

BOROUGH OF CHESTERFIELD

You are summoned to attend a Meeting of the **Council** of the **Borough of Chesterfield** to be held in the **Council Chamber, Town Hall, Rose Hill, Chesterfield S40 1LP** on **Wednesday, 26 April 2017** at **5.00 pm** for the purpose of transacting the following business:-

1. To approve as a correct record the Minutes of the meeting of the Council held on 23 February, 2017 (Pages 3 - 18)
2. Mayor's Communications.
3. Apologies for Absence
4. Declarations of Members' and Officers' Interests relating to items on the Agenda.
5. Vote of thanks to the retiring Mayor and Mayoress
6. Public Questions to the Council

To receive questions from members of the public in accordance with Standing Order No. 12.

7. Petitions to Council

To receive Petitions submitted under Standing Order No.13

8. Leader of the Council and Committee appointments (Pages 19 - 30)
9. Deputy Leader of the Council and Cabinet appointments (Pages 31 - 36)
10. Questions to the Leader

To receive questions submitted to the Leader under Standing Order No.14

11. Equality and Diversity Policy, Strategy and Action Plan 2017 - 2019 (Pages 37 - 66)
12. Minutes of Committee Meetings (Pages 67 - 68)

To receive for information the Minutes of the following meetings:-

- Appeals and Regulatory Committee
- Employment and General Committee
- Licensing Committee

- Planning Committee
- Standards and Audit Committee

13. To receive the Minutes of the meetings of the Cabinet of 21 February, 7 March and 4 April, 2017 (Pages 69 - 98)
14. To receive the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 7 March and 4 April, 2017 (Pages 99 - 106)
15. To receive and adopt the Minutes of the meeting of the Community, Customer and Organisational Scrutiny Committee of 24 January, 2017 (Pages 107 - 116)
16. To receive and adopt the Minutes of the meeting of the Enterprise and Wellbeing Scrutiny Committee of 6 February, 2017 (Pages 117 - 126)
17. Questions under Standing Order No. 19

To receive questions from Councillors in accordance with Standing Order No.19.

By order of the Council,



Chief Executive

Chief Executive's Unit,
Town Hall,
Chesterfield

18 April 2017

COUNCIL

Thursday, 23rd February, 2017

Present:-

Councillor Brunt (The Mayor)

Councillors	Bagley	Councillors	Flood
	J Barr		P Gilby
	P Barr		T Gilby
	Bexton		Hill
	Bingham		Hollingworth
	Blank		Huckle
	Borrell		J Innes
	Brady		P Innes
	Brittain		Ludlow
	Brown		Miles
	Burrows		A Murphy
	Callan		T Murphy
	Catt		Niblock
	D Collins		Parsons
	L Collins		Perkins
	Davenport		Redihough
	Derbyshire		Sarvent
	Dickinson		Serjeant
	A Diouf		Simmons
	V Diouf		Slack
	Dyke		Wall
	Elliott		

76 MINUTES

RESOLVED –

That the Minutes of the meeting of the Council held on 14 December, 2016 be approved as a correct record and be signed by the Chair.

77 MAYOR'S COMMUNICATIONS.

The Mayor referred to the following Mayoral engagements:

- Visiting Outwood Academy, Newbold and seeing students take part in their school council elections.
- Celebrating Dr Benjamin Woods' 100th birthday at Chatsworth Lodge Care Home.
- Hosting a visit to the Mayor's Parlour by the Chesterfield Take Heart support group and receiving a cheque from them for £1,000 towards the Mayor's fundraising appeal.

The Mayor also provided an update on his fundraising activities including the upcoming Mayor's Appeal Beer Festival which would be held at the Market Hall Assembly rooms on Friday 7 and Saturday 8 April, 2017.

78 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bellamy, Caulfield, Hitchin and Rayner.

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

No declarations of interest were received.

80 **PUBLIC QUESTIONS TO THE COUNCIL**

There were no questions.

81 **PETITIONS TO COUNCIL**

In accordance with Standing Order No.13 Council debated the following petition from Mr Adrian Todd received on 10 February, 2017:-

“I would like request that Chesterfield Borough Council build an Ice Rink on the site of the old Queen's Park Sports Centre. I have been campaigning locally and using change.org to make people aware of the health, leisure and social benefits that an Ice rink would provide to all Chesterfield residents.”

The petition contained in excess of 1,000 signatures; therefore it was referred to Council to be debated in accordance with the Council's petition scheme and Standing Order No.13.

Mrs Donna Todd, on behalf of Mr Adrian Todd presented the petition and answered Member's questions.

RESOLVED –

1. That the council receives and notes the petition to turn the former Queen's Park Sports Centre site into an ice rink.
2. That the petition and tonight's debate at Full Council be taken into account by Chesterfield Borough Council's Cabinet when making the decision on a suitable use for the former Queen's Park Sports Centre site.
3. That the council, if approached by an ice rink operator, will assist with the identification of suitable sites and provide advice on planning and funding opportunities, including the development of external funding bids, in order to enhance the Borough's sport and leisure offer.

82 QUESTIONS TO THE LEADER

There were no questions.

83 CHANGE TO MEMBERSHIP OF MEMBER LEVEL COMMITTEES

The Committee and Scrutiny Coordinator submitted a report detailing a proposed change, requested by the Executive Leader of the Council, to the membership of Member Level Committees for the remainder of the 2016/17 municipal year.

RESOLVED -

That Councillor Sarvent replaces Councillor Burrows on the Planning Committee for the remainder of the 2016/17 municipal year.

84 **COMMUNITY INFRASTRUCTURE LEVY INTERIM PROGRESS REPORT AND PAYMENT IN KIND POLICY**

Pursuant to Cabinet Minute No.144 the Strategic Planning and Key Sites Manager submitted a report to provide an update on the performance of the Community Infrastructure Levy (CIL) since its introduction on 1 April, 2016, and to recommend for approval the introduction of a CIL “Payment in kind” policy.

RESOLVED –

1. That the performance of the Community Infrastructure Levy during the first 9 months of its implementation be noted.
2. That the Community Infrastructure Levy ‘Payment in Kind’ policy, as set out in the officer’s report be approved.

85 **HOUSING CAPITAL PROGRAMME: NEW PROGRAMME FOR 2017/18 THROUGH TO 2021/22**

Pursuant to Cabinet Minute No.147 the Housing Manager and the Director of Finance and Resources submitted the Housing Capital Programme for 2017/18 for approval by Council. The provisional Capital Programmes for 2018/19 to 2021/22 were also presented to Council for information.

RESOLVED -

1. The Housing (Public Sector) Capital Programme for 2017/18 be approved, and its procurement, as necessary, be authorised.
2. The Housing (Public Sector) Capital Programmes for 2018/19 through to 2021/22 be provisionally approved.
3. The Operational Services Division share of the approved 2017/18 Programme be approved.
4. The Housing Manager be delegated authority to transfer funds between programme heads and budgets in order to effectively and efficiently manage the Capital Programme.

86 CAPITAL STRATEGY AND GENERAL FUND CAPITAL PROGRAMME

Pursuant to Cabinet Minute No.142 the Director of Finance and Resources submitted a report recommending for approval the updated General Fund Capital Strategy and Programme for the financial year 2017/18.

The Director of Finance and Resources also sought approval for the proposed growth requests outlined in paragraph 8.3 of the report to be added to the Capital Programme and recommended that other capital schemes be placed on a waiting list pending the availability of capital receipts.

RESOLVED -

1. The Capital Strategy be approved.
2. The updated General Fund Capital Programme expenditure and financing be approved.
3. The new Capital Programme schemes, as outlined in paragraph 8.3 of the Director of Finance and Resources report be noted, with their approval subject to satisfactory business cases being made and subsequent Cabinet and/or Council agreement.
4. The prioritised list of “waiting list” Capital Programme schemes, as outlined in paragraph 8.4 of the Director of Finance and Resources report, be approved.

87 TREASURY MANAGEMENT STRATEGY

Pursuant to Standards and Audit Committee Minute No.36 the Director of Finance and Resources submitted a report recommending for approval the Treasury Management Strategy Statement, the Annual Investment Strategy Statement for 2017/18 and the Minimum Reserve Provision (MRP) Policy for 2017/18.

The Director of Finance and Resources also recommended that Council re-affirmed its adoption of CIPFA's Code of Practice on Treasury Management.

RESOLVED –

1. That the Treasury Management Strategy Statement and Annual Investment Strategy, including the Prudential Code Indicators, be approved.
2. That the Minimum Revenue Provision policy be approved.
3. That Council re-affirms its adoption of CIPFA's Code of Practice on Treasury Management.

88 2017/18 BUDGET AND MEDIUM TERM FINANCIAL PLAN

Pursuant to Cabinet Minute No.141, the Director of Finance and Resources submitted a report to seek Council approval for the General Fund Budget for 2017/18.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote was taken for this item as follows:-

FOR –

Councillors

Bagley
J Barr
P Barr
Bexton
Blank
Brady
Brittain
Brown
Burrows
Callan
Catt
D Collins
L Collins
Derbyshire
Dickinson
Dyke
Elliott

Councillors

Flood
P Gilby
T Gilby
Hill
Hollingworth
Huckle
J Innes
P Innes
Ludlow
Miles
A Murphy
T Murphy
Parsons
Perkins
Sarvent
Serjeant
Simmons

Slack
Wall

AGAINST –

None

ABSTENTIONS –

Councillors

Bingham
Borrell
Davenport
A Diouf
V Diouf
Niblock
Redihough

RESOLVED –

1. That the revised budget for 2016/17 be approved.
2. The Local Government Finance Settlement be noted.
3. The Collection Fund and the Tax Base forecasts be noted.
4. The Portfolio budgets and the overall revenue budget summary for 2017/18 be approved.
5. That authority be delegated to the Director of Finance and Resources in consultation with the Leader, Deputy Leader and Chief Executive to review what is required to ensure that the council makes best use of the flexibility available to use capital receipts for revenue purposes where such investment will lead to budget savings.
6. The budget forecasts for 2017/18 and the medium term, as well as the strategy for addressing the projected deficits be noted.
7. That the growth request of £100k for an HS2 project officer, to be funded from the Service Improvement Reserve be approved.

8. That the estimates of reserves including:
- i. maintaining the General Working Balance at £1.5m;
 - ii. transferring from the Crematorium Capital Improvement and Revenue Reserves (subject to Chesterfield and District Joint Crematorium Committee approval), £200,000 to a new Northern Gateway reserve to support underwriting the Jomast Coop development and £250,000 into the Business Rate Risk Reserve;
 - iii. Using £467,302 of Insurance Reserve surplus funds by retaining in the Insurance Reserve £60,000 to cover insurance excesses and self-insurance charges, transferring £407,302 to the General Fund to reduce General Fund contributions into reserves in order to support the budget position by £150,000 in both 2017/18 and 2018/19, and by £107,000 in 2019/20.

be approved.

9. The budget risks and sensitivity analysis be noted.
10. The recommended £5 increase in Council Tax for 2017/18 be approved.
11. The 2017/18 Council Tax Requirement and financing be approved.
12. The Director of Finance and Resources assurances be noted.

89 COUNCIL TAX FOR 2017/18

The Director of Finance and Resources submitted a report, the purpose of which was to enable the Borough Council, as Tax Collecting Authority, to set the Council Tax for its area for 2017/18 as required by the Local Government Finance Act 1992.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote was taken for this item as follows:-

FOR –

Councillors	Bagley	Councillors	Flood
	J Barr		P Gilby
	P Barr		T Gilby
	Bexton		Hill
	Bingham		Hollingworth
	Blank		Huckle
	Borrell		J Innes
	Brady		P Innes
	Brittain		Ludlow
	Brown		Miles
	Burrows		A Murphy
	Callan		T Murphy
	Catt		Niblock
	D Collins		Parsons
	L Collins		Perkins
	Davenport		Redihough
	Derbyshire		Sarvent
	Dickinson		Serjeant
	A Diouf		Simmons
	V Diouf		Slack
	Dyke		Wall
	Elliott		

AGAINST –

None

ABSTENTIONS –

None

RESOLVED –

1. That it be noted that at its meeting on 23rd January 2017 the Employment and General Committee calculated the following tax base amounts for the year 2017/18 in accordance with regulation made under Section 31B of the Local Government Finance Act 1992 as:

(a) 28,507.92 being the amount calculated for the whole Council area.

(b) For those areas to which a parish precept applies:

Staveley Town Council	4,087.94
Brimington Parish Council	2,276.05

2. That the Council approves the calculation of the Council Tax requirement for the Council's own purposes for 2017/18 (excluding parish precepts) as £4,415,592.
3. That the following amounts be calculated for the year 2017/18 in accordance with Sections 31 to 36 of the Act:
 - (a) **£110,316,718** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act (gross expenditure) taking into account all precepts issued to it by Parish Councils;
 - (b) **£105,551,194** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act (gross income including grants and the use of reserves);
 - (c) **£38,296** being the surplus on the Council tax elements of the Collection Fund and **£106,426** being the deficit on the Business Rate elements
 - (d) **£4,833,654** being the amount by which the aggregate at 3.3(a) above exceeds the aggregate at 3.3(b) above plus 3.3(c), calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year. Please note that this is the total of the Borough's requirement of **£4,415,592** plus the total parish precepts of **£418,062**.
 - (e) **£169.56** being the amount at 3.3(d) above divided by 3.1(a) above, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).

- (f) **£418,062** being the aggregate amount of all special items (parish precepts) referred to in Section 34(1) of the Act.
- (g) **£154.89** being the amount at 3(e) above less the result given by dividing the amount at 3(f) above by the amount at 3.1(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates. The tax does not exceed the principles set by the Secretary of State for determining excessive tax increases and triggering a referendum.

Parts of the Council's area:

- (h) The following being the amounts calculated by adding the amount at 3.3(g) to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned in 3.3(f) divided in each case by the amount at 3.1(b), calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more items relate.

Parish	Band 'D' Tax £
Staveley	245.10
Brimington	176.55

- (i) The amounts given by multiplying the amounts at 3.3(g) and 3.3(h) by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands:

Part of the Council's area	Valuation Band							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Staveley Town Council	163.40	190.63	217.87	245.10	299.57	354.03	408.5	490.20
Brimington Parish Council	117.70	137.31	156.93	176.55	215.78	255.01	294.25	353.10
All other parts of the Borough	103.26	120.47	137.68	154.89	189.31	223.73	258.15	309.78

- (ii) That it be noted that for the year 2017/18 the Derbyshire County Council, the Derbyshire Fire and Rescue Service and the Derbyshire Police & Crime Commissioner have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

Precepting Authority	Valuation Band							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Derbyshire County Council*	807.77	942.40	1,077.03	1,211.66*	1,480.92	1,750.18	2,019.43	2,423.32
Derbyshire Fire & Rescue Service	48.39	56.45	64.52	72.58	88.71	104.84	120.97	145.16
Derbyshire Police & Crime Commissioner	120.40	140.47	160.53	180.60	220.73	260.87	301.00	361.20

*The Derbyshire County Council Tax increase of 3.99% includes 2.00% to support the delivery of adult social care duties and responsibilities in 2017/18, equivalent to an additional £23.30 for dwellings in Council Tax Valuation Band 'D', which is included in the £1,211.66 in the table above.

- (iii) That, having calculated the aggregate in each case of the amounts at 3.3(i) and 3.4 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2017/18 for each of the categories of dwellings shown below:

Part of the Council's area	Valuation Band							
	A 6/9	B 7/9	C 8/9	D 9/9	E 11/9	F 13/9	G 15/9	H 18/9
	£	£	£	£	£	£	£	£
Staveley Town Council	1,139.96	1,329.95	1,519.95	1,709.94	2,089.93	2,469.92	2,849.90	3,419.88
Brimington Parish Council	1,094.26	1,276.63	1,459.01	1,641.39	2,006.14	2,370.90	2,735.65	3,282.78
All other parts of the Borough	1,079.82	1,259.79	1,439.76	1,619.73	1,979.67	2,339.62	2,699.55	3,239.46

90 **CHESTERFIELD BOROUGH COUNCIL'S COUNCIL PLAN 2017/18 UPDATE**

Pursuant to Cabinet Minute No.143 the Policy and Communications Manager submitted a report recommending for approval the Council Plan 2015-2019, updated for 2017/18.

The Council Plan had been revised to show the progress made during the first two years of the plan, and to highlight the priority areas for the remaining two years of the plan. The refreshed plan provided continuity with the 2016/17 version of the plan, maintaining the same vision, three overarching priorities and Council values.

RESOLVED -

1. The Council Plan 2015-2019, updated for 2017/18, be adopted as the council's strategic framework to measure our sustained high performance against key aims and objectives and to prioritise resources.
2. The Deputy Leader be delegated authority to approve any minor drafting changes that may be required in order to improve the readability of the plan.

91 **SENIOR PAY POLICY STATEMENT FOR 2017/18**

Pursuant to Cabinet Minute No.145 the Human Resources Manager submitted a report seeking approval for a revision of the current Senior Pay Policy Statement in accordance with the Localism Act 2011 and the

Local Government (Transparency Requirements) (England) Regulations 2014.

