



Please ask for Rachel Lenthall
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The Chair and Members of Overview
and Performance Scrutiny Forum

23 December, 2016

Dear Councillor,

Please attend a meeting of the OVERVIEW AND PERFORMANCE SCRUTINY FORUM to be held on TUESDAY, 10 JANUARY 2017 at 5.00 pm in Committee Room 1, Town Hall, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers Interests relating to items on the Agenda
2. Apologies for Absence
3. Cabinet Member for Business Transformation - Great Place, Great Service Progress Report (Pages 5 - 14)

5:05pm

4. Cabinet Member for Health and Wellbeing - Report from the Health and Wellbeing Manager on the Health and Wellbeing Strategy (Pages 15 - 44)
 - *Public Space Protection Orders and Alcohol Licences Management*
 - *Health Equalities*

- *Partnership work, strategy and review of funding arrangements*

5:30pm

5. Scrutiny Project Group Progress Updates

- *Evaluation of Concessions on Fees and Charges Scrutiny Project Group (Report to follow)*

6:20pm

6. Scrutiny Monitoring (Pages 45 - 50)

- *Concessions on Fees and Charges*
- *Review into External Communications*
- *ICT Developments under Great Place, Great Service*

6:30pm

7. Forward Plan (Pages 51 - 52)

6:35pm

8. Work Programme for the Overview and Performance Scrutiny Forum (Pages 53 - 56)

6:40pm

9. Joint Overview and Scrutiny

6:45pm

10. Overview and Scrutiny Developments

6:50pm

11. Minutes (Pages 57 - 72)

To receive the Minutes of the meetings held on 8 November and 22 November, 2016.

6:55pm

Yours sincerely,

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

Local Government and Regulatory Law Manager and Monitoring Officer

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CHESTERFIELD
BOROUGH COUNCIL

Great Place Great Service Progress Report

**Overview and Performance Scrutiny Forum
10 January 2017**

**Rachel O'Neil
Customer, Commissioning and Change Manager**

Introduction

- The Great Place : Great Service (GP:GS) Transformation Programme was reviewed and revised in December 2015. The programme will transform and modernise the way we work.
- The programme is based on 6 key pillars
 - Customer Service delivery
 - Workforce development
 - ICT development, as an enabler of change
 - Estate rationalisation
 - Commercialisation
 - Development and implementation of a Target Operating Model
- The programme will:
 - deliver increased income and revenue savings
 - Improve customer service
 - Introduce new ways of working

Customer Service Delivery

- Customer Service Excellence accreditation retained;
- Refreshed the public website so that it is more responsive and ongoing improvement plan in place;
- Process changes implemented to improve rent collection;
- Procurement shared service implemented. £53k cashable saving achieved. 54 contracts managed and contract register developed.
- Procurement strategy developed.
- Draft customer charter in development.
- Support services review underway.
- Resource Link developments being scoped.

To do in the next six months:

- Develop and implement Customer Services delivery plan, aligned to the Digital Strategy

Workforce development

- Aspire updated with manager guides and toolkits;
- Pay and Reward project implemented including moving staff from weekly pay to monthly pay;
- E Learning system procured and in development;
- IIP review completed;
- Living wage implemented;
- Delivered management development training;
- Agreed centralisation of training budgets from 2017/18
- Occupational Health provision reviewed and proactive help drop in sessions being implemented;

To do in next six months

- Implement apprentice programme
- Improve leadership skills and capabilities
- Work towards IIP re-accreditation

ICT development

- Aspire implemented and is being increasingly used as a communication tool – but more to do;
- Wi-Fi implemented in key public access buildings;
- Continued roll out of laptops and tablets to support agile working;
- Information Assurance Manager recruited;
- Information Governance Framework and corresponding security policies developed;
- Improved mobile telephony contract negotiated;
- Servers, active directory and some ICT infrastructure tactically updated – but underlying core infrastructure is in need of significant modernisation.
- Digital strategy in development. Next step = consultation with residents / customers & visitors.

