 To inform Members of the internal audit reports issued.

JENNY WILLIAMS
INTERIM HEAD OF INTERNAL AUDIT CONSORTIUM

Further information on this report can be obtained from Jenny Williams (Extension 5468)

Chesterfield Borough Council – Internal Audit Consortium

Report to Standards and Audit Committee

Summary of Internal Audit Reports Issued 2014/15 – Period 6th September 2014 – 7th November 2014

Report Ref No.	Report Title	Scope & Objectives	Overall Opinion	Date			Number of Recommendations	
				Report Issued	Response Due	Response Received	Made	Accepted
15	Community Assemblies	To review the operation of Community Assemblies and the allocation of funding	Good	11/09/2014	2/10/2014	12/09/2014	1	1
16	Housing Benefits/Council Tax Support	To ensure that the controls and procedures in place are operating	Good	11/09/2014	2/10/2014	15/09/2014	1	1
17	Treasury Management Loans	To ensure that all loans are in line with the approved strategy and are appropriately authorised	Good	23/09/2014	14/10/2014	25/09/2014	1	1
18	Investments	To review the controls and procedures in place	Good	26/09/2014	17/10/2014	N/A	0	0
19	Markets	To review income collection procedures etc.	Marginal	9/10/2014	30/10/2014	5/11/2014	7	7 (Note 1)

Report Ref No.	Report Title	Scope & Objectives	Overall Opinion	Date		Response Received	Number of Recommendations	
				Report Issued	Response Due		Made	Accepted
20	Housing Rents	To review the systems and procedures in place	Satisfactory	20/10/2014	10/11/2014		2	Note 2

Note 1 Markets

The main points arising in respect of the markets audit were:-

The market ledgers were not up to date

Rent arrears were not easy to establish as ledgers were not up to date

The reasons for dispensations for not charging rent were not being recorded

The level of arrears was not being sufficiently monitored

Profit and loss statements in respect of the operation of the car boot by Chesterfield Football Club for the year ended March 2014 had not been obtained.

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Note 2 Response not due at time of compiling report

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FOR PUBLICATION

INTERNAL AUDIT CONSORTIUM IMPROVEMENT PLAN

MEETING: CHESTERFIELD BOROUGH COUNCIL
STANDARDS AND AUDIT COMMITTEE

DATE: 28TH NOVEMBER 2014

REPORT BY: INTERIM HEAD OF INTERNAL AUDIT
CONSORTIUM

FOR PUBLICATION
BACKGROUND PAPERS: Public Sector Internal Audit
Standards

1 Purpose of Report

- 1.1** To report to Members the results of an internal audit self assessment that has been undertaken to review compliance with the Public Sector Internal Audit Standards and to identify any areas for improvement.

2 Recommendations

- 2.1** That the results of the self- assessment and improvement plan be noted.
- 2.2** That progress against the improvement plan is reported back to this Committee as part of the internal audit annual report for 2014/15.

3 Background

- 3.1** The Public Sector Internal Audit Standards (PSIAS) which took effect from the 1 April 2013 require that the Head of Internal Audit develop and maintain a quality assurance and improvement programme to enable the internal audit activity to be assessed against the PSIAS. CIPFA recommend that in order to undertake a self assessment the checklist for

assessing conformance included within the application note to the PSIAS be used.

4 The Improvement Plan

- 4.1 The checklist recommended for undertaking a self assessment against the PSIAS has been completed and it is considered that the exercise has demonstrated that in the main the internal audit consortium is compliant with the PSIAS.
- 4.2 The PSIAS encourage that internal audit continually look to improve the proficiency, effectiveness and quality of their service. With this in mind an improvement plan has been developed and is held at Appendix A.

5 Considerations

- 5.1 Risk Management – The Improvement Plan is to assist in ensuring that the Internal Audit Consortium continues to provide a quality service in line with the PSIAS.
- 5.2 Financial – The implementation of the improvement plan can be met from the Internal Audit Consortium's existing budget.

6 Recommendations

- 6.1 That the results of the self -assessment and improvement plan be noted.
- 6.2 That progress against the improvement plan is reported back to this Committee as part of the internal audit annual report for 2014/15.

7.0 Reason for Recommendations

- 7.1 To comply with the requirements of the PSIAS.

**Jenny Williams
Interim Head of Internal Audit
Consortium**

Internal Audit Consortium Improvement Plan December 2014

Improvement Area	Current	Action Required	Action By	Date
The Standards state that an external assessment of Internal Audit should be carried out at least once every 5 years	Not undertaken as yet	An external assessment must be carried out by April 2018	HOIAC /Head of Finance	April 2018
Performance monitoring – review of performance targets used. The Standards state that on-going performance monitoring should include comprehensive performance targets.	Performance indicators are reported in the annual report	Review other possible performance indicators to assess if appropriate for adoption	HOIAC /Head of Finance	April 2015
The Standards state that Internal Auditors are encouraged to demonstrate their proficiency by obtaining appropriate professional certifications	A training needs assessment established that the unit is highly qualified however only the HOIAC is fully qualified and there is limited IT expertise	To encourage and sponsor staff to obtain further relevant qualifications	HOIAC /Head of Finance	On-going
To make Officers more aware of the role and expectations of Internal Audit	Financial Regulations contain a section in relation to Internal Audit	To produce an article/leaflet to place on the intranet explaining the role of Internal Audit and the audit process	HOIAC	April 15
The Standards state that when planning an audit consideration should be given to significant risks and the opportunities to make improvements to the activity's governance, risk management and control processes.	Testing schedules are reviewed prior to each audit but there is scope to improve this process	Testing schedules should be examined more rigorously at the start of an audit to ensure that priority is given to high risk and governance areas.	HOIAC/Seni or Auditors	On-going

Improvement Area	Current	Action Required	Action By	Date
Increasing the flexibility of Internal Audit Consortium staff to be able to work at each location.	Staff are largely fixed in one location	Increase the scope for auditors to undertake audits at each site or the same audit across each site to enhance the sharing of knowledge and experience.	HOIAC	On-going

HOIAC = Head of the Internal Audit Consortium

FOR PUBLICATION

NOMINATION OF REPRESENTATIVE TO SHEFFIELD CITY REGION COMBINED AUTHORITY AUDIT COMMITTEE

MEETING: STANDARDS AND AUDIT COMMITTEE

DATE: 28 NOVEMBER 2014

REPORT BY: MONITORING OFFICER

WARD: ALL

1.0 PURPOSE OF REPORT

- 1.1 To seek nomination of a Borough Council Member to the Sheffield City Region Combined Authority Audit Committee.

2.0 RECOMMENDATION

- 2.1 That a Borough Council Member be nominated to the Sheffield City Region Combined Authority Audit Committee.

3.0 BACKGROUND

- 3.1 The Council has received a request from the Sheffield City Region Combined Authority for a nomination to that Authority's Audit Committee. A nomination is being sought from each of the Constituent and Non-Constituent Authorities.

- 3.2 The Audit Committee will meet on a quarterly cycle of meetings.

4.0 RECOMMENDATION

- 4.1 That a Borough Council Member be nominated to the Sheffield City Region Combined Authority Audit Committee.

5.0 REASON FOR RECOMMENDATION

- 4.1 To enable a Borough Council Member to be nominated to the Sheffield City Region Combined Authority Audit Committee.

GERARD ROGERS
MONITORING OFFICER

Further information from Gerard Rogers, Monitoring Officer and Regulatory & Local Government Law Manager, Legal Services - Tel 345310 or gerard.rogers@chesterfield.gov.uk