The policy statement included details of how senior pay is set within the Council. The revised statement had been updated to reflect changes to the council's corporate management team structure.

RESOLVED –

That the revised Senior Pay Policy Statement be approved.

92 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

RESOLVED –

That under Section 100(A)(4) of the Local Government Act 1972 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 Paragraph 3 of Part 1 of Schedule 12A of the Act.

93 NORTHERN GATEWAY - PROGRESS REPORT ON THE NEGOTIATIONS FOR THE REDEVELOPMENT OF THE FORMER CO-OP BUILDING

Pursuant to Cabinet Minute No.136 the Economic Development Manager submitted a report on the outcome of commercial negotiations with Jomast Developments with regard to the redevelopment of the former Coop building in Chesterfield.

On 27 July, 2016 Full Council had approved proposals to support the re-development of the former Co-op building and had delegated authority to the Chief Executive, Leader of the Council and Chief Finance Officer, in conjunction with the Economic Growth Manager to finalise the necessary legal agreements (Minute No.17, 2016/17). However, after approval being given by Full Council further commercial negotiations had taken place which had significantly amended the terms of the original legal agreements. The revised terms were considered acceptable but required the approval of Full Council for their implementation.

RESOLVED –

1. That the progress being made in delivering the Northern Gateway scheme be noted.
2. That the preferred way forward to expedite the re-development of the former Co-op building, as detailed at section three of the officer's report, be approved.
3. That authority be delegated to the Cabinet Member for Economic Growth in consultation with the Director of Finance and Resources and the Economic Growth Manager to finalise the terms of the agreement with Jomast developments.

94 LOCAL GOVERNMENT ACT 1972 - RE-ADMISSION OF THE PUBLIC

RESOLVED –

That after consideration of an item containing exempt information the public be readmitted to the meeting.

95 MINUTES OF COMMITTEE MEETINGS

RESOLVED -

That the Minutes of the following Committees be noted:-

Appeals and Regulatory Committee of 7, 14 and 20 December, 2016 and 18 January, 2017

Employment and General Committee of 5 December, 2016 and 23 January, 2017

Licensing Committee of 4 January, 2017

Planning Committee of 12 December, 2016 and 9 and 30 January, 2017

Standards and Audit Committee of 23 November, 2016

96 MINUTES OF THE CABINET

RESOLVED –

That the Minutes of the meetings of Cabinet of 13 December, 2016, 24 January and 7 February, 2017 be noted.

97 MINUTES OF THE JOINT CABINET AND EMPLOYMENT AND GENERAL COMMITTEE

RESOLVED –

That the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 10 January, 2017 be noted.

98 MINUTES OF THE OVERVIEW AND PERFORMANCE SCRUTINY FORUM

RESOLVED –

That the Minutes of the meeting of the Overview and Performance Scrutiny Forum of 10 January, 2017 be approved.

99 MINUTES OF THE ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE

RESOLVED –

That the Minutes of meeting of the Enterprise and Wellbeing Scrutiny Committee of 6 December, 2016 be approved.

100 QUESTIONS UNDER STANDING ORDER NO. 19

There were no questions.

For publication

Appointment of the Executive Leader of the Council and Committee Appointments – 2017/18

Meeting: Council

Date: 26 April, 2017

Report by: Democratic and Scrutiny Officer

For publication

1.0 Purpose of report

- 1.1 To enable the Council to appoint the Executive Leader of the Council for 2017 – 2019.
- 1.2 To enable the Council to make appointments to Committees for the municipal year 2017/18.

2.0 Appointment of the Executive Leader

- 2.1 The Council is requested to appoint Councillor Tricia Gilby as Executive Leader of the Council for 2017 – 2019.

3.0 Committee appointments

- 3.1 The Council is requested to make appointments to the following Committees:-

Planning Committee

Planning Sub Committee

Appeals and Regulatory Committee

Licensing Committee

Employment and General Committee

Overview and Performance Scrutiny Forum

Community, Customer and Organisational Scrutiny Committee

Enterprise and Wellbeing Scrutiny Committee

Standards and Audit Committee

4.0 Procedure for appointing the Executive Leader

4.1 The procedure for making the appointment will be as follows:-

4.2 It will be moved, seconded and voted on that Councillor Tricia Gilby be appointed as Executive Leader of the Council for 2017 – 2019.

5.0 Procedures for making the Committee appointments

5.1 The procedure for making the appointments will be as follows:-

5.2 The Leader of the Majority Group will move that the various Committees, and the total number of Members on each, shall be as shown in Part 1 of Appendix A.

The Leader's proposal will be seconded and voted upon.

5.3 In accordance with Section 15 of the Local Government and Housing Act 1989 and Regulation 14 of the Local Government (Committees and Political Groups) Regulations 1990, the Chief Executive will indicate to Group Leaders details of the number of seats on each Committee which are to be allocated to each Group. These will be as shown in Part 2 of Appendix A.

5.4 The Group Leaders will then indicate their Groups' appointments to the Committees. These are as shown at Parts 3 and 4 of Appendix A.

It will be moved, seconded and voted on that the names submitted by the Group Leaders be approved.

5.5 The Leader of the Majority Group will move the appointment of the Chairs and Vice-Chairs of each Committee as shown in Part 5 of Appendix A.

The Leader's proposal will be seconded and voted upon.

6.0 Recommendations

- 6.1 That the appointment of Councillor Tricia Gilby as the Executive Leader of the Council for 2017 – 2019 be approved.
- 6.2 That the memberships and appointments to Committees for the municipal year 2017/18 be approved.

Decision information

Key decision number	NA
Wards affected	All
Links to Council Plan priorities	To make Chesterfield a thriving borough

Document information

Report author	Contact number/email
Martin Elliott	Tel: 01246 345236 email: martin.elliott@chesterfield.gov.uk
Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.	
None	
Appendices to the report	
Appendix A	

APPENDIX A

Part 1 - Committee appointments 2017/18

It shall be moved and seconded that the Member-level bodies of the Council for 2017/18 and the number of Members on each shall be as follows:-

Committee	Number of members
Planning Committee	15
Planning Sub Committee	3
Appeals and Regulatory Committee	15
Licensing Committee	15
Employment & General Committee	6
Overview and Performance Scrutiny Forum	14
Community, Customer and Organisational	8
Enterprise and Wellbeing Scrutiny Committee	8
Standards and Audit Committee (Borough Council representatives only)	5

Part 2 – Allocation of seats

In accordance with Regulation 14 of the Local Government (Committees and Political Groups) Regulations 1990, the Chief Executive will inform the Group Leaders that the allocation of seats on the Member-level bodies for 2017/18 will be as follows:-

Body	Majority Group	Lib Dem. Group	UKIP	Ind.
Planning Committee	12	3	0	0

Body	Majority Group	Lib Dem. Group	UKIP	Ind.
Planning Sub Committee	2	1	0	0
Appeals and Regulatory Committee	11	3	1	0
Licensing Committee	12	1	1	1
Employment and General Committee	5	1	0	0
Overview and Performance Scrutiny Forum	11	2	0	1
Community, Customer and Organisational Scrutiny Committee	6	2	0	0
Enterprise and Wellbeing Scrutiny Committee	7	1	0	0
Standards and Audit Committee	4	1	0	0

Part 3 - Proposed membership of Bodies 2017/18

The Group Leaders have indicated that their Groups' appointments will be as follows:-

Planning Committee	<ol style="list-style-type: none"> 1. Brittain 2. Brady 3. Callan 4. Catt 5. Caulfield 6. Elliott 7. T Gilby 8. Hill 9. Miles 10. Sarvent 11. Simmons 12. Wall 	<ol style="list-style-type: none"> 1. Bingham 2. P Barr 3. Davenport 		
Planning Sub Committee	<ol style="list-style-type: none"> 1. T Gilby 2. Brittain 	<ol style="list-style-type: none"> 1. P Barr 		
Appeals and Regulatory Committee	<ol style="list-style-type: none"> 1. Bellamy 2. D. Collins 3. Derbyshire 4. P Innes 5. Miles 6. A Murphy 7. T Murphy 8. Parsons 9. Perkins 10. Rayner 	<ol style="list-style-type: none"> 1. Bingham 2. A Diouf 3. Niblock 	<ol style="list-style-type: none"> 1. Bexton 	

Licensing Committee	<ol style="list-style-type: none"> 1. Bellamy 2. Burrows 3. Brown 4. Brunt 5. L Collins 6. Derbyshire 7. Flood 8. P Innes 9. A Murphy 10. Parsons 11. Rayner 12. Slack 	<ol style="list-style-type: none"> 1. Redihough 	<ol style="list-style-type: none"> 1. Bexton 	<ol style="list-style-type: none"> 1. J Barr
Employment and General	<ol style="list-style-type: none"> 1. Blank 2. Burrows 3. Elliott 4. J Innes 5. Wall 	<ol style="list-style-type: none"> 1. Davenport 		
Overview and Performance Scrutiny Forum	<ol style="list-style-type: none"> 1. Callan 2. Caulfield 3. L Collins 4. Derbyshire 5. Dyke 6. Flood 7. Hitchin 8. P Innes 9. Perkins 10. Parsons 11. Sarvent 	<ol style="list-style-type: none"> 1. Borrell 2. V Diouf 		<ol style="list-style-type: none"> 1. J Barr

Community, Customer and Organisational Scrutiny Committee	<ol style="list-style-type: none"> 1. L Collins 2. Dyke 3. Flood 4. P Innes 5. Parsons 6. Sarvent 	<ol style="list-style-type: none"> 1. Borrell 2. Niblock 		
Enterprise and Wellbeing Scrutiny Committee	<ol style="list-style-type: none"> 1. D. Collins 2. Caulfield 3. Derbyshire 4. Dyke 5. Hitchin 6. Perkins 7. Sarvent 	<ol style="list-style-type: none"> 1. V Diouf 		

Part 4 – Standards and Audit Committee

Under the Local Government Act 2000, the Standards and Audit Committee is not subject to political balance requirements but by local choice the constitution says it will be politically balanced.

The Group Leaders have indicated that their appointments will be as follows:-

Standards and Audit Committee	<ol style="list-style-type: none"> 1. Caulfield 2. Derbyshire 3. Hollingworth 4. Rayner 	<ol style="list-style-type: none"> 1. A Diouf 		
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Part 5 - Appointment of Chairs and Vice-Chairs of Committees for 2017/18

1. Planning Committee

- (a) It will be moved and seconded that Councillor Brittain be appointed Chair of the Committee for the Council Year 2017/18.
- (b) It will be moved and seconded that Councillor Simmons be appointed Vice-Chair of the Committee for the Council Year 2017/18.

2. Planning Sub-Committee

- (a) It will be moved and seconded that Councillor Terry Gilby be appointed Chair of the Sub-Committee for the Council Year 2017/18.
- (b) It will be moved and seconded that Councillor Brittain be appointed Vice-Chair of the Sub-Committee for the Council Year 2017/18.

3. Appeals and Regulatory Committee

- (a) It will be moved and seconded that Councillor Bellamy be appointed Chair of the Committee for the Council Year 2017/18.
- (b) It will be moved and seconded that Councillor Avis Murphy be appointed Vice-Chair of the Committee for the Council Year 2017/18.

4. Licensing Committee

- (a) It will be moved and seconded that Councillor Bellamy be appointed Chair of the Committee for the Council Year 2017/18.
- (b) It will be moved and seconded that Councillor Avis Murphy be appointed Vice-Chair of the Committee for the Council Year 2017/18.

5. Employment and General Committee

- (a) It will be moved and seconded that Councillor Burrows be appointed Chair of the Committee for the Council Year 2017/18.

6. **Overview and Performance Scrutiny Forum**

- (a) It will be moved and seconded that Councillors Peter Innes and Sarvent be appointed as alternating Chair of the Overview and Performance Scrutiny Forum for the Council Year 2017/18.

7. **Community, Customer and Organisational Scrutiny Committee**

- (a) It will be moved and seconded that Councillor Peter Innes be appointed Chair of the Committee for the Council Year 2017/18.
- (b) It will be moved and seconded that Councillor Borrell be appointed Vice-Chair of the Committee for the Council Year 2017/18.

8. **Enterprise and Wellbeing Scrutiny Committee**

- (a) It will be moved and seconded that Councillor Sarvent be appointed Chair of the Committee for the Council Year 2017/18.
- (b) It will be moved and seconded that Councillor Perkins be appointed Vice-Chair of the Committee for the Council Year 2017/18.

9. **Standards and Audit Committee**

- (a) It will be moved and seconded that Councillor Rayner be appointed Chair of the Committee for the Council Year 2017/18.
- (b) It will be moved and seconded that Councillor Alexis Diouf be appointed Vice-Chair of the Committee for the Council Year 2017/18.

Notes:

No Member of Licensing Committee may be a Member of Planning Committee and vice versa.

No Member of Appeals and Regulatory Committee may be a Member of Employment and General Committee and vice versa.

Leader may not be a Member of Standards and Audit Committee and no more than one Executive member may be a Member of Standards and Audit Committee.

Chairs of Community, Customer and Organisational Scrutiny Committee and Enterprise and Wellbeing Scrutiny Committee to be alternating Chairs of Overview and Performance Scrutiny Forum.

All members of Community, Customer and Organisational Scrutiny Committee and Enterprise and Wellbeing Scrutiny Committee to be members of Overview and Performance Scrutiny Forum, subject to political balance rules.

Planning Committee to include the Cabinet Member for Economic Growth, other than as Chair.

Planning Sub-Committee to include Cabinet Member Economic Growth.

Employment and General Committee to include Cabinet Member for Governance

No member of Cabinet may be a member of a Scrutiny Committee and vice versa.

No member of the Appeals and Regulatory Committee may also be a member of the Taxi Consultative Committee.

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For publication

Deputy Leader of the Council and Cabinet Appointments 2017/18

Meeting: Council

Date: 26 April, 2017

Report by: Democratic and Scrutiny Officer

For publication

1.0 Purpose of report

- 1.1 To enable the Council to note the appointment by the Leader of the Deputy Leader of the Council and also of the appointments to Cabinet in accordance with Articles 7.3 and 7.4 of the Constitution.
- 1.2 To enable the Council to note the changes made to Cabinet portfolios in accordance with Article 7.7 of the council's constitution.

2.0 Recommendations

- 2.1 That Council notes that Councillor A.J Serjeant shall be the Deputy Leader for the municipal year 2017/18.
- 2.2 That the Cabinet appointments as detailed at paragraph 3.1 be noted.
- 2.3 That the changes to Cabinet portfolios as described at Appendix A be noted.

2.4 That the appropriate amendments be made to the council's constitution to formally reflect the amended portfolios and consequent delegations to cabinet members.

3.0 Cabinet portfolios

3.1 The Leader has made the following appointments to the Cabinet and has also amended the portfolio responsibilities. A revised schedule of portfolio responsibilities is attached at Appendix A.

Portfolio	Cabinet Member
Business Transformation	Councillor Ken Huckle
Economic Growth	Councillor Terry Gilby
Governance	Councillor Sharon Blank
Health and Wellbeing	Councillor Chris Ludlow
Homes and Customers	Councillor Helen Bagley
Town Centres and Visitor Economy	Councillor Steve Brunt
Minority Member without Portfolio	Leader of the Liberal Democrat Group
Assistant Cabinet Member (Special projects)	Councillor Ray Catt
Assistant Cabinet Member (Special projects)	Councillor John Dickinson
Assistant Cabinet Member (Special projects)	Councillor Jean Innes

4.0 Recommendations

4.1 That Council notes that Councillor A.J Serjeant shall be the Deputy Leader for the municipal year 2017/18.

4.2 That the Cabinet appointments as detailed at paragraph 3.1 be noted.

- 4.3 That the changes to Cabinet portfolios as described at Appendix A be noted.
- 4.4 That the appropriate amendments be made to the council's constitution to formally reflect the amended portfolios and consequent delegations to Cabinet members.