To do in next six months

- PSN accreditation and annual ICT Health Check
- Complete contractual review of PPP contract
- Member approval of Digital Strategy

Estate rationalisation

- CBC is a key partner in One Public Estate activity;
- Epims estate mapping complete;
- Chesterfield locality review underway;
- Occupancy of our rental estate remains very high;
- Working with DCC on relocation of Register Office to Town Hall;
- Town Hall refurbishment re-planned;
- Healthy Living Centre – extra capacity for classes;
- Draft asset management plan in place;

To do in next six months

- Develop detailed asset management plan;
- Begin Town Hall refurbishment and planned CCTV relocation;
- Development of museum store;

Commercialisation

- Commercial Strategy approved and training procured
- Commercial Building Service developed
 - £90K of works quoted, £40K won
 - Derbyshire Trusted Trader & Contractor Health and Safety (CHAS) status
 - Promotional leaflet to be circulated with Business rates;
- Crematorium company being established;
- Building Control company being established;
- Commercial Catering Function established commencing with Market Hall and Borough-wide rollout planned
- Commercial work programme developing including housing development
- Old Queens Park Site – Options appraisal

To do in next six months

- Implement commercial work programme
- Work on implementing subsidy reductions in Venues and Leisure

Target Operating Model

- Target Operating Model developed;
- Project Monitoring Office (PMO) implemented to track and manage change across the council;
- PPP contractual review being initiated;
- Options for new ways of working being developed for museum and venues;

To do in next six months

- Complete PPP contractual review;
- Embed PMO process;
- Complete Support Services review;
- Gain member agreement on new ways of working for museum and venues;

Summary

- GP : GS programme remains complex and challenging;
- Resources are limited and in some cases this is delaying the speed of implementation of some projects.
- Step changes already implemented are showing positive rewards;
- GP : GS focus needs to move away from being centred around Town Hall refurbishment;
- Radical change is required to move us towards ICT being an enabler of transformation;
- The programme needs to place greater focus and resources on our 'workforce' and supporting them through change over the next six months;
- Development of a Digital Strategy – with supporting ICT and Customer Services Delivery Plans – will provide greater focus and clarity on how we will transform services to our customers over the next four years.

Recommendations to Committee

- The content of this report is noted;
- The progress achieved and the planned work is supported;
- Consideration is given to the need for a update to be presented to Scrutiny in six months time;
- Consideration is given to any specific areas of the programme that would benefit from more detailed scrutiny and if so, it is carried forward to the Scrutiny work planning 2017/18 workshop for prioritisation.



Developing a Health and Wellbeing Strategy

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Overview and Performance Scrutiny Forum – 10.01.17