Decision information

Key decision number	NA
Wards affected	All
Links to Council Plan priorities	To make Chesterfield a thriving Borough

Document information

Report author	Contact number/email
Martin Elliott	Tel: 01246 345236 email: martin.elliott@chesterfield.gov.uk
Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.	
None	
Appendices	
Appendix A	Cabinet Portfolios April 2017

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Cabinet member portfolios

Councillor Tricia Gilby Leader of the council

- Overall policy direction (with deputy leader)
- Annual budget incl. Council Tax setting
- Corporate communications - public relations, Your Chesterfield etc. (with deputy leader)
- Key sites delivery (with cabinet member for economic growth) Chesterfield Waterside, Staveley Works corridor, High Speed Rail 2, Peak Resort, Markham Vale, Walton Works
- Lead – external strategic partnerships



Councillor Amanda Serjeant Deputy leader of the council

- Overall policy direction (with leader)
- Council plan 2015 - 2019
- Council performance and improvement
- Corporate communications - public relations, Your Chesterfield etc. (with leader)
- Revenue budget and medium term financial plan
- Capital strategy and programme
- Treasury management and investment strategy
- Chesterfield town centre masterplan (with cabinet member for town centres and visitor economy)
- Key sites delivery (with cabinet member for economic growth) Northern Gateway and Co-op building
- Lead – internal strategic partnerships



Councillor Terry Gilby Cabinet member for economic growth

- Regeneration strategy
- Housing strategy
- Key sites delivery (with leader) Chesterfield Waterside, Staveley Works corridor, High Speed Rail 2, Markham Vale, Peak Resort, Walton Works
- Key sites delivery (with deputy leader) Northern Gateway and Co-op building
- Chesterfield digital strategy
- Inward investment
- Business start-ups and growth
- Innovation centres
- Skills and employment support
- Asset management
- Local plan (core strategy)
- Planning – development and control
- Conservation



Councillor Steve Brunt Cabinet member for town centres and visitor economy

- Chesterfield town centre masterplan (with deputy leader)
- Town centre management including Staveley, Chatsworth Road and other district shopping centres
- Markets
- Car parking
- CCTV and Pavements Shopping Centre security
- Chesterfield Theatres (Pomegranate Theatre and Winding Wheel) and museums
- Tourism strategy
- Chesterfield Visitor Information Centre
- Festivals and events



Councillor Chris Ludlow Cabinet member for health and wellbeing

- Health and wellbeing strategy
- Improving health and tackling inequalities
- Community development
- Sports facilities - Queen's Park Sports Centre and Staveley Healthy Living Centre
- Parks and open spaces including cemeteries and chesterfield and district crematorium
- Climate change
- Environmental health services
- Private sector housing
- Community safety and licensing
- Waste collection and recycling
- Streetscene and grounds maintenance



Councillor Helen Bagley Cabinet member for homes and customers

- Customer services strategy
- Customer services
- Revenues and benefits
- Housing management
- Estates improvements
- Supported housing and Careline
- Homelessness



Councillor Sharon Blank Cabinet member for governance

- Constitutional reform
- Legal services
- Overview and scrutiny arrangements
- Member support and development
- Risk management
- Information assurance
- Audit and standards
- Corporate health and safety
- Emergency and business continuity planning
- Equalities framework
- Community engagement
- Grants to voluntary organisations
- Civic services and mayoralty
- Twinning



Councillor Ken Huckle Cabinet member for business transformation

- Great Place, Great Service transformation programme
- Target operating model
- Human resources and payroll
- ICT
- Commercialisation and income generation strategy
- Workforce strategy including Investors in People
- Procurement and contracts management
- Quality systems
- Shared services



Councillor Ray Catt



Councillor Jean Innes



Councillor John Dickinson

Assistant cabinet members (special projects)



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For publication

Equality and Diversity Strategy and Policy 2017-2019

Meeting: Council
Date: 26 April, 2017
Report by: Policy Officer

For publication

1.0 Purpose of report

- 1.1 To advise Members of the production of a new draft Chesterfield Borough Council Equality and Diversity Strategy and Policy 2017-19.
- 1.2 To seek approval of the Council's Equality and Diversity Strategy and Policy 2017-19.

2.0 Recommendations

- 2.1 That Members consider the draft Chesterfield Borough Council Equality and Diversity Strategy and Policy 2017-19.
- 2.2 That the Equality and Diversity Strategy is approved and adopted.

3.0 Report details

- 3.1 The current Equality, Diversity and Social Inclusion Strategy and Policy are both now due to be updated. This update will ensure that the draft Strategy and Policy 2017-19 reflect our current understanding of the needs of our local communities, and our corporate priorities.

3.2 The revised Equality and Diversity Policy is attached at Appendix A. It includes:

- our corporate commitment to equality and diversity, including service provision and employment
- corporate equality and diversity principles

3.3 The new revised Equality and Diversity Strategy outlines the way in which we plan to achieve our corporate equality objectives over the next two years. The Strategy is attached at Appendix B, and includes:

- our corporate commitment to equality and diversity
- roles and responsibilities across the organisation in relation to equalities
- local context and community profile
- corporate equality and diversity principles
- our corporate equality objectives and related actions to deliver the strategy

3.4 Implementation of the strategy and accompanying action plan will be monitored via the corporate performance management framework. The Equality and Diversity Forum will also have a role in scrutinising our performance in delivering the strategy. Progress will also be reported on via the corporate Equality and Diversity Annual Report.

3.5 This report and the draft Chesterfield Borough Council Equality and Diversity Strategy and Policy 2017-19 were considered by Cabinet at its meeting on 18 April, 2017 where it resolved that the strategy be supported and referred to Council for approval.

4.0 Human resources/people management implications

4.1 Our commitment and approach to Equality and Diversity must be embedded across the Council. The Strategy and outlines roles and responsibilities across the organisation in the implementation of the Equality and Diversity Strategy and Policy.

5.0 Financial implications

5.1 The action plan will be delivered within existing resources.

6.0 Legal and data protection implications

6.1 The Policy and Strategy incorporate the organisation's approach to discharging its responsibilities under the Equality Act 2010 (including the Public Sector Equality Duty) as a service commissioner, service provider, and employer.

6.2 In addition to requirements under the Public Sector Equality Duty, (which includes the setting of corporate equalities objectives and publication of equalities data) it is anticipated that the Government Equalities Office will be introducing legislation during 2017 requiring additional mandatory gender pay gap reporting. It is anticipated that the additional reporting requirements will include:

- Calculating the mean and median gender pay gap
- The difference between mean and median bonus payments paid to men and women
- The proportion of men and women in each quartile of their pay distribution

This data will need to be calculated as a 'snapshot' on the 5th April each year from April 2017 onwards.

7.0 Consultation

7.1 Members of Chesterfield Equality and Diversity Forum have been consulted with during the development of the Strategy and Policy.

8.0 Risk management

8.1 This work concerns the implementation of statutory and good practice performance requirements. All relevant documents and reports have to be published and available for public scrutiny.

9.0 Equalities Impact Assessment (EIA)

9.1 The Equality Impact Assessment is attached at Appendix C. No negative impacts have been identified.

10.0 Recommendations

- 10.1 That Members consider the draft Chesterfield Borough Council Equality and Diversity Strategy and Policy 2017-19.
- 10.2 That the Equality and Diversity Strategy is approved and adopted.

11.0 Reasons for recommendations

- 11.1 The Policy and Strategy provide a framework for the Council to continue to ensure that the services we provide are fair and meet the needs of the local community, and that we discharge our responsibilities under the Equality Act 2010.

Decision information

Key decision number	703
Wards affected	All
Links to Council Plan priorities	To reduce inequality and support the more vulnerable members of our communities

Document information

Report author	Contact number/email
Katy Marshall	Tel: 01246 345247 email: katy.marshall@chesterfield.gov.uk
Appendices to the report	
Appendix A	Chesterfield Borough Council Equality and Diversity Policy 2017
Appendix B	Chesterfield Borough Council Equality and Diversity Strategy 2017-2019
Appendix C	Equality Impact Assessment for Chesterfield Borough Council Equality and Diversity Policy and Strategy 2017-2019

Equality and Diversity Policy **2017 - 2019**

ARE WE ACCESSIBLE TO YOU? IF NOT - ASK US!

- ✓ We want everyone to be able to understand us.
- ✓ We want everyone to be able to read our written materials.
- ✓ We aim to provide you with what you need to read, speak and write to us.

On request we will provide free -

- ✓ Language interpreters, including British Sign Language.
- ✓ Translations of written materials into other languages.
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Introduction

This is Chesterfield Borough Council's policy for equality, diversity and social inclusion. This policy sets out the Council's commitment to advancing equality and celebrating the diversity within our communities.

Our commitment to Equality and Diversity

Our vision at Chesterfield Borough Council is 'putting our communities first'. As a Council, we are here to serve and support our communities. It is these communities that make Chesterfield Borough a great place to live, work and visit. And it is these communities that we seek to put first as a council in all that we do.

The Council as a community leader, a service provider, employer and commissioner of goods and services, has a clear social and legislative responsibility to prevent discrimination and advance equality.

By working to eliminate discrimination and promote equality we will empower our residents and help them to realise their full potential.

Our Equality and Diversity Principles

1. Putting the needs of our communities at the heart of delivery and embedding and mainstreaming equality into the work of Chesterfield Borough Council.
2. Making sure that when taking decisions, we consider information and feedback from our communities and the impact our decisions may have on them, through the development and completion of Equality Impact Assessments.
3. Monitoring, assessing and evaluating the impact of our strategies, policies, programmes, projects and commissioning on equality. Taking mitigating action to minimise any adverse impacts on people who share a protected characteristic.
4. Being open, honest and transparent, publishing and ensuring easy access to equality information and outcomes.

5. Ensuring consultation and engagement is central to the development and delivery of our services, in line with the Council's Community Engagement Strategy.
6. Working in partnership with other organisations, the voluntary sector, and local businesses to promote, recognise and celebrate difference within the context of fairness and equality.
7. Working in partnership to promote, recognise and celebrate diversity and to create communities which challenge discrimination and embrace difference.
8. Working towards developing a workforce which is representative of local communities and ensuring employment policies are fair and robust.
9. Drawing on best practice to continuously improve and strengthen our approach to equality and diversity in the workplace, and wider community.

Specific commitments in employment

Chesterfield Borough Council is committed to being a fair and supportive employer. We want motivated and empowered employees who deliver high quality services to our customers.

In order to achieve this we will:

- Carry out recruitment fairly.
- Provide equality, diversity and social inclusion training for employees so that they can implement this policy.
- Treat all employees fairly, with dignity and respect at all times.
- Tackle unacceptable behaviour in the workplace.
- Provide employees from all parts of the council with opportunities to influence the development of our policies and practices.
- Reward all employees fairly and providing employment conditions which support them to do a good job.
- Promote a good work-life balance and opportunities to work flexibly.
- Support employees by making reasonable adjustments related to disability, pregnancy etc.
- Monitor the make-up of our workforce.

The scope of our commitments

We will work to deliver our commitments by tackling inequality arising out of:

- Age
- Disability
- Gender re-assignment
- Marital status and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief, including non-belief
- Sex or gender
- Sexual orientation
- Other forms of disadvantage such as social and economic deprivation and health inequalities

Who is responsible for this Policy?

This policy applies to every Councillor, employee of Chesterfield Borough Council, and any other person or organisation employed by the Council to work or to deliver services on its behalf, including those employed through contractual, commissioning or grant-aided arrangements.

How we will ensure that this Policy is implemented

We will ensure that everyone associated with the Council is made aware of this policy and their responsibilities for implementing it. We will support people so they know how to implement the policy, including through training.

We will develop our approach to equality, diversity and social inclusion by making improvements in employment, service delivery and how we engage with local people.

We will regularly monitor and report our progress in relation to published equality, diversity and social inclusion based objectives.

To do this, we will gather feedback from customers, residents, employees, partner agencies and contractors.

We will use the information to monitor and assess:

- The take-up of our services
- Satisfaction with our services
- Effectiveness of our services
- The make-up of our workforce

- Effectiveness and impact of our employment practices
- Involvement in decision-making

We will also monitor the programmes, events and campaigns we deliver and support to promote equalities. This information will be used to improve future promotion.

We have developed an Equality and Diversity Strategy and accompanying action plan to implement this Policy and our key equalities objectives.

Our promise on equality monitoring

Whenever we ask members of the public or employees for personal information in order to undertake equality monitoring, we will take care that the monitoring is appropriate by complying with the law in relation to confidentiality, data protection and freedom of information, including:

1. Only asking for the information we need.
2. Providing an explanation of why we need the information and how it will be used.
3. Taking care to ensure that individuals cannot be identified from the information collected, especially where the results of monitoring are made public or shared.

Keeping this Policy up to date

We will review this policy on a regular basis and will carry out consultation before making any changes to the policy.

Further information about this Policy

If you have any enquiries about this policy please contact the Policy Service on 01246 345247 or e-mail eoinfo@chesterfield.gov.uk.

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Equality and Diversity Strategy 2017 to 2019



CHESTERFIELD
BOROUGH COUNCIL

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1. Foreward

Welcome to Chesterfield Borough Council's Equality and Diversity Strategy 2017 - 2019. This Strategy and Action Plan sets out our objectives that we will be working on over the next two years to promote equality and diversity both within Chesterfield Borough Council and our communities.

Chesterfield Borough Council recognises and welcomes the diversity of our Borough. Our Strategy and Plan sets out how we will continue to celebrate this diversity.

We also recognise that a large proportion of our community are not able to access the proceeds of growth and recent investment into the town. Through embedding our Strategy and Plan into Service areas we will continue to work towards our aspiration for Chesterfield Borough to be an accessible community and an inclusive Borough, where everyone feels valued and has equal and fair access to local services.

Despite the financial challenges, we will continue to do everything to demonstrate our commitment to equality and diversity, ensuring that they are an integral part of our decision making processes.

2. Our Commitment to Equality and Diversity (statement of intent)

Our vision at Chesterfield Borough Council is 'putting our communities first'. As a Council, we are here to serve and support our communities. It is these communities that make Chesterfield Borough a great place to live, work and visit. And it is these communities that we seek to put first as a Council in all that we do.

The Council as a community leader, a service provider, employer and commissioner of goods and services, has a clear social and legislative responsibility to prevent discrimination and advance equality.

By working to eliminate discrimination and promote equality we will empower our residents and help them to realise their full potential.

Our duties under the Equality Act 2010

As a Local Authority, we are subject to the Public Sector Equality Duty which was introduced in the Equality Act 2010. This duty requires all public bodies to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

In order to support public bodies to meet the Public Sector Equality Duty there are Specific Duties which public bodies must meet:

- Set and publish equality objectives, at least every four years, and
- Publish information, at least annually, to show their compliance with the Equality Duty. This must include information relating both to its employees and to people who are affected by the public body's policies and procedures.

The other important pieces of legislation that we need to adhere to and impact on the work of both the inclusion and prevention agenda are:

- 1998: Human Rights Act
- 1996: Employment Rights Act

The Equality and Diversity Strategy sets out the Council's commitment and approach to eliminating unlawful discrimination, harassment and victimisation, advancing equality of opportunity, and fostering good relations in the Borough over the next two years. It includes:

- *the roles and responsibilities for delivering the Council's Equality and Diversity Strategy*
- *the local context and achievements made so far by the Council and partners*
- *our Equality and Diversity Principles, which will guide our approach to equality and diversity*
- *our specific objectives and anticipated outcomes in relation to Equality and Diversity*
- *the way that we will monitor our progress in delivering the strategy and how we will make a real and positive difference to the lives of those affected by Chesterfield Borough Council's services*

When developing this Strategy, we have been guided by the Council's four key values:

1. Customer focused – delivering great customer service, meeting customer needs.
2. Can do – striving to make a difference by adopting a positive attitude.
3. One council, one team –proud of what we do, working together for the greater good.
4. Honesty and respect – embracing diversity and treating everyone fairly.

The Equality and Diversity Strategy complements and supports the delivery of the priorities within the Chesterfield Borough Council Plan, which are:

- *To make Chesterfield a thriving Borough*
- *To improve the quality of life for local people*
- *To provide value for money services*

3. Roles and Responsibilities

Our Constitution governs how decisions are made, how we operate and the procedures that are followed to ensure that these are efficient, transparent and accountable. Decisions are taken by councillors through the Council and its committee meetings, most of which are open to the public.

The day-to-day delivery of local services is carried out by various staff through the Council's management structure. The Chief Executive and Senior Leadership Team has overall responsibility for managing the Council, and work together with the Corporate Management Team to oversee progress against the Council's stated priorities, and the outcomes delivered as a result of the Council's plans and services they provide to residents. Equality Impact Assessments (EIAs) are used by decision makers including Council, Cabinet, Committees and Officers to determine the impact of the Council's initiatives, and to put appropriate mitigating action in place to minimise negative impact on groups protected by the Equality Act and the wider community.

Achieving and promoting equality and diversity is a responsibility shared by all elected members, the Senior Leadership Team, Corporate Management Team, managers, staff, contractors, partners, stakeholders and residents.

Equality and Diversity Forum

The Equality and Diversity Forum is a group of representatives from statutory partners, community groups and local individuals with an interest and/or expertise in equality and diversity. The Forum members work together to share ideas, best practice and to raise awareness in the community of equality and diversity. The Forum acts as a critical friend for the Council's services and plays a key role in the scrutiny and development of Equality Impact Assessments which inform the Council's decision making process. Support is provided by the Council to facilitate the Forum's activities, which include organising a number of themed awareness raising and training events throughout each year. The Forum adopts a partnership approach, pooling resources with partners to maximise the positive impact of its work in the community.

Elected Members

Elected members must fulfil their statutory responsibilities under the Equality Act to promote good community relations in all their work, particularly in their community leadership role. They must also make informed decisions, which consider the impact on people with protected characteristics and key community groups.

Senior Leadership Team

The Senior Leadership Team (SLT) must champion and lead by example, using the Public Sector Equality Duty to encourage the integration of equality and diversity issues in all aspects of the Council's work. SLT should actively help to promote equality and diversity issues and actions within services, and ensure that good quality Equality Impact Assessments are completed and used (where appropriate).

Corporate Management Team and Managers

The Corporate Management Team must maintain an overview of equality and diversity for their service and ensure effective development, implementation and monitoring of service equality and diversity objectives and related actions, including ensuring completion and appropriate challenge of Equality Impact Assessments.

Employees

Employees should demonstrate commitment to equalities by:

- Championing equality and diversity in the Borough when undertaking their work
- Taking active steps to challenge discrimination and harassment in the workplace and the community including hate crime reporting
- Making informed decisions and proposals, which consider the impact on people with protected characteristics and key community groups
- Understanding, complying and feeding into the equality and diversity processes in their services.

Employees receive a comprehensive training package detailing their roles and responsibilities and raising awareness of equality and diversity related matters.

Contractors

Contractors who deliver services on behalf of Chesterfield Borough Council must comply with the Equality Act 2010, including incorporating the Council's Public Sector Equality Duty commitments in all dealings and practices on behalf of the Council in all areas assessed as relevant to the duty.

Partners

Partners must be aligned to the Council's Equality and Diversity Policy and the objectives set out in this strategy.

Stakeholders

The Council should engage with stakeholders to ensure they can contribute to the process of setting, monitoring and reviewing equality and diversity objectives and action plans.

4. Local Context and Achievements

Chesterfield is the second largest settlement in Derbyshire (Derby City is the largest). It is a relatively compact and mainly urban area. The market town of Chesterfield acts as the sub-regional centre for north eastern Derbyshire and provides a range of retail, commercial, leisure and cultural facilities.

Chesterfield is a major centre of employment (over 48,000 people work in the Borough) attracting almost 20,000 in-bound commuters on a daily basis. Its employment catchment area covers a large part of the surrounding districts of Bolsover and North East Derbyshire, as well as drawing in people from Derbyshire Dales and Sheffield.

Key equalities related information from the Census and other information sources such as the area Health Profile and Index of Multiple Deprivation include:

- Demographic information - On Census day 2011 Chesterfield Borough had a population of 103,800 - 5000 more than on Census day 2001. The Borough has a higher proportion of residents from minority ethnic backgrounds than in Derbyshire, with the main populations in St. Leonards, St. Helen's, Holmebrook and Brockwell. In 2001, 98.1% of the Chesterfield Borough population were White British compared to 94.9% in 2011.
- The Borough has a higher percentage of households with no access to a car or van than Derbyshire, East Midlands and England at 27.1%. The highest percentages (over 40%) are in Rother and St. Helens compared to just 11.2% in Walton.
- The majority of Chesterfield Borough residents live within a 20 minute walk of essential services, including GPs, Pharmacies, Schools, Post Offices etc. (a significant percentage within 10 minutes).
- Housing - The Borough has a far lower percentage of owner occupiers than in Derbyshire. The highest percentages are in Walton and West; the lowest percentages are in Rother, Middlecroft and Poolsbrook. The Borough has a considerably higher percentage of social housing than in Derbyshire, East Midlands and England. The private rented sector appears to be growing rapidly with particular concentrations in Holmebrook, St. Leonards and St. Helens.
- Working and Learning Communities -21% of residents in Chesterfield Borough have higher level qualifications; this is lower than in Derbyshire, East Midlands and England. The highest percentage of residents with higher level qualifications is in the west of the Borough – Walton and West (39.8%), the lowest over in the East (Middlecroft and Poolsbrook – 11.6%). There is a higher percentage of residents in Chesterfield Borough who are economically inactive due to long-term sickness or disability.
- Chesterfield is the 85th most deprived area in England out of 326 English local authorities.
 - There are significant concerns about entrenched and worsening deprivation in several Chesterfield neighbourhoods for example Grangewood is now in the 1% most deprived neighbourhoods in England. In order to make detailed observations about communities, areas are divided into Lower Super Output Areas (LSOAs). All six of the Chesterfield LSOAs in the 10% most deprived in 2015 have deteriorated since 2010.
 - Deprivation inequality has risen in Chesterfield Borough with the areas within the 10% least deprived in England improving their position across a range of domains and the 10% most deprived deteriorating.

- While employment deprivation has improved generally in Chesterfield Borough, a third of neighbourhoods within the Borough remain the 20% most deprived in England.
- Health - The health of people in Chesterfield is varied compared with the England average. Deprivation is higher than average and about 3,700 children (21%) live in poverty. Life expectancy is 10.1 years lower for men and 7.8 years lower for women in the most deprived areas of Chesterfield than in the least deprived areas. In Year 6, 18.2% of children are classified as obese, and 26.5% of adults are classified as obese. The rate of self-harm hospital stays, smoking related deaths, drug misuse and early deaths from cardiovascular disease are worse than average. Health and disability is a major concern for Chesterfield Borough. The Borough is ranked the 25th most deprived in England in terms of health, and half of the LSOAs are within the 20% most deprived within England.

Despite extensive investment to strengthen Chesterfield's economy, these figures suggest that a significant percentage of our community are not currently accessing the proceeds of growth due to a variety of factors including poor health, caring responsibilities, poor educational and skills attainment etc.

You can find out more about Chesterfield's communities in our State of the Borough Report which can be accessed here: <https://www.chesterfield.gov.uk/living-here/neighbourhoods/state-of-the-borough.aspx>

5. Equality and Diversity Principles

We have set out the following principles to govern our approach to Equality and Diversity:

1. Putting the needs of our communities at the heart of delivery and embedding and mainstreaming equality into the work of Chesterfield Borough Council.
2. Making sure that when taking decisions, we consider information and feedback from our communities and the impact our decisions may have on them, through the development and completion of Equality Impact Assessments.
3. Monitoring, assessing and evaluating the impact of our strategies, policies, programmes, projects and commissioning on equality. Taking mitigating action to minimise any adverse impacts on people who share a protected characteristic.
4. Being open, honest and transparent, publishing and ensuring easy access to equality information and outcomes.
5. Ensuring consultation and engagement is central to the development and delivery of our services, in line with the Council's Community Engagement Strategy.
6. Working in partnership with other organisations, the voluntary sector, and local businesses to promote, recognise and celebrate difference within the context of fairness and equality.
7. Working in partnership to promote, recognise and celebrate diversity and to create communities which challenge discrimination and embrace difference.
8. Working towards developing a workforce which is representative of local communities and ensuring employment policies are fair and robust.
9. Drawing on best practice to continuously improve and strengthen our approach to equality and diversity in the workplace and wider community.

6. Equality and Diversity Objectives and Outcomes

Equality objective 1: Encourage mutual understanding and respect between all community members, including but not limited to: people with a disability, newly-arrived migrants, asylum seekers and refugees, gypsies and travellers, people of different ethnicities and race, people of different faiths, gender and sexual orientation.			
Action	Lead Service	Target date	Outcomes linked to the Council Plan
1. Continue to work in partnership with communities to organise a range of equality and diversity themed awareness activities and events, through the Equality and Diversity Forum.	Policy and Communications	Ongoing	<ul style="list-style-type: none"> - Working with residents to create communities which challenge discrimination and embrace difference. - Working in partnership with other organisations, the voluntary sector, and local businesses to promote, recognise and celebrate difference within the context of fairness and equality. <p>(Links to Council Plan Priority Area 2: To improve the quality of life for local people)</p>
2. Ensuring that translation and interpretation made available by Chesterfield Borough Council meets the needs of local communities by reviewing and revising our current arrangements.	Policy and Communications	March 2018	<ul style="list-style-type: none"> - Drawing on best practice to continuously improve and strengthen our approach to equality and diversity and our communication with residents. - (Links to Council Plan Priority Area 3 – To provide value for money services and ensure we are able to deliver the services our communities need.)
3. Review, revise and relaunch our hate crime reporting process.	Policy and Communications	March 2019	<ul style="list-style-type: none"> - Ensuring that employees understand their responsibilities and are able to provide the best possible support to vulnerable people. - Working to create communities which challenge discrimination and embrace difference. <p>(Links to Council Plan Priority Area 2: To improve the quality of life for local people)</p>

Equality objective 2: Encourage and support involvement from all communities in the shaping, development, delivery and monitoring of local services, and ensure that service changes address the needs of our communities in an equitable way, taking account of the needs of people with protected characteristics.

Action	Lead Service	Target date	Outcomes linked to the Council Plan
4. Review and revise the corporate arrangements for equalities monitoring in line with best practice and in partnership with local communities.	Policy and Communications	March 2018	<ul style="list-style-type: none"> - Monitoring and assessing the impact of our strategies, policies, programmes, projects and commissioning on equality, and, where appropriate, improve upon any adverse impacts. - Being open and transparent, publishing and ensuring easy access to equality information and outcomes. <p>(Links to Council Plan Priority Area 3 – To provide value for money services)</p>
5. Review and update the data set collected and published as part of the Public Sector Equality Duty in line with best practice and in partnership with local communities.	Policy and Communications	March 2018	<ul style="list-style-type: none"> - Monitoring and assessing the impact of our strategies, policies, programmes, projects and commissioning on equality. Taking mitigating action to minimise any adverse impacts on people who share a protected characteristic. - Being open and transparent, publishing and ensuring easy access to equality information and outcomes. <p>(Links to Council Plan Priority Area 3 – To provide value for money services)</p>
6. Providing corporate equality advice and support, for example, to the town hall refurbishment project to improve accessibility.	Policy and Communications	2017/2018	<ul style="list-style-type: none"> - Ensuring that we are meeting the needs of our employees during the Town Hall refurbishment, including temporary and longer term arrangements. Ensuring that the Town Hall is as accessible as possible for employees, tenants and wider public. <p>(Links to Council Plan Priority Area 2: To improve the quality of life for local people, and Council Plan Priority Area 3 – To provide value for money services and ensure we are able to deliver the services our communities need.)</p>

Equality objective 3: Empower equality and diversity organisations, the voluntary sector, local businesses and communities by monitoring and publishing equality and diversity information and outcomes so that they feel they can understand the reasons for Council decisions and challenge them if they feel it necessary.

Action	Lead Service	Target date	Outcomes linked to the Council Plan
7. Review and revise the Equality Impact Assessment process in line with best practice.	Policy and Communications	March 2018	<ul style="list-style-type: none"> - Ensuring an evidence and needs based approach is taken in all decision making through the development and completion of Equality Impact Assessments for strategies, policies, programmes and projects and our commissioning activities. <p>(Links to Council Plan Priority Area 2: To improve the quality of life for local people, and Council Plan Priority Area 3 – To provide value for money services and ensure we are able to deliver the services our communities need.)</p>
8. Maintain the State of the Borough report in line with latest available information.	Policy and Communications	March 2019	<p>Ensuring an evidence and needs based approach is taken in all decision making by providing consistent and up-to-date community and workforce data.</p> <p>(Links to Council Plan Priority Area 2: To improve the quality of life for local people, and Council Plan Priority Area 3 – To provide value for money services and ensure we are able to deliver the services our communities need.)</p>
To respond effectively to the gender pay gap reporting requirements.	Policy and Communications/ Human Resources	March 2018	<ul style="list-style-type: none"> - Monitoring and assessing the impact of our strategies, policies, programmes, projects and commissioning on equality. Taking mitigating action to minimise any adverse impacts on people who share a protected characteristic. - Being open and transparent, publishing and ensuring easy access to equality information and outcomes. <p>(Links to Council Plan Priority Area 3 – To provide value for money services)</p>

Equality objective 4: Provide employees with training and development opportunities so that they have the skills, abilities and confidence to recognise and respond appropriately and sensitively to diversity and discrimination, both within the workplace and when delivering services.

Action	Lead Service	Target date	Outcomes linked to the Council Plan
10. Review and update the package of equality and diversity related training provided for Chesterfield Borough Council employees and Members, including introducing a range of additional awareness raising modules on various themes.	Policy and Communications	March 2018	<ul style="list-style-type: none"> - Providing an introduction into the Council’s values regarding equalities, and underpinning legislation. - Reducing discrimination. - Raising awareness of the impact of equality and diversity on the authority, employees and our communities. - Ensuring that equalities is embedded within all council services. - Ensuring employees understand their responsibilities. (Links to Council Plan Priority Area 3 – To provide value for money services and ensure we are able to deliver the services our communities need.)
11. Launch the revised Equality Impact Assessment process with service briefings / training sessions	Policy and Communications	March 2019	<ul style="list-style-type: none"> - Ensuring that employees and members understand the Equality Impact Assessment process and their responsibilities. (Links to Council Plan Priority Area 3 – To provide value for money)

7. Monitoring

The Equality and Diversity objectives are aligned to the priorities in the Council Plan 2015/19. The Council will identify the actions it will take to achieve these objectives through the ongoing corporate performance management framework.

Progress will be monitored by the Equality and Diversity Forum, and presented in regular performance reports. The achievements will also be reported every year through the Equality and Diversity Annual Report to show the work being done by the Council in accordance with the Equalities Act 2010 and the objectives within the strategy to promote diversity and recognise and celebrate difference.

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Chesterfield Borough Council

Equality Impact Assessment - Full Assessment Form

Service Area: Policy and Communications

Section: Policy

Lead Officer: Katy Marshall, Policy Officer

Title of the policy, project, service, function or strategy the EIA is being produced for: Equality and Diversity Policy and Strategy 2017-2019

Is the policy, project, service, function or strategy:

Existing

Changed

New/Proposed

STEP 1 – MAKE SURE YOU HAVE CLEAR AIMS AND OBJECTIVES

What is the aim of the policy, project, service, function or strategy?

This Policy and Strategy show our commitment to advancing equality of opportunity, and providing fair access and treatment in employment and when delivering services. It also ensures that the services we provide are fair and meet the needs of the local community, and that we discharge our responsibilities under the Equality Act 2010.

Who is the policy, project, service, function or strategy going to benefit and how?

The Policy will benefit all who live, work, visit and study in Chesterfield. The Policy also includes specific commitments regarding the Council as an employer, it therefore benefits Chesterfield Borough Council employees and potential employees.

What outcomes do you want to achieve?

The project contributes towards the Council's priority to reduce inequality and support the more vulnerable members of our communities .

What barriers exist for both the Council and the groups/people with protected characteristics to enable these outcomes to be achieved?

- Robust and responsive monitoring of equality, diversity and social inclusion issues for services, functions, policies, projects and strategies is resource intensive.
- This policy applies to every Councillor, employee of Chesterfield Borough Council, and any other person or organisation employed by the Council to work or to deliver services on its behalf, including those employed through contractual, commissioning or grant-aided arrangements. The success of this Policy relies on full commitment from all these stakeholders.
- The Strategy and Policy must provide a framework for the Council to follow but be flexible enough to meet the changing needs of local communities, and statutory requirements over the next two years.

STEP 2 – COLLECTING YOUR INFORMATION

What existing data sources do you have to assess the impact of the policy, project, service, function or strategy?

- Best practice sharing from a range of authorities including all authorities in Derbyshire.
- Range of data available from the State of the Borough report including Census data, economic data, health data etc.
- Chesterfield Borough Health Profile.

STEP 3 – FURTHER ENGAGEMENT ACTIVITIES

Please list any additional engagement activities undertaken to complete this EIA e.g. met with the Equalities Advisory Group, local BME groups, Employee representatives etc. Could you also please summarise the main findings.

Date	Engagement Activity	Main findings
Ongoing	CBC engagement activities including Are You Being Served.	During recent years our engagement activity has seen an increase in concern about the economic situation, social and financial inclusion. The Policy includes these issues alongside health inequalities which is also an increasing concern.

March – April 2017	Equality and Diversity Forum	The Equality and Diversity Forum have supported the development of the principles and action plan, and will be involved in ongoing monitoring of delivery of the strategy.
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STEP 4 – WHAT’S THE IMPACT?

Is there an impact (positive or negative) on some groups/people with protected characteristics in the community? (think about race, disability, age, gender, religion or belief, sexual orientation and other socially excluded communities or groups). You may also need to think about sub groups within each equalities group or protected characteristics e.g. older women, younger men, disabled women etc.

Please describe the potential impacts both positive and negative and any action we are able to take to reduce negative impacts or enhance the positive impacts.

Group or Protected Characteristic	Positive impacts	Negative impacts	Action
Age – including older people and younger people.	This is one of the characteristics specifically targeted in the Policy and Strategy, which seeks to advance equality of opportunity and fair access and treatment in services and employment.	None	None
Disabled people – physical, mental and sensory including learning disabled people and people living	As above	As above	As above

with HIV/Aids and cancer.			
Gender – men, women and transgender.	As above	As above	As above
Marital status including civil partnership.	As above	As above	As above
Pregnant women and people on maternity/paternity.	As above	As above	As above
Sexual Orientation	As above	As above	As above
Ethnic Groups	As above	As above	As above
Religions and Beliefs	As above	As above	As above
Other groups e.g. those experiencing deprivation and/or health inequalities.	Social Inclusion, deprivation, health inequalities commitments have been strengthened in this policy from the previous versions.	None	None

From the information gathered above does the policy, project, service, function or strategy directly or indirectly discriminate against any particular group or protected characteristic?

Yes

No

If yes what action can be taken to stop the discrimination?

STEP 5 – RECOMMENDATIONS AND DECISION MAKING

How has the EIA helped to shape the policy, project, service, function or strategy or affected the recommendation or decision?