Martin Key, Health & Wellbeing Manager

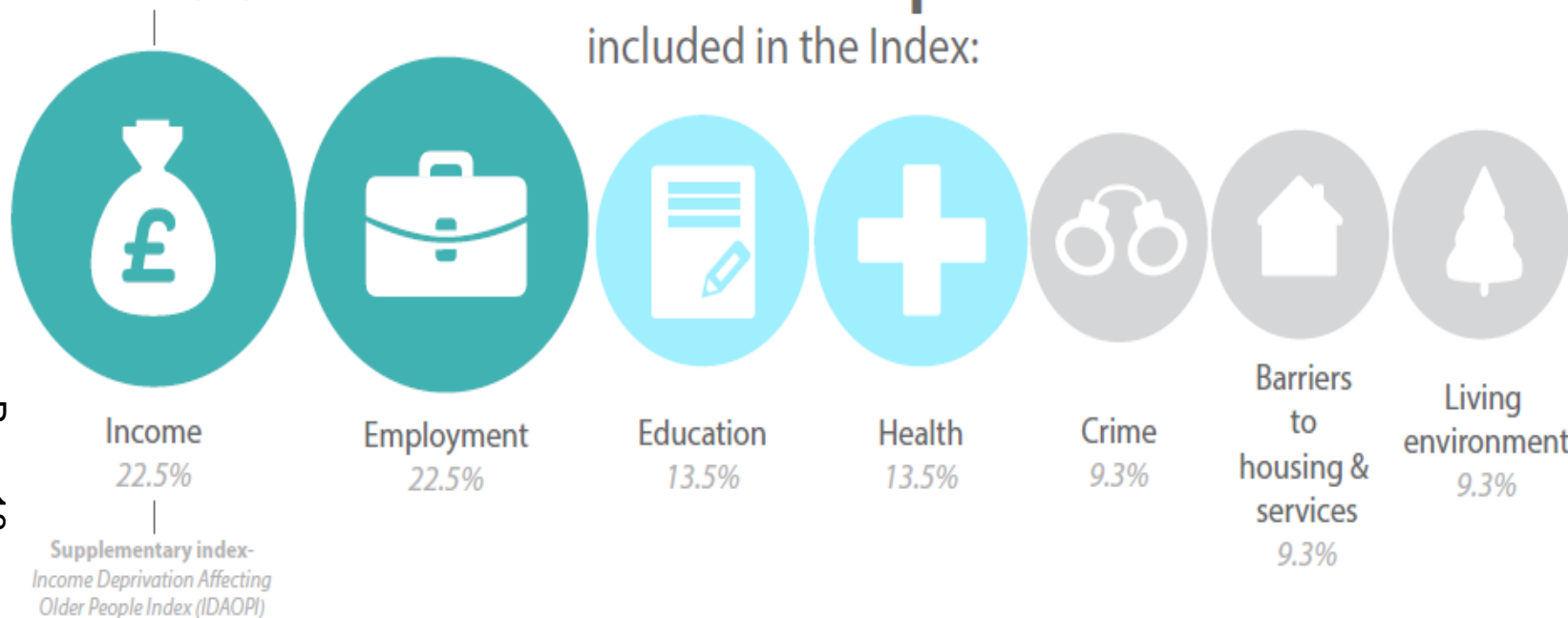
Agenda Item 4

What is going to be covered this evening

- *Health Inequalities*
- *Indices of multiple deprivation and health profile of Chesterfield*
- *Chesterfield Health and Wellbeing Partnership*
- *Health and Wellbeing Projects*
- *Partnership work, strategy and review of funding arrangements*

Indices of Multiple Deprivation

7 domains of deprivation included in the Index:



- There are 326 English local authority districts included in the Indices of Multiple Deprivation.
- In 2015 Chesterfield was the 85th most deprived district (91st in 2010)

- England is divided into 32,844 Lower Layer Super Output Areas (LSOA's)
- 6 of Chesterfields 68 LSOA's fall within the top 10% of most deprived areas in England across all domains (5 in 2010)
- A further 14 LSOA's fall within the top 20% of most deprived areas (12 in 2010)

Chesterfield Key Messages

- Entrenched and worsening deprivation in several Chesterfield neighbourhoods
- All six of the Chesterfield LSOAs in the 10% most deprived in 2015 have deteriorated since 2010
- Deprivation inequality has risen - those within the 10% least deprived have improved and the 10% most deprived deteriorating.

Chesterfield Key Messages

- Health and disability is a major concern for Chesterfield borough. The Borough is ranked the 25th most deprived in England for this domain and half of the LSOAs fall within the 20% most deprived within England.

Health Profile

- About 21% (3,700) of children live in low income families.
- Life expectancy is 10.0 years lower for men and 8.4 years lower for women in the most deprived areas compared to the least deprived areas.
- In Year 6, 19.8% (192) of children are classified as obese.

Health Profile

The following are significantly worse than the England average

- The rate of alcohol-related harm hospital stays
- The rate of self-harm hospital stays
- The rate of smoking related deaths
- Estimated levels of adult excess weight
- The rate of hip fractures
- The rate of early deaths from cardiovascular diseases

How to drive improvements?