A range of data was collected during the EIA stage, this helped to shape the policy and strategy.

How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?

The Policy and Strategy will be reviewed and monitored on a regular basis and appropriate changes made e.g. due to changes in legislation or changing community needs.

STEP 6 – KNOWLEDGE MANAGEMENT AND PUBLICATION

Please note the draft EIA should be reviewed by the appropriate Head of Service/Service Manager and the Policy Service before WBR, Lead Member, Cabinet, Council reports are produced.

Reviewed by Policy Service

Name: Katy Marshall

Date: 08/03/2017

Final version of the EIA sent to the Policy Service

Decision information sent to the Policy Service

COUNCIL MEETING – 26 APRIL 2017 **MINUTES OF COMMITTEE MEETINGS**

These Minutes are of Committee meetings taken under delegated powers since the last meeting of Council. The Minutes are for information only and there will be no questions or discussion on the Minutes at the Council meeting.

Please click on the links below to view the Minutes you want to read.

Appeals and Regulatory Committee	22 February 15 March (Full Committee) 15 March 22 March 29 March 12 April
Employment and General Committee	9 February
Licensing Committee	1 March
Planning Committee	20 February 13 March
Standards and Audit Committee	8 February

If you require paper copies of the Minutes please contact:

Martin Elliott

Democratic Services, Town Hall, Chesterfield, S40 1LP

Tel: 01246 345236 email: committee.services@chesterfield.gov.uk

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CABINET

Tuesday, 21st February, 2017

Present:-

Councillor Burrows (Chair)

Councillors	T Gilby Bagley Blank A Diouf	Councillors	Huckle P Gilby Ludlow Serjeant
Non Voting Members	Catt Dickinson		J Innes

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

138 APOLOGIES FOR ABSENCE

There were no apologies for absence.

139 MINUTES

RESOLVED –

That the minutes of the meeting of Cabinet held on 7 February, 2017 be approved as a correct record and signed by the Chair.

140 FORWARD PLAN

The Forward Plan for the four month period 1 March to 30 June, 2017 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

141 2017/18 BUDGET AND MEDIUM TERM FINANCIAL PLAN

The Director of Finance and Resources submitted a report on the draft General Fund budget, making recommendations to Council on the budget allocations and the Council Tax level for 2017/18. It was noted that the continuing difficult financial situation for local councils had made the budget setting process very difficult again this year.

The Director of Finance and Resources advised that since the revised budget in December 2016 further work had been undertaken to identify other possible variances for inclusion in the final 2016/17 budget, and that the updated revised budget forecast for 2016/17 showed a surplus of £105,000.

The report included details of the effects of the economic climate on income streams, cuts in revenue support grant, and changes in funding arrangements particularly in respect of business rates retention. The report also provided details of the serious financial impact of the government's announcement in December, 2016 that the amount of New Homes Bonus, which in recent years had made a significant contribution to the council's finances, would be cut, meaning that New Homes Bonus income would fall from £676,640 in 2017/18 to £2,240 in 2020/21. The report also noted from 2020/21 the council would need to generate 100% of the revenue required to provide services.

The other major funding sources for the General Fund were business rates growth, fees and charges (particularly car parking income), rental income from the Council's industrial and commercial property portfolio as well as council tax. The Director of Finance and Resources advised that for 2017/18 district councils were again able to increase their council tax by a maximum of £5 or 2%, and that for Chesterfield the recommended £5 increase was equivalent to an increase of 3.34%. The report set out and evaluated all of the council tax setting options available to the Council.

The report also provided details of the expenditure estimates for 2017/18 to 2020/21, and summarised the planned budget savings proposals over the same period. A review of the Council's reserves and provisions had been undertaken and the report also included a comprehensive risk and sensitivity analysis.

The Director of Finance and Resources concluded that the medium term forecast showed that the council continued to face significant financial challenges in the years ahead and that all the indications were these challenges were likely to continue over the longer term, through to 2021. While in previous years the council had managed to deliver budget savings in a way that had not involved cutting frontline services or in making compulsory redundancies, the task was getting increasingly difficult, and that difficult spending decisions were going to have to be made during 2017/18 on the range and quality of discretionary services that were currently provided.

***RESOLVED -**

That it be recommended to Full Council that:

1. That the revised budget for 2016/17 be approved.
2. The Local Government Finance Settlement be noted.
3. The Collection Fund and the Tax Base forecasts be noted.
4. The Portfolio budgets and the overall revenue budget summary for 2017/18 be approved.
5. That authority be delegated to the Director of Finance and Resources in consultation with the Leader, Deputy Leader and Chief Executive to review what is required to ensure that the council makes best use of the flexibility available to use capital receipts for revenue purposes where such investment will lead to budget savings.
6. The budget forecasts for 2017/18 and the medium term, as well as the strategy for addressing the projected deficits be noted.
7. That the growth request of £100k for an HS2 project officer, to be funded from the Service Improvement Reserve be approved.
8. The estimates of reserves including:
 - i. maintaining the General Working Balance at £1.5m;

- ii. transferring from the Crematorium Capital Improvement and Revenue Reserves (subject to Chesterfield and District Joint Crematorium Committee approval), £200,000 to a new Northern Gateway reserve to support underwriting the Jomast Coop development and £250,000 into the Business Rate Risk Reserve;
- iii. Using £467,302 of Insurance Reserve surplus funds by retaining in the Insurance Reserve £60,000 to cover insurance excesses and self-insurance charges, transferring £407,302 to the General Fund to reduce General Fund contributions into reserves in order to support the budget position by £150,000 in both 2017/18 and 2018/19, and by £107,000 in 2019/20.

be approved.

- 9. The budget risks and sensitivity analysis be noted.
- 10. The recommended £5 increase in Council Tax for 2017/18 be approved.
- 11. The 2017/18 Council Tax Requirement and financing be approved.
- 12. The Director of Finance and Resources assurances be noted.

REASON FOR DECISIONS

In order to meet the statutory requirements relating to setting a budget and the council tax.

142 CAPITAL STRATEGY AND GENERAL FUND CAPITAL PROGRAMME

The Director of Finance and Resources submitted a report recommending for approval the updated General Fund Capital Strategy and Programme for the financial year 2017/18.

The report provided details of:

- The updated Capital Strategy.
- Updated Capital Programme forecasts.
- Schemes added to the Programme during 2016/17, including the Town Hall restack and Northern Gateway scheme.
- Progress made on current major schemes including Chesterfield Waterside.
- Recurring schemes including expenditure on Disabled Facilities Grants, vehicle and plant maintenance, ICT and major property repairs.

The report also provided details of capital financing arrangements, capital receipts and the net financing position.

The Director of Finance and Resources advised that based on current forecasts there would be no surplus resources available to fund new capital schemes until 2020/21. In this situation new schemes would only be able to be added to the Programme where they were aligned with a Corporate Plan priority and the additional funding required had been identified and secured. Where the funding could not be immediately identified schemes would be added to a prioritised list of growth requests and added to the Capital Programme as resources become available.

***RESOLVED -**

That it be recommended to Full Council that:

1. The Capital Strategy be approved.
2. The updated General Fund Capital Programme expenditure and financing be approved.
3. The new Capital Programme schemes, as outlined in paragraph 8.3 of the Director of Finance and Resources report be noted, with their approval subject to satisfactory business cases being made and subsequent Cabinet and/or Council agreement.
4. The prioritised list of “waiting list” Capital Programme, as outlined in paragraph 8.4 of the Director of Finance and Resources report, be noted.

REASON FOR DECISIONS

To update the Council's General Fund Capital Programme and ensure that it is affordable and deliverable over the medium term.

143 **CHESTERFIELD BOROUGH COUNCIL'S COUNCIL PLAN 2017/18 UPDATE**

The Policy and Communications Manager attended to present a report recommending for approval the Council Plan 2015-2019, updated for 2017/18.

In 2015/16 the Council had moved from the production of a one year plan to a four year strategic Council Plan following a recommendation from the Local Government Association's peer challenge team in 2013. The updated plan had set out the Council's key priorities and aims, based on those identified by Cabinet Members and officers and taking account of a wide range of evidence. The plan was aimed at providing focus, and included projects that would require a collective corporate effort during the period.

The Council Plan had been revised to show the progress made during the first two years of the plan, and to highlight the priority areas for the remaining two years of the plan. The refreshed plan provided continuity with the 2016/17 version of the plan, maintaining the same vision, three overarching priorities and Council values. The Policy and Communications Manager also provided details on how the plan would be monitored and reviewed throughout the year in order to ensure the council delivered against its priorities and objectives.

***RESOLVED -**

That it be recommended to Full Council that:

1. The Council Plan 2015-2019, updated for 2017/18, be adopted as the council's strategic framework to measure our sustained high performance against key aims and objectives and to prioritise resources.
2. The Deputy Leader be delegated authority to approve any minor drafting changes that may be required in order to improve the readability of the plan.

REASON FOR DECISIONS

To provide the Council with a clear statement of its strategic priorities for 2015-2019 and a framework within which decisions can be made about the allocation of resources.

144 **COMMUNITY INFRASTRUCTURE LEVY INTERIM PROGRESS REPORT AND PAYMENT IN KIND POLICY**

The Strategic Planning and Key Sites Manager attended to present a report to update members on the performance of the Community Infrastructure Levy (CIL) during its first 9 months of operation, and to recommend for approval the introduction of a CIL “Payment in kind” policy.

The report noted that the Community Infrastructure Levy provided a way of seeking contributions from developers towards providing essential infrastructure that was needed to support new development. After a wide-ranging period of consultation and evidence preparation a CIL Charging Schedule, Infrastructure List and Instalments Policy, as well as the levy, had been introduced on 1 April, 2016 after approval by Full Council (Minute No.39 2015/16).

The report included information on the performance of the levy since its introduction on 1 April, 2016 up until 31 December, 2016 noting that 25 CIL Liability notices had been issued, with a combined potential CIL liability of approximately £900,000. The Strategic Planning and Key Sites Manager advised that while developments became CIL liable as soon as a full or reserved matters planning permission was granted, the liability was only paid once the development commenced which could mean that the lead in times between the developer accepting CIL liability and payment being received by the council could be significant.

The Strategic Planning and Key Sites Manager advised that there may be circumstances where the Borough Council, as the CIL Charging Authority, and the party who was liable for the CIL charge may wish for land and/or infrastructure to be provided, instead of money in order to satisfy the CIL charge. The CIL Regulations did provide for such ‘Payments in kind’, which allowed CIL charging authorities to put in place procedures which would allow acceptance of full or part payment of a CIL liability by way of a physical provision of land and/or infrastructure. However, before a

charging authority was able to accept such payments there needed to be a “Payment in kind” policy in place. The report set out the key requirements of such a policy, and a draft “payment in kind” policy was attached as an appendix to the officer’s report.

***RESOLVED –**

That it be recommended to Full Council that:

1. That the performance of the Community Infrastructure Levy during the first 9 months of its implementation be noted.
2. That the Community Infrastructure Levy ‘Payment in Kind’ policy, as set out in the officer’s report be approved.

REASON FOR DECISIONS

To allow the council the discretion to accept “Payment in Kind” where the council, and the person/developer liable for the CIL wish land and/or infrastructure to be provided, instead of money, to satisfy a CIL charge.

145 SENIOR PAY POLICY STATEMENT 2017/18

The Human Resources Manager submitted a report seeking approval for a revision of the current Senior Pay Policy Statement in accordance with the Localism Act 2011 and the Local Government (Transparency Requirements) (England) Regulations 2014.

The policy statement included details of how senior pay is set within the Council. The revised statement had been updated to reflect changes to the council’s corporate management team structure.

***RESOLVED –**

That it be recommended to Full Council that the revised Senior Pay Policy Statement be approved.

REASON FOR DECISION

To meet the requirements of the Localism Act 2011 by publishing the policy by 31 March 2017.

146 HOUSING REVENUE ACCOUNT BUDGET 2017/18 TO 2021/22

The Housing Manager and the Director of Finance and Resources submitted a report detailing the probable outturn for the current financial year and seeking approval for the budget estimates for 2017/18.

The rent and service charge levels agreed by Cabinet in January (Minute No.126 (2016/17) had been incorporated into the 2017/18 budget forecast. The report also proposed a schedule of priority growth requests.

The financial strategy for the HRA was to deliver a balanced and sustainable budget which was self-financing in the longer term and which reflected both the requirements of tenants and the strategic vision and priorities of the Council. The Housing Manager reaffirmed the implications arising from the enactment of the Welfare Reform and Work Bill Act 2016, most notably the requirement for a 1% reduction in social housing rents for 4 years from April 2016 as well as the introduction of Universal Credit to all claimants. The financial implications arising from these changes on the HRA had been considered and it was estimated that the HRA balance would fall to £18,485,746 in 2017/18 and to £1,553,036 by 2021/22. The Housing Manager advised that while the forecasts for future years were much healthier than previously reported it was important to note that they assumed that a range of measures to improve the financial viability of the HRA Business Plan were all successfully implemented. These measures had been proposed by a steering group that had been established in order to look at ways to fill revenue gaps in the HRA and to put forward a revised business plan. The steering group had comprised members, officers and tenants. The recommendations of the steering group had included:

- A £500,000 reduction in the responsive repairs budget in 2017/18 and each of the following 2 years, after the budget would be increased by inflation, as measured by the Consumer Price Index (CPI).
- A reduced and re-phased capital programme.
- Moving to a 52 week rent year and removing 'rent free' weeks to match universal credit payments and also to encourage a regular payment culture.

The report noted that the current HRA budget forecasts did not take into account the government's requirement on local authority housing providers to dispose of higher value assets as it was still unclear what

properties would be classed as “high value” for the Chesterfield area. The Housing Manager advised that as more information became available on the financial implications of this policy, adjustments would be made to the HRA budget.

***RESOLVED -**

1. That the probable outturn for the current financial year be noted.
2. That the draft estimates for 2017/18 and future years be noted.
3. That the “Growth Items” at Annexe 6 of Appendix A of the officers’ report be approved.

REASONS FOR DECISIONS

To enable the Council to set the Housing Revenue Account budget for 2017/18.

To continue with the financial strategy set out in the Housing Revenue Account Business Plan and self-financing debt settlement arrangements.

147 HOUSING CAPITAL PROGRAMME: NEW PROGRAMME FOR 2017/18 THROUGH TO 2021/22

The Housing Manager and the Director of Finance and Resources submitted a report on the Housing Capital Programme, outlining proposals for the New Programme for 2017/18, as well as for the provisional programmes for 2018/19 to 2021/22.

The report outlined the financial strategy to maintain the Decent Homes Standard for 100% of the council’s properties, which had first been achieved in March 2015, as well plans to improve the non-traditional housing stock and to deliver improvements to the estates environment in the immediate short term. The Housing Manager referenced the implications arising from the enactment of the Welfare Reform and Work Bill Act 2016, most notably the requirement for a 1% reduction in social housing rents for 4 years from April 2016, which would have a significant impact on the Housing Revenue Account Business Plan and consequently the financing and priorities of the Housing Capital Programme for 2017/18, as well in future years.

The Housing Manager advised that the proposed 2017/18 programme continued to broadly reflect the capital programme used in the Housing Revenue Account Business Plan in previous years and addressed needs arising due to the ageing housing stock, as identified in the Stock Condition Survey. The focus of the programme remained the modernisation of properties to the Decent Homes Standard, with the balance of activity over the next twelve months concentrating on building elements such as roofs, windows and improvements to external estate environments. It was noted that due to the large reduction of income to the Housing Revenue Account as a result of the annual 1% reduction in social rents over four years, a review of the way in which future maintenance programmes would be delivered had been carried out. This review had looked at factors including the standards against which the housing stock was maintained as well as how the repairs service was delivered.

Information was also provided on the commitment to use local contractors where possible, as well as how tenants had been involved in reviewing and prioritising the Capital Programme. The Housing Manager emphasised the important role that the HRA Business Plan steering group, which included tenant representatives and scrutiny members had played in reviewing and prioritising the Capital Programme.

The allocation of work to the Housing Services' Operational Services Division was also outlined in the officer's report.

***RESOLVED -**

That it be recommended to Full Council that:

1. The Housing (Public Sector) Capital Programme for 2017/18 be approved, and its procurement, as necessary, be authorised.
2. The Housing (Public Sector) Capital Programmes for 2018/19 through to 2021/22 be provisionally approved.
3. The Operational Services Division share of the approved 2017/18 Programme be approved.

4. The Housing Manager be delegated authority to transfer funds between programme heads and budgets in order to effectively and efficiently manage the Capital Programme.

REASONS FOR DECISIONS

To ensure that the council is able to meet its 'Decent Homes Standard' targets in line with the Council's Vision and Corporate Plan.

To ensure that the condition of the Public Sector housing stock and its environment is maintained and improved.

To contribute to the aims of the Borough Housing Strategy and to deliver the HRA Business Plan.

148 HOUSING REPAIRS BUDGET 2017/18

The Housing Manager submitted a report recommending for approval the Housing Repairs Budget for 2017/18, as well as for future years.

The report noted that Housing Repairs Budget financed day-to-day and planned revenue expenditure to the council's housing stock. During 2016/17, as a response to changes in national housing policy, a detailed review of the way in which Chesterfield Borough Council could deliver future repairs and maintenance programmes had been carried out.

The review had identified that the council was spending on average £1,000 per property per year on day-to-day repairs and maintenance. This figure was far in excess of the average of £850 per property per year spent by other social landlords. This expenditure was in addition to the £20 million per annum capital investment that had been made to the council's housing stock in each of the last three years. The report also noted that even though all of the council's housing stock had met the Decent Homes Standard since 2015, the demand for day-to-day repairs had not decreased and therefore accordingly neither had the responsive repairs budget. The report noted the evidence from benchmarking with other social landlords, which had confirmed that the need for day-to-day repairs should decrease after major improvements like new kitchens and bathrooms had been carried out.

In response to these findings a steering group comprised of officers, members and tenants had been established in order to look at ways to fill

revenue gaps in the HRA and to put forward a revised business plan. In December 2016, the group had made recommendations designed to mitigate the worsening financial position within the HRA. The group's recommendations had included a £500,000 reduction in the responsive repairs budget in 2017/18 and each of the following two financial years, after which the repairs budget would be increased by the rate of inflation (as measured by the Consumer Price Index). The Housing Manager advised that in order to achieve the savings in 2017/18 £500,000 could be cut from a number of budgets that had been consistently underspent in recent years. However in order to achieve the same saving in each of the following two financial years, further work and consultation with tenants would be required in order to explore where these savings could potentially be made. The steering group had recommended that consideration should be given to options including tenants taking more responsibility for their own repairs as well as carrying out a review of repair response times. The Housing Manager advised that the Tenants Executive, Tenants Challenge Panel as well individual focus groups would be involved in carrying out in depth reviews of the repairs policy.

***RESOLVED –**

1. That the Housing Repairs Budget of £8,691,000 for 2017/18, as set out at appendix 1 of the officer's report be approved.
2. That the Housing Repairs Budget for 2018/19 and 2019/20 be decreased by £500,000 in each financial year, after which it will be set in accordance with the increase in the annual rate of inflation, as measured by the consumer price index (CPI).
3. That the Commercial Services Manager be delegated authority to transfer funds between responsive repairs budget heads in order to effectively manage and respond to fluctuations in tenant-led or weather dependent repairs.

REASONS FOR DECISIONS

To permit required maintenance of the Housing Stock.

To contribute to the delivery of a balanced and sustainable Housing Revenue Account, which is self-financing in the longer term.

To support working with tenants through the Customer Engagement Strategy.

To support the Council's Vision and priorities within the Council Plan.

149 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE 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 items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 1 and 3 of Part I of Schedule 12A to the Local Government Act 1972 – as they contained information relating to an individual and information relating to financial and business affairs.

150 PLOT GARAGE SITE REVIEW AND RECOMMENDATIONS

The Housing Manager submitted a report seeking approval to adopt a strategic approach to rationalising the councils plot garage sites through a programme of closure, refurbishment and disposal.

The report noted that a plot garage site was a site where the council rented a plot of land to a lessee who subsequently developed their own garage, with the council currently owning over 40 such sites across the Borough. The Housing Manager advised that the condition of the plot garage sites and garages on them had been a matter of increasing concern over the past couple of years. The report also noted that the plot garage sites generated very low revenues and that many of the sites suffered from low demand and high vacancy rates. In response to the significant challenges presented, a Plot Garage Site Options Report had been compiled in order to assess the options for the plot garage sites, considering the costs and risks of retaining the sites against those of disposing of them.

The full Plot Garage Site Options Report was attached as an appendix to the officer's report and provided details of the appraisal process used for the review as well as a detailed analysis of the information gathered. The recommended future options for each of the plot garage sites were also set out and categorised as follows:

- sites identified for closure, clearance and sale / disposal to developer
- sites identified for closure, clearance and redevelopment by Chesterfield Borough Council
- sites identified for closure, clearance and any required remediation e.g. landscaping or groundworks
- sites identified for retention and investment
- sites identified for retention and conversion into car parking areas

The report also included details of the legal and financial considerations that had been taken into account in making the recommendations for rationalising the council's plot garage sites, as well as details of how the programme would be developed and implemented.

***RESOLVED –**

1. That the strategic approach to the rationalisation of the council's plot garage sites, as detailed in the officer's report be approved.
2. That the Housing Manager be authorised to begin a programme of closure, refurbishment and disposal of Housing Revenue Account plot garage sites.
3. That the Housing Manager, in consultation with the Property, Procurement and Contracts Law Manager, be delegated authority to begin a programme of closure, refurbishment and disposal of General Fund plot garage sites.
4. That the Housing Manager be delegated authority to amend the plot garage site option report recommendations, in consultation with relevant Cabinet members, as the process of closure, refurbishment and disposal of plot garage sites progresses.

REASON FOR DECISIONS

To meet the councils priority 'to improve the quality of life for local people' and objective 5 'To increase the supply and quality of housing in Chesterfield Borough to meet current and future needs'.

151 TRADE WASTE AND MISCELLANEOUS FEES AND CHARGES

The Commercial Services Manager submitted a report setting out proposed charges for the collection and disposal of trade wastes and other miscellaneous environmental fees for 2017/18.

The report noted that in accordance with the Council's Budget Strategy, charges for waste and recycling services were reviewed annually and that charges the aim was to recover at least the full cost of the service except in circumstances where there was an opportunity to maximise income or that Members determined that a reduction or subsidy should be made for a specific reason.

***RESOLVED –**

That the revised charges for trade waste and other miscellaneous environmental fees for 2017/18, as detailed in the officer's report, be approved and implemented.

REASON FOR DECISION

To set the Council's trade waste charges and other miscellaneous environmental fees for the financial year 2017/18 in accordance with the Council's Budget strategy.

CABINET**Tuesday, 7th March, 2017**

Present:-

Councillor Burrows (Chair)

Councillors	T Gilby	Councillors	Huckle
	Bagley		P Gilby
	Blank		Ludlow
	A Diouf		Serjeant
Non Voting	Catt		J Innes
Members	Dickinson		

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

153 APOLOGIES FOR ABSENCE

There were no apologies for absence.

154 FORWARD PLAN

The Forward Plan for the four month period 1 April to 31 July, 2017 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

155 DELEGATION REPORT

Decisions taken by Cabinet Members during February, 2017 were reported.

***RESOLVED –**

That the Delegation Report be noted.

156 DEMOLITION OF GARAGES AT DEVONSHIRE CLOSE

The Housing Manager submitted a report to recommend action in respect of 16 garages at Devonshire Close, Staveley that were severely damaged by a fire on 20 November, 2016.

The report noted that Devonshire Close, Staveley, had a purpose built garage site comprising of 32 garages in two blocks of 16 and that these were let to both council tenants and private residents, on a weekly basis. On the night of 20 November, 2016 the 16 garages within one of the blocks suffered extensive damage, resulting from a fire which was believed to have been started deliberately. The Housing Manager advised that as the block of garages was now unsafe for the tenants to continue to occupy, arrangements had been made to cease rental charges and for alternative garages to be offered to the tenants of the garages.

The report included details of the options that had been considered for the future of the site which included repairing the garages, demolishing and rebuilding the garages and demolishing the garages and replacing them with an area of marked out car park places for the benefit of residents in the area. The Housing Manager advised that after assessing the costs and potential benefits to all council tenants in the area it was recommended that the garages should be demolished and replaced with an area of marked out parking spaces. This option would benefit all the residents of Devonshire Close by providing increased parking for visitors and residents as well as offering the best value option for the council.

***RESOLVED –**

1. That the purpose built block of 16 garages at Devonshire Close, Staveley, be demolished.
2. That the Housing Manager be delegated authority to tender for, and appoint a contractor to carry out the demolition works.
3. That the Housing Manager be delegated authority to tender for, and appoint a contractor to make the site into a parking area with marked bays.

REASON FOR DECISIONS

To help meet the council plan priority 'to improve the quality of life for local people'.

157 HS2 CONSULTATION RESPONSE

The Executive Director, Michael Rich and the Development and Growth Manager submitted a report requesting Cabinet considered the implications for the council of its ongoing engagement on the HS2 project. The report also requested Cabinet considered the council's proposed response to the current consultation on the proposed route of HS2 through Chesterfield Borough.

On 15 November, 2016 the Government had published a revised route for Phase 2b of HS2 and had opened a consultation on the revised plans. The report noted that the implications of the revised route for Chesterfield and the wider area were largely positive and that the benefits of having Chesterfield station served by high speed rail services, as well as having a maintenance depot at Staveley had the potential to deliver substantial economic benefits for the borough and the wider area. The revised route did however have some negative impacts both for the borough and neighbouring districts, which the report noted would require further investigation on how these could be managed and mitigated.

The Government had requested that responses to the consultation on the revised route were received by 9 March 2017. The council's full response to the consultation was attached as an appendix to the officers' report. The response had been prepared in consultation with partners including Derbyshire County Council, East Midlands Councils and key landowners affected by the development of the proposed Staveley Depot. The response confirmed the ambition of Chesterfield Borough Council to maximise the opportunities for the borough that HS2 would bring and also included details of the main implications of the revised route for the borough. These included the lessened impact on residential areas at Woodthorpe and Netherthorpe and the significant reduction in journey times between Chesterfield, Birmingham and London and the consequent economic benefits that this could bring.

The report also provided information on how the council was working with, and planned to work with partners on the development and promotion of

plans and growth strategies to maximise the potential benefits for the area. The Executive Director advised that as all the work that would be required to maximise the benefits of HS2 could not be accommodated within existing resources approval had been given by the Joint Cabinet and Employment and General Committee for the establishment of a new project manager post to support the HS2 proposals for a station and depot in the borough (Joint Cabinet and Employment and General Committee Minute No.33, 2016/17). This post would provide the essential additional capacity to ensure that the strongest case could be made to enable Chesterfield and the surrounding area to gain the maximum benefits from HS2.

***RESOLVED –**

1. That the draft response to the current consultation on the route of HS2 be approved, and that the Development and Growth Manager, in consultation with the Cabinet Member for Economic Growth, be delegated authority to approve the final response.
2. That the proposed approach to working with partners to prepare a growth strategy for HS2 in Chesterfield in order to maximise the benefits of HS2 for the borough, be approved.
3. That authority be delegated to the Development and Growth Manager, in consultation with the Deputy Leader, to sign the Memorandum of Understanding with HS2 Ltd.
4. That the decision made by Full Council on 23 February, 2017, to allocate £100,000 from the Service Improvement Reserve to increase officer capacity to lead on delivery of the growth strategy for Chesterfield, be noted.

REASONS FOR DECISIONS

To maximise the benefits to Chesterfield of HS2.

To increase officer capacity over the next two years in order to enable Chesterfield Borough Council to work closely with partners and to lead delivery of the growth strategy for Chesterfield.

158 OUTDOOR SPORTS AND RECREATION FEES AND CHARGES

The Commercial Services Manager submitted a report recommending for approval the proposed fees and charges for Outdoor Recreation facilities to take effect from 1 April, 2017.

The fees and charges proposals had taken into account:

- The need to raise income and for the Council to achieve a balanced budget.
- The fees and charges structures of other local public and private sector providers.
- The ability of customers to pay against the current economic downturn and demand for facilities.
- The need to address health inequalities across the borough and to encourage young people into sporting activities.

The options of leaving the charges unchanged or introducing lower increases were ruled out as the proposed increases in the charges were required to deliver a balanced and sustainable budget. An option of introducing a significantly greater increase in the charges was ruled out as there would have been a risk in terms of deterring potential customers.

***RESOLVED –**

1. That the revised fees and charges for outdoor sports and recreation, as detailed at appendix A of the officer's report, be approved and implemented from 1 April, 2017.
2. That the Commercial Services Manager, in consultation with the Cabinet Member for Health and Wellbeing, be delegated authority to revise the approved fees and charges where threats to income generation emerge and/or opportunities to raise additional income arise, in line with the Council's general principles for charging.

REASON FOR DECISIONS

To set the Council's outdoor sports and recreation fees for the financial year 2017/18 in accordance with the Council's Budget strategy.

159 CEMETERIES FEES AND CHARGES

The Commercial Services Manager submitted a report recommending for approval the proposed fees and charges for the Council's cemeteries to take effect from 1 April, 2017.

The fees and charges proposals had taken into account:

- The reduction in the number of burials taking place in recent years.
- A comparison of fees and charges made by other authorities in the surrounding areas, so that fees should remain competitive and affordable.
- The need for the Council to achieve a balanced budget.

The options of leaving the charges unchanged or introducing lower increases were ruled out as the proposed increases in the charges were required to deliver a balanced and sustainable budget.

***RESOLVED -**

That the revised fees and charges for cemeteries, as detailed at appendix A of the officer's report, be approved and implemented from 1 April, 2017.

REASON FOR DECISION

To generate income to contribute to the costs of providing and maintaining a burial service.

160 FUTURE USE OF THE FORMER QUEENS PARK SPORTS CENTRE

The Executive Director, Michael Rich submitted a report to update Cabinet on the progress of development plans for the future use of the former Queen's Park Sports Centre site following the completion of the public consultation on potential future uses of the site. The report sought Cabinet's agreement in principle that the preferred future use for the site should be the development of artificial sports pitches and also requested authorisation for a full business case for this option to be developed.

A public consultation had been carried out during September and October 2016 on the options for developing the site of the former Queen's Park

Sports Centre. The consultation had set out a single preferred option of artificial sports pitches, as well as providing information on a range of other possible uses for the site. The results of the consultation, to which 583 responses had been received, showed 69% of respondents agreeing with the preferred option of artificial sports pitches and 94% of respondents supporting the principles that any future development should meet, i.e. it should fit with the objectives of the council plan, integrate with the wider Queen's Park site, have evidence of demand as well as being income generating. The Executive Director advised that the consultation responses had also provided a range of suggested alternative uses for the site, the most popular being an office/community/event space, ice-rink, water play area and other outdoor leisure provision, however none of these suggestions had met all of the essential criteria set out in the consultation.

The report noted that a petition containing over 1,000 signatures calling for an ice rink to be built on the site had been debated at Council on 23 February, 2017. As a result of the debate it had been resolved:

- That the council receives and notes the petition to turn the former Queen's Park Sports Centre site into an ice rink.
- That the petition and tonight's debate at Full Council be taken into account by Chesterfield Borough Council's Cabinet when making the decision on a suitable use for the former Queen's Park Sports Centre site.
- That the council, if approached by an ice rink operator, will assist with the identification of suitable sites and provide advice on planning and funding opportunities, including the development of external funding bids, in order to enhance the Borough's sport and leisure offer.

As a result of the responses to the public consultation, an outline business case for the preferred option of artificial sports pitches had been developed and was included as an appendix to the Executive Director's report.

The Executive Director advised that having done the preliminary work the outline proposals were now at a stage where they could be developed into a full business case. This would enable the necessary work to be carried out to test the assumptions within the outline business case and to

enable further evidence to be gathered to support each element of the case. The financial and commercial elements of the business case were especially important and both required significant further work before a robust business case could be presented for consideration by Cabinet. The report also recommended that an application for planning permission for the artificial sports pitches should be prepared in parallel to the full business case so as to reduce the overall time required to bring forward development on the site.

The report also included details of the costs and human resource requirements that would be involved in the development of the full business case and noted that these costs would be contained within the approved sums allocated for budget savings / income generation in the Invest to Save and Service Improvement Reserves.

The Cabinet Member for Town Centre and Visitor Economy thanked Members, Scrutiny Members and Officers for their contributions both during the consultation as well as in the preparation of the outline business case.

***RESOLVED –**

1. That the outcomes of the public consultation on the future use of the former Queen's Park Sports Centre site be noted.
2. That the motion passed by Council on 23 February, 2017, following the debate of a public petition calling for an ice rink to be built on the site of the former Queen's Park Sports Centre, be noted.
3. That the outline business case for artificial sports pitches to be built on the site of the former Queen's Park Sports Centre, as detailed in the officer's report, be noted.
4. That the intention to use allocated funds budget savings/income generation to fund an internal secondment post to manage the project, be noted
5. That a full business case be prepared for submission to Cabinet and Council as part of any request for any future capital expenditure at the site.

6. That a planning application for artificial sports pitches on the site of the former Queen's Park Sports Centre be developed at the same times as the preparation of the full business case for the site.

REASONS FOR DECISIONS

To enable Cabinet to establish a clear way forward on its preferred use for the former sports centre site, whilst recognising that further work is required before taking a final decision and before seeking approval from Council for any additional expenditure.

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CABINET**Tuesday, 4th April, 2017**

Present:-

Councillor Burrows (Chair)

Councillors T Gilby
Bagley
Blank
A DioufCouncillors Huckle
Ludlow
SerjeantNon Voting Catt
Members

Dickinson

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

162 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors P Gilby and J Innes.

163 MINUTES**RESOLVED –**

That the Minutes of the meetings of Cabinet held on 21 February and 7 March, 2017 be approved as a correct record and signed by the Chair.

164 FORWARD PLAN

The Forward Plan for the four month period 1 April to 31 July, 2017 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

165 **DELEGATION REPORT**

Decisions taken by Cabinet Members during March, 2017 were reported.

***RESOLVED –**

That the Delegation Report be noted.

166 **FUNDING TO VOLUNTARY AND COMMUNITY ORGANISATIONS**
2017/18: SERVICE LEVEL AGREEMENTS

The Health and Wellbeing Manager submitted a report on the achievements of the voluntary and community organisations currently funded via Service Level Agreements (SLA's) and to seek approval for the funding levels for these organisations to be maintained at 2016/17 levels in 2017/18.

The organisations holding SLAs with the Council for 2016/17 (Citizens' Advice Bureau, Chesterfield Law Centre, Chesterfield Shopmobility, Derbyshire Unemployed Workers Centre, and LINKS) had attended annual review meetings in early 2017 to discuss their progress, achievements and any issues that they had experienced in the delivery of the SLA.

The Health and Wellbeing Manager advised that on-going discussions with Clinical Commissioning Group and Derbyshire County Council colleagues had identified an opportunity to review the total funding provided across Chesterfield for voluntary and community organisations. This review would enable the council to further consider and evaluate the potential for the co-commissioning of services from voluntary and community organisations to ensure that health, wellbeing and inequalities needs were addressed effectively across the borough. Members commended the excellent and valuable work carried out by voluntary and community organisations in Chesterfield and noted the importance of continuing to work closely with them in the future in order to deliver quality services to the people of Chesterfield.

***RESOLVED –**

1. That the levels of funding provided for Voluntary and Community Organisations via Service Level Agreements remains at £239,544 for 2017/18.
2. That the SLA Schedule 1 tables for each organisation, as set out at Appendix 2 of the officer's report, be approved for inclusion within the Service Level Agreements for 2017/18.
3. That a review of the funding provided to voluntary and community organisations by Chesterfield Borough, the Clinical Commissioning Group (CCG) and Derbyshire County Council, as outlined in the Council Plan, is undertaken in 2017/18 to ensure that the funding is prioritised towards existing and emerging community needs and Council priorities, and also contributes towards achieving a balanced budget for the Council in future years.

REASON FOR DECISIONS

To ensure that the future delivery of funding to Voluntary and Community Groups meets the priorities of the Council and the needs of the residents of Chesterfield within a realistic and sustainable budget.

167 REVIEW OF SURVEILLANCE POLICY

The Local Government and Regulatory Law Manager submitted a report setting out the obligations placed on the council by the Regulation of Investigatory Powers Act 2000 and detailing the actions needing to be taken following an inspection by the Office of Surveillance Commissioners in 2016. The report also sought approval for a revised Surveillance Policy to be adopted and implemented by the council.

The report noted that the Regulation of Investigatory Powers Act 2000 (RIPA) was to regulate the use of different types of surveillance and to ensure that any surveillance that was carried out by the council was done in a way that conformed with the requirements of the Human Rights Act (the right to privacy and the right to a fair trial). The Local Government and Regulatory Law Manager advised that the council very rarely used the types of surveillance regulated by the Act, and that any surveillance carried out by the council tended to be overt surveillance, with nothing

secretive or hidden about it. It was further noted that the council had not needed to obtain any authorisations since February 2010.

The report also included details of the inspection visit made by the Office of Surveillance Commissioners, which had been carried out in 2016. The inspector's report had recommended that the council should do more to keep itself ready for carrying out covert surveillance, in case the need arose. The officer's report also included details of the other key recommendations made as a result of the inspection visit.

The council's Surveillance Policy had been updated and amended to take account of the 2016 inspection report, and the proposed revised policy was attached as an appendix to the officer's report.

***RESOLVED -**

1. That the officer's report on the impact on the council of the Regulation of Investigatory Powers Act 2000, the response actions carried out following an inspection in 2016 and current best practice guidelines, be noted.
2. That the changes to the Council's RIPA policies and procedures as detailed in the officer's report be adopted and implemented.
3. That the Cabinet Member for Finance and Governance be delegated authority to make decisions on specified matters relating to the council's use of RIPA powers.
4. That the Standards and Audit Committee receive annual reports on the council's use of RIPA policies and procedures..
5. That the Local Government and Regulatory Law Manager be delegated authority to make any necessary and consequential constitutional amendments relating to RIPA policies and procedures.

REASON FOR DECISIONS

To enable the Council to operate the RIPA system effectively and as required by law and guidance.

JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE

Tuesday, 7th March, 2017

Present:-

Councillor Burrows (Chair)

Councillors	Bagley	Councillors	A Diouf
	T Gilby		Davenport
	P Gilby		Simmons
	Huckle		J Innes
	Ludlow		Wall
	Serjeant		Blank

Non-voting Members Dickinson

*Matters dealt with under the Delegation Scheme

30 **DECLARATION OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

31 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Catt and Elliott.

32 **MINUTES**

That the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 10 January, 2017 be approved as a correct record and signed by the Chair.

33 **CAPACITY TO SUPPORT WORK ON HS2**

The Executive Director, Michael Rich, submitted a report seeking approval for the establishment of a new post to support development of the HS2 proposals for a station and depot in the borough.

Several officers within the development and growth service were currently providing support for the HS2 proposals; however these officers were also working on a number of other key development schemes around the borough. The proposals for HS2 included a maintenance depot in Staveley and high speed services stopping at Chesterfield station. The council would be required to work closely with partners to support and deliver the proposals that would ultimately lead to an increase in investment in the borough.

Full Council agreed on 23 February, 2017 (Council Minute No. 88) that £100,000 from the Service Improvement Reserve be used to fund additional capacity to work on HS2. The report proposed to establish a dedicated project manager post for a two year period in order to maximise the benefits for the borough and ensure the proposals are delivered on time and to quality. The job description and person specification were included as an appendix to the officer's report.

The report outlined the consultations that had taken place with stakeholders and provided details of the financial, human resources and risk management implications. Alternative options along with their reasons for rejection were also included in the report.

***RESOLVED –**

1. That the provision of £100,000 from the Service Improvement Reserve approved by Council on 23 February, 2017 be used to establish a time-limited project manager post to lead and coordinate the work required by the council on HS2.
2. That the Executive Director be granted delegated authority to approve a final version of the job description for the project manager post.

REASON FOR DECISIONS

To ensure the council has sufficient capacity to lead the work required to support HS2 proposals for a station and depot in the borough.

34 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF PUBLIC

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 items of business on the grounds that they involved the likely disclosure of exempt information as defined in the following Paragraphs of Part 1 of Schedule 12A to the Local Government Act 1972 – Paragraph 1, 3 and 4 on the grounds that it contains information relating to individuals and to consultations or negotiations in connection with any labour relations matter arising between the authority and employees of the authority and information about financial or business affairs.

35 RESTRUCTURE OF PRIVATE SECTOR HOUSING SERVICE

The Health and Wellbeing Manager submitted a report seeking approval for changes to the structure of the Private Sector Housing service.

Changes to the Housing Act 2004 and the introduction of new legislation had seen a dramatic increase in the work load for the Private Sector Housing service. In 2014 the service had undergone a restructure and two qualified Environmental Health Officers had taken up posts within the service. However, these two officers had recently left the authority leaving the service without officers that were experienced in delivering the statutory enforcement duties that the authority was responsible for.

The report proposed to delete the two vacant posts and establish 2 FTE Housing Regulation Officer posts with the essential requirement that both post holders be qualified Environmental Health professionals. Due to the expected increase in workload owing to further changes in legislation, the report also proposed to continually review the service's staffing levels and seek approval for further changes as necessary.

The current and the proposed staffing structures were attached as appendices to the report along with the job descriptions and person specifications for the 2 new posts.

Consultation with existing employees had been undertaken, however, as the new posts were currently vacant there were no existing employees affected by the changes.

The report outlined the human resources, financial and legal implications. Alternative options along with their reasons for rejection were included in the report.

***RESOLVED –**

1. That the changes to the structure of the Private Sector Housing Team be approved.
2. That the proposals to delete existing posts and to establish new posts, as detailed in paragraph 3.20 of the officer's report, be approved.
3. That the Health and Wellbeing Manager be authorised to implement the changes.

REASON FOR DECISIONS

To ensure that the Local Authority is able to meet its statutory duties with regard to Private Sector Housing.

JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE

Tuesday, 4th April, 2017

Present:-

Councillor Burrows (Chair)

Councillors	Bagley	Councillors	Davenport
	T Gilby		Simmons
	Huckle		Wall
	Ludlow		Catt
	Serjeant		Dickinson
	Blank		

*Matters dealt with under the Delegation Scheme

**36 DECLARATION OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

37 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Diouf, Elliott, P Gilby and J Innes.

38 MINUTES

That the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 7 March, 2017 be approved as a correct record and signed by the Chair.

39 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 items of business on the grounds that they involved the likely disclosure of exempt information

as defined in the following Paragraphs of Part 1 of Schedule 12A to the Local Government Act 1972 – Paragraph 1 on the grounds that it contains information relating to individuals.

40 **RESTRUCTURE OF FINANCE SERVICES**

The Director of Finance and Resources submitted a report seeking approval for a new employee structure for finance services.

The Director of Finance and Resources advised of the current challenges facing finance services. The proposed restructure would ensure flexibility in the roles; provide opportunities for career development and enable senior employees to carry out more strategic work. The restructure would also allow for investment in IT to enable efficiency, and encourage development of new skills in commercialisation, cost and management accounting.

The report outlined the proposed structural changes which included moving towards competency based job descriptions and person specifications, better alignment with budget holders and the corporate structure and changes to enable employees to become multi-skilled allowing for the rotation of staff across work areas.

The current, as well as the proposed staffing structures were attached as appendices to the officer's report along with the job descriptions and person specifications for the four regraded posts and one new post. Details of the consultations which had been undertaken with affected employees, trade unions and other key stakeholders were also included as were alternative options along with their reasons for rejection.

***RESOLVED –**

1. That the proposed new employee structure for Finance Services be approved.
2. That the Director of Finance and Resources, in consultation with the HR Manager, be authorised to implement the necessary processes to appoint staff to the new structure.

REASON FOR DECISIONS

To provide support to the Council, to address current financial challenges and to better plan for the future.

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**COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY
COMMITTEE**

Tuesday, 24th January, 2017

Present:-

Councillor P Innes (Chair)

Councillors Dyke
L Collins

Councillors Flood
Niblock

Councillor Caulfield ++++
Councillor Simmons ++++

Andy Bond, Town Centre Operations Manager +++
Damon Bruce, Head of Customer Centric Services +
Martin Elliott, Committee and Scrutiny Coordinator ++++
Anita Cunningham, Policy and Scrutiny Officer
Kate Harley, HR Manager ++
Brian Offiler, Committee and Scrutiny Coordinator
Paul Radcliffe, Benefits Manager +

+ Attended for Minute No. 31
++ Attended for Minute No. 32
+++ Attended for Minute No. 33
++++ Attended for Minute No. 34

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

No declarations of interest were received.

30 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Borrell and Sarvent.

31 **CABINET MEMBER FOR CUSTOMERS AND COMMUNITIES -
IMPACTS OF WELFARE REFORM (UNIVERSAL CREDIT)**

The Head of Customer Centric Services and the Benefits Manager gave a presentation to the Committee on the main changes to the benefits system and the impacts on claimant households, arvato services and the Council.

Implementation of Universal Credit (UC) had commenced for new claims from single young people in March 2015 and was due to be rolled out for all new claims and changes in circumstances in November 2017, with migration of all other claims due between 2018 and 2021. Arvato staff were working with the Department for Work and Pensions (DWP) and the Council's housing staff to manage the increased workloads and to mitigate the impacts on households as far as possible.

It was noted that the introduction of UC was having a significant impact on the level of rent arrears, as there was usually a six week wait for the first payment of UC, the housing element of this was paid to the claimant rather than the landlord and some claimants were having their payments sanctioned. Currently average rent arrears for Council tenants was much higher for those tenants on UC (£828 average arrears) than for those on Housing Benefit (£228), with 79% of UC claimants having arrears compared to 38% of Housing Benefit claimants.

It was confirmed that the Council could request managed payments of the housing element of UC be made to it by DWP as landlord where there was the potential for tenants to fall in to arrears.

The reduction in the benefit cap in autumn 2016 was currently affecting 81 households in the borough, with an average reduction in Housing Benefit paid of £49 per week. Benefits advisers were working with families to assist them to claim the benefits to which they were entitled and to minimise the impact of the cap. It was hoped that funding of the two benefits advisers would be extended.

The budget for Discretionary Housing Payments (DHP) to assist those who were most vulnerable had been increased in 2016/17, and it was confirmed that it was expected that this would be fully utilised. The budget for 2017/18 had not yet been decided.

Further welfare reform changes in the future included:

- From April 2017 removal of housing support for UC claimants aged 21 and under;
- From April 2019 capping Housing Benefit for tenants in social housing to Local Housing Authority rates.

The implications of these changes for rent collection and housing allocation policies would need to be worked out.

A new project was currently being developed using voicemail and text messages to make it easier for tenants to keep up payments and to access advice and to enable better management and control of payments. It was confirmed that written reminders would still be issued where necessary.

It was noted that the Department for Work and Pensions Select Committee had met recently to take evidence on progress in introducing UC nationally and its impact.

Members indicated that they may have further questions on this issue, and it was suggested that such questions be sent to the Chair for him to raise with the officers and that a progress report be provided to the Committee in July, subject to the outcome from the annual scrutiny work programming process.

The Chair thanked the Head of Customer Centric Services and the Benefits Manager for their input to the meeting.

RESOLVED

- (1) That the report be noted.
- (2) That members submit any further questions to the Chair to be forwarded to the officers for a response.
- (3) That, subject to the outcome of the annual scrutiny work programming process, a progress report be submitted to the Committee in July 2017.

32 **CABINET MEMBER FOR BUSINESS TRANSFORMATION -
PROGRESS REPORT ON WORKFORCE FIT FOR THE FUTURE**

The Human Resources Manager reported progress to the Committee on three main elements of developing the Council's workforce as part of the Workforce Strategy.

An online learning platform was being launched in February, initially for managers and then for all staff from early March. This would eventually include 150 learning modules and would provide greater flexibility for staff to undertake mandatory training and enable managers to monitor progress. Consideration was being given to including a streamlined EPD process within this, which would support greater consistency between personal and corporate objectives.

The Member Development Working Group was keen to engage Members in the implementation of the elements of the learning platform for Members, which would be launched in the next few months.

The Council's Investor in People (IiP) accreditation had been due for re-assessment in June 2017. As this would have been against the revised 6th generation standard, it had been agreed, on the basis of an assessor's review earlier in January, to extend the existing accreditation until January 2018. An action plan would be developed in the next three months to determine how the new standard could be achieved in January 2018, to enable the Council to decide whether to seek such accreditation. The Workforce Strategy would be revised to more closely match the requirements of the new IiP standard.

It had now been confirmed by central government that the Council's target for apprenticeships would be 23 new apprenticeships each year with effect from April 2017. The Corporate Management Team was currently considering possible options for such apprenticeships, either new apprentices or upskilling opportunities for the existing workforce.

The Chair asked whether consideration had been given to the Committee's previous request for a Scrutiny Committee Member to be included on the Workforce Strategy Steering Group. The Human Resources Manager agreed to investigate this. In the event of this being agreed Councillor Flood agreed to be nominated as the Committee's representative.

Arising from questions from Members and discussion the following points were raised:

- Experience of supporting existing apprentices within some areas of the Council would form a good basis for how this could be done more widely;
- The apprenticeships would be established posts leading to regular employment;
- Managers were taking account of succession planning when determining possible apprenticeship opportunities;
- Whilst there was concern at the cost of the new liP standard accreditation, it was recognised that revising the Workforce Strategy to more closely match the requirements of this standard would provide a good self-assessment and challenge for the Council if it decided not to seek accreditation under the new standard.

The Chair thanked the Human Resources Manager for her input to the meeting.

RESOLVED

- (1) That the report be noted and the direction of the work on the Workforce Strategy be supported.
- (2) That a response be provided to the Committee's previous request for the Workforce Strategy Steering Group to consider whether a Scrutiny Committee Member could be included in the Group and that Councillor Flood be nominated to attend in the event of this being agreed.

33 CABINET MEMBER FOR TOWN CENTRE AND VISITOR ECONOMY - OUTDOOR MARKETS PROGRESS REPORT

The Town Centre Operations Manager reported progress in respect of the outside market since the previous report to the Committee in March 2016.

It had not been possible at that time to pursue the options which had been identified for reconfiguration of the main market square due to financial constraints and the Council's VAT position.

Some small improvements had been implemented over the last 12 months, although market traders remained supportive of a more comprehensive reconfiguration project, rather than separate minor works.

The town had been accepted on to the Healthy High Streets project, which provided support through external corporate partners to help guide and mentor the retail offer in the town centre over a three year period. This had involved a collaborative approach with some of the major retailers, bringing together all sections of the town, including Vicar Lane, the Pavements Shopping Centre, independent businesses and both the markets and High Street along with help from Destination Chesterfield, resulting in added value to town centre events, including delivery of the grotto in the Market Hall at Christmas, which attracted nearly 1,000 children.

The Healthy High Streets group had produced an action plan for the year ahead, focussing on two key deliverables, communication and events, with the aim of delivering well publicised, good quality events in order to drive footfall through the town.

Attempts to identify funding opportunities, working with the Economic Development Team as part of the Town Centre masterplan, to deliver the reconfiguration project were continuing, and once funding could be identified the stakeholder consultation on the options previously identified could be revisited. It was hoped that some progress could be achieved over the next 12 months.

Arising from questions from Members and discussion the following points were made:

- The scheduling and timing of the Christmas Lights switch on event (4.45 pm on a Sunday) was based on consultation with retailers;
- Whilst it was hoped to include a dedicated entertainment area as part of any future reconfiguration, it was noted that funding would need to be identified for regular good quality entertainment. It was hoped to build on the recent collaborative working with traders and retailers to explore possible options. In the meantime good quality buskers were being encouraged, in line with a code of conduct;

- It was noted that there had not been a continental market for the last three years, as there had not been sufficient interest from the organisers. Alternatives for this were being considered through the Markets Consultative Committee and in consultation with the organiser of the artisan market;
- It was noted that Staveley Town Council had obtained grant funding for a portable ice rink at Christmas, which had been very popular. The Town Centre Operations Manager agreed that options for this would be considered for next Christmas.

The Chair thanked the Town Centre Operations Manager for his input to the meeting.

RESOLVED –

That the report be noted and Members' comments be taken into consideration.

34 SCRUTINY PROJECT GROUP REPORT ON FRIENDS GROUPS

Councillor Caulfield, Scrutiny Project Group Lead Member, presented the Scrutiny Project Group's report on Friends Groups to the Committee.

The project group had been set up to look at how friends groups worked with the Council to improve local parks and open spaces. The report detailed the objectives of the review, its findings and analysis, including a survey of all the friends groups and research of related documents used by other authorities, and its recommendations.

The Chair thanked Councillor Caulfield and the members of the project group for the group's work and report.

RESOLVED –

That the recommendations of the Scrutiny Project Group's review of friends groups as detailed below be approved to be recommended to Cabinet, including any corporate considerations:

- (1) That an up-to-date data base of Friends of Groups is maintained by officers and that all Friends of Groups are given a single point of contact at the council to facilitate streamlined , effective and

accountable channels of communication between groups and the council.

- (2) That an annual survey with Friends Groups be carried out to collect information on their activities and achievements to enable the council to see how their work is contributing to the delivery of the councils objectives, as set out in the Parks and Open Spaces Strategy.
- (3) That all Friends Groups should have an agreed Management or Master Plan which has been developed in consultation with both the Council and the local community which clearly sets out both the group's and the council's role with regards to the development of the park or open space.
- (4) That Friends Groups be provided with information and guidance, as required, from the Communications and Marketing Team on how to publicise their activities to, and engage effectively with, their local communities.
- (5) That the documentation made available to new Friends Groups by the council is reviewed and refreshed, and that a knowledge bank of templates and guidance documents are made available to assist groups to put key documents and policies, including a strong constitution, in place.
- (6) That to facilitate effective communication channels between the council and friends groups, and between friends groups in Chesterfield, that a Friends Group Committee be established, also that a bi-annual Friends Group newsletter be published which will also enable the work of Friends Groups to be shared and celebrated with a wider audience.
- (7) That officers work closely with, and provide advice and guidance to Friends Groups who are bidding for external funding in order to reduce duplication, increase coordination and ensure better outcomes from the bids.

35 FORWARD PLAN

The Committee considered the Forward Plan for the period 1 February – 31 May 2017.

RESOLVED –

That the Forward Plan be noted.

36 WORK PROGRAMME FOR THE COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE

The Committee considered the list of items included on its Work Programme for 2016/17.

It was noted that the first scrutiny work programme action planning day would be on 1 February, 2017, and following the work programming process new work programmes would be developed for each of the Scrutiny Committees for 2017/18.

RESOLVED –

That the work programme be approved.

37 MINUTES

The Minutes of the meeting of the Community, Customer and Organisational Scrutiny Committee held on 13 September, 2016 were presented.

RESOLVED –

That the Minutes be approved as a correct record and signed by the Chair.

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ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE

Tuesday, 7th February, 2017

Present:-

Councillor Sarvent (Chair)

Councillors Perkins Callan Dyke Derbyshire	Councillors P Gilby +++ V Diouf Caulfield Bagley +
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Anita Cunningham, Policy and Scrutiny Officer
 Martyn Hudson, Careline and Support Services Manager +
 Martin Key, Health and Wellbeing Manager ++
 Rachel Lenthall, Committee and Scrutiny Co-ordinator
 John Ramsey, Principal Green Spaces Officer ++

+ Attended for Minute No. 49
 ++ Attended for Minute No. 50
 +++ Attended for Minute No. 52 and 53

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

No declarations of interest were received.

47 APOLOGIES FOR ABSENCE

No apologies for absence were received.

48 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF PUBLIC

RESOLVED –

That under Section 100(A)(4) of the Local Government Act 1972 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 Paragraph 3 of Part 1 of Schedule 12A of the Act.

49 CABINET MEMBER FOR CUSTOMERS AND COMMUNITIES -

CARELINE PROGRESS REPORT

The Cabinet Member for Customers and Communities and the Careline and Support Services Manager attended to provide a progress report on the implementation of recommendations from the review of Careline and Support Services. A report was approved by the Joint Cabinet and Employment and General Committee on 9 February, 2016 to put in place a new structure for Careline and Support Services in order to mitigate the effects of reductions in Derbyshire County Council (DCC) funding and move towards a financially self-sustaining service.

The Careline and Support Services Manager advised that the funding from DCC for the scheme managers had been lost and these posts had been deleted as part of the review. However, funding for the monitoring of Careline alarms and floating support was still being received. The level of funding was expected to fall in 2016/17, with further reductions every year from 2017/18 if the funding for Careline monitoring was withdrawn.

Following the removal of the scheme managers in April, 2016, the cleaning of the sheltered schemes was now carried out by the council's building cleaning team which had received good reviews. There was a plan to review other contracted services in 2017/18 including window cleaning, grounds maintenance and laundry equipment. The Careline alarm system and associated services at sheltered schemes, including CCTV, would be updated. Brocklehurst Court would be updated first as the scheme would be undergoing a major refurbishment; Support Officers were assisting with the temporary rehousing of tenants.

The Careline and Response Service had been fully staffed since September 2016. A Social Inclusion Officer had been appointed and was working with residents to co-ordinate, facilitate and expand the level of activities at sheltered schemes. A Team Leader for Support Services had been in post since September 2016. The Team Leader had previous experience of working in Adult Social Care and was hoping to enhance the skills of the current support staff in this area. The Publicity and Marketing Officer had been in post since September 2016 and had reviewed all marketing and publicity activity for the service.

Applications were being prepared for accreditation to the Telecare Services Association Quality Standards Framework and the Derbyshire Dignity Challenge.

The Careline and Support Service took over the management of 6 community rooms provided by Housing Services and had a programme of refurbishments planned. Current users had been consulted in order to understand what improvements were needed. Members asked if friends groups were being involved in the refurbishment and management of the community rooms. The Careline and Support Services Manager responded that all the necessary friends of groups had been involved in consultations.

Since April 2016, there had been an increase in the number of self-funders receiving the Careline response service and signing up to the support service. Chesterfield Borough Council (CBC) took the opportunity of offering a Careline provision and monitoring service to residents living in the Derbyshire Dales (DD) and took over two thirds of DD Careline users.

The overall financial situation for 2016/17 was better than reported in February 2016 due to the net increase in Careline response self-funders and the monitoring of former Dales Housing customers. There was a risk that DCC may remove its funding for Careline however this had been mitigated by increases in income and staffing savings.

Members had concerns over the coordination of activities and resident engagement at Parkside as there were two types of activities being offered by two different groups. The Careline and Support Services Manager replied that initially the mix of new and old tenants in the scheme had worked well and a residents committee had been set up with support from the Social Inclusion Officer. The committee was running activities such as bingo and coffee mornings, whilst the Social Inclusion Officer assisted with other activities such as chair based exercise. There had been concerns that activities were only targeting a small group of people and the Social Inclusion Officer was working to ensure all residents felt comfortable to take part in activities. A meeting had been set up with the residents to go over these issues and discuss residents' concerns with their tenancies. There was also some confusion with residents' understanding of CBC's role in Parkside and Careline; this would be clarified at the meeting.

Members asked if there was a danger of the Careline and Response Service overstressing its capacity by expanding into the DD. The Careline and Support Services Manager responded that CBC was clear on what they could and could not provide. DD residents did not receive a

response service prior to CBC taking over and CBC has carried on the same service. The alarms can be monitored within the current staffing resource however to provide a response service as well would have caused a staffing issue. If there was the opportunity to take on further business in that area, the commitment required from CBC would be reviewed.

Members asked if the funding from DCC for the monitoring of alarms had been extended beyond 31 March, 2017. The Careline and Support Services Manager advised that an exempt report had gone to DCC's cabinet about the alarms and there was a meeting arranged with partners and DCC where it was hoped the issue over the contract would be discussed.

Members enquired about the timescale for installing the CCTV in the sheltered schemes and community rooms. The Careline and Support Services Manager replied that a CCTV system would be initially be installed at the main entrance door of two community rooms at Wimborne Crescent and Winstar Court as refurbishment works were planned for May/June 2017; this would then be followed by Brocklehurst Court which was due to have a major refurbishment during 2017/18. CCTV would then be installed in the other community rooms and sheltered schemes when refurbishment work was carried out to them. The CCTV system would be connected to the Careline office, however it would only be intended to assist with access into the buildings.

Members asked if all the employees working at Careline were employed by CBC on permanent contracts or if agencies were still being used. The Careline and Support Service Manager advised that all employees were employed by CBC and all were on permanent contracts.

Members questioned if a loss in funding from DCC had been included in the budget predictions. The Careline and Support Services Manager replied that this had been mitigated in the report for the review of Careline and Support Services that was approved last year and plans were in place to make the service nearly self-sufficient by 2020.

Members thanked the Cabinet Member for Customers and Communities and the Careline and Support Services Manager for attending to provide the progress report and for answering their questions.

RESOLVED –

1. That the progress report be noted.
2. That feedback from the meeting at Derbyshire County Council regarding funding for the monitoring of Careline alarms be circulated to members.

50 **LOCAL GOVERNMENT ACT 1972 - RE-ADMISSION OF THE PUBLIC**

RESOLVED –

That the public be readmitted to the meeting.

51 **CABINET MEMBER FOR HEALTH AND WELLBEING**

Development of a Health and Wellbeing Strategy

The Health and Wellbeing Manager attended to provide a brief overview of the development of the Health and Wellbeing Strategy; a presentation had been received by the Overview and Performance Scrutiny Forum on 10 January, 2017. Data received from the indices of multiple deprivation indicated that there were large inequalities in life expectancy between the most and least deprived areas and some of the illness averages were significantly worse than authority areas in the rest of England.

Partnership working was crucial to improve health inequalities as borough-wide changes were needed to the way people act in order to improve the health profile. An important factor in improving health was through developing community based actions such as Press Red. This approach was targeted at specific areas and tailored for individual groups that could be varied across the borough. Partnership working was also taking place with the DCC Public Health Team and Sustainability and Transformation Plan Place Group, the redesigned NHS partnership. Falls prevention would be looked at initially as a key part to keeping people safe and out of hospital. Work was being carried out with Sports England to apply for funding for projects.

To address the issues with the alcohol-related harm, work would be undertaken with key groups that have a high demand on services. Also, to improve the feel of the town centre, the possibility of managing alcohol licenses on town centre businesses would be considered.

An internal strategy group including members from all services in the Council would be developed. The work of the group would be overseen by the health and wellbeing partnership.

Members thanked the Health and Wellbeing Manager for attending to provide the update.

Green Spaces and Allotments Strategy

The Principal Green Spaces Officer attended to provide an update on the work that had been carried out by the Greenspaces team and the future plans for the boroughs green spaces.

There had been some funding successes since the committee received the last update in August 2016. Eastwood Park in Hasland had received funding for a wheel/skate park and Stand Road Park had been awarded a small sum of funding for pitch side shelters which was linked to a bigger project. Grants had been received from DCC and Viridor for a new play facility at Langer Lane in Rother Ward.

The Greenspaces team had carried out bulb planting in conjunction with primary and junior schools, friends groups and CBC's Neighbourhoods team. A project was being undertaken at Loundsley Green to create a wetland area; Holme Hall unite, primary schools, friends groups and external contractors were working together to deliver the project.

The Chesterfield in Bloom ceremony was held at Ringwood Hall and was well attended; Chesterfield went on to achieve the gold standard at East Midlands in Bloom. Work had begun to develop activities for this year's entry which included a painting competition for children based around the Women's Tour of Britain which was coming to Chesterfield again in June 2017. Friends groups and tenants and residents groups had been invited to get involved with the view of putting the focus on sustainability and community participation.

Members asked what the life cycle of a bulb was. The Principal Green Spaces Officer advised that 15 years ago a lot of extensive bulb planting took place on the gateways into the town, these bulbs were still thriving. Some of the funding for the bulb planting this year would come from the estate improvement budget.

Members asked if Chesterfield in Bloom received a lot of interest from businesses in the borough. The Principal Green Spaces Officer advised that local businesses are targeted for sponsorship in relation to prize giving and they had always managed to get secure sponsors for the 10 categories. Ringwood Hall had been the main sponsor and often renewed their commitment. Destination Chesterfield had been contacted to get involved however it had not fit with their priorities; the Principal Green Spaces Officer said he would continue to push for their involvement. In addition, getting town centre businesses involved, such as sponsoring hanging baskets, was a challenge.

Members asked if Staveley Town Council could get involved in the Bloom activities through their activity schemes for children in the summer holiday. The Principal Green Spaces Officer would consider involving Staveley Town Council and suggested that they could collaborate on work in King George V Playing Fields or the Staveley Memorial Gardens.

Members thanked the Principal Green Spaces Officer for attending to provide the update and answering members' questions.

RESOLVED –

That the updates be noted and on-going work to improve health and wellbeing be supported.

52 SCRUTINY PROJECT GROUP PROGRESS UPDATES

Councillor Derbyshire, lead member for the Play Strategy Scrutiny Project Group, provided an update. The group members had met with the Principal Green Spaces Officer to discuss the public consultation on the revised Play Strategy; the group would meet again to discuss the results of the public consultation when they were available.

Councillor P Gilby, lead member for the Leisure, Sport and Cultural Activities Scrutiny Project Group, advised that the group members were still waiting for a meeting to be set up with the project board for the new Queen's Park Sports Centre to discuss lessons learnt.

RESOLVED –

That the updates be noted.

53 **SCRUTINY MONITORING**

Councillor P Gilby attended to provide an update on the monitoring of the recommendations from the scrutiny review of the water rates payment policy. The scrutiny review was carried out due to concerns that council tenants may have been evicted from CBC properties for just owing water rates. During the course of the scrutiny project group's work it became clear that this was not the case, however the group also discovered that there was not a formal structure to the contract between Severn Trent Water (STW) and CBC. Conversations would take place between STW and CBC to work towards formulating an agreement. The Director of Finance and Resources would contact STW to set up a meeting to discuss the way forward and steps were being made to continue the agreement with STW.

Members asked what the termination period for the contract would be if STW wanted to cease current arrangements. Councillor P Gilby replied that the first aim was to keep the current contract, but STW had indicated that they wanted to take arrangements for water rates collection back in house for their authority clients in Derbyshire; if this was the case a transitional period of one year would be sought.

Members thanked Councillor P Gilby for attending to provide the progress update on the committee's recommendations.

RESOLVED –

1. That the monitoring schedule be approved.
2. That the Review of Water Rates Payment Policy (EW2) be removed from the monitoring schedule.
3. That Councillor Perkins reports back developments on the water rates contract through her role as scrutiny representative on the Housing Revenue Account Business Plan Steering Group.

54 **FORWARD PLAN**

The Forward Plan was considered.

RESOLVED –

That the Forward Plan be noted.

55 **WORK PROGRAMME FOR THE ENTERPRISE AND WELLBEING
SCRUTINY COMMITTEE**

The Committee considered its work programme. The Chair noted that there were currently no items scheduled for the next meeting in April so it may be cancelled. In addition, members were informed that the next work programme action planning day would take place on 1 March, further detail and an email invite would be sent to members.

RESOLVED –

That the work programme be noted.

56 **MINUTES**

The Minutes of the meeting of the Committee held on 6 December, 2016 were presented.

In respect of Minute No. 39, the Chair advised Members that Councillor Dickinson would be carrying out a special project on the future of the old Queen's Park Sports Centre. The Chair would arrange to meet with Councillor Dickinson to discuss scrutiny's involvement in the project.

RESOLVED –

- 1) That the Minutes be accepted as a correct record and be signed by the Chair.
- 2) That the Chair meets with Councillor Dickinson to discuss scrutiny's involvement with the project on the future of the old Queen's Park Sports Centre.

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