- Strategic Partnerships
- Medium to long term term
- Population level change
- Develop community based action
- Targeted approach
- Sustainable
- Embedded in all council actions



Strategy Development

- Must fit within existing health and wellbeing policies and those of partners
- Council plan priority **to improve the quality of life for local people**
- To improve the health and well-being of people in Chesterfield Borough
- To reduce inequality and support the more vulnerable members of our communities

Chesterfield Health and Wellbeing Partnership Priorities

Five priorities, which align with the Derbyshire Health and Wellbeing Board priorities and other local partner priorities, have been outlined:

- Social Capital
- Financial Inclusion
- Mental Health and Wellbeing
- Healthy Lifestyles
- People

Existing Health and Wellbeing Groups

- Derbyshire Health & Wellbeing Board
- Chesterfield Health & Wellbeing Partnership
- Planning & Health Group
- Strategic Health Group (NEDDC & BDC)
- STP Place Group
- Locality Childrens Partnership
- Community Safety Partnership

Marmot Review 2010

- A. Give every child the best start in life
- B. Enable all children, young people and adults to maximise their capabilities and have control over their lives
- C. Create fair employment and good work for all
- D. Ensure healthy standard of living for all
- E. Create and develop healthy and sustainable places and communities
- F. Strengthen the role and impact of ill health prevention



Key areas of activity

- Partnerships – DCC public health, CCG (STP) and Place (includes DCC social care)
- Shared objectives
- Co-commissioning of services (VCS funding)
- Obesity – initial focus on schools partnering
- Inactivity – build on Press Red work, Sports England
- Falls prevention
- Alcohol – use licensing powers, focus on key groups, work with CSP, police and PCC
- Health In All Policies



Next Steps

- Continue to strengthen partnerships
- Health In All Policies – is an approach to public policies that systematically takes into account the health implications of decisions, seeks synergies, and avoids harmful health impacts in order to improve population health and health equity.
- Core Health & Wellbeing internal Strategy group to develop key work areas



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For publication

Public Space Protection Orders

Meeting: Overview & Performance Scrutiny Forum

Date: 10 January 2017

Report by: Health & Wellbeing Manager

1.0 Purpose of report

- 1.1 To update the Overview and Performance Scrutiny Forum on progress on the development of a new Public Space Protection Order (PSPO) to provide for enhanced dog control.
- 1.2 To outline options for updating the existing Designated Public Place Order (DPPO) to extend controls on street drinking and related anti-social behaviour.

2.0 Recommendations

- 2.1 The Overview and Performance Scrutiny Forum is recommended to note the progress made in respect of dog controls under a new PSPO and the results of the public consultation.
- 2.2 The Overview and Performance Scrutiny Forum is recommended to note the next steps in respect of dog controls under a new PSPO as outlined in section 3.20 below.
- 2.3 The Overview and Performance Scrutiny Forum is recommended to note the early discussions on possible changes to the street drinking controls as outlined in section 3.21 and the proposed next steps outlined in section 3.22.

3.0 Report details

Legislative Background

- 3.1 The Public Space Protection Order (PSPO) is a new power under the Anti-Social Behaviour, Crime and Policing Act 2014 and came into force in October 2014.
- 3.2 PSPO's are intended to deal with a particular nuisance or problem in a particular geographical area that is detrimental to the local communities quality of life, by imposing conditions on the use of that area which apply to everyone. They are designed to ensure law-abiding majority can use and enjoy public spaces, safe from anti-social behaviour.
- 3.3 A PSPO can be made by the local authority if they are satisfied on reasonable grounds that the activities carried out or likely to be carried out, in a public place:
- Have had, or is likely to have a detrimental effect on the quality of life of those in the locality.
 - Is, or likely to be of a persistent or continuing in nature.
 - Is, or is likely to be unreasonable.
 - Justifies the restrictions imposed.
- 3.4 Local Authorities can make a PSPO on any public space within its own area. The definition of public space is wide and includes any place to which the public or any section of the public has access. A PSPO can contain both restrictions and requirements which will be determined by the Council after consultation with key stakeholders. These can be targeted against particular behaviours, by particular groups at specific times with more than one restriction being included within the PSPO. This means the Order can deal with a wider range of behaviours than the orders and by-laws it replaces.
- 3.5 Breaching a PSPO is a criminal offence and enforcement officers can issue Fixed Penalty Notices if appropriate to do so or create a prosecution file.
- 3.6 The PSPO can be in place for a maximum of three years and are designed to be flexible and responsive to need. There is no limit on the number of times that Orders can be renewed, as long as

the need is still present. Variation of a PSPO can be done at any time to respond to the changing needs of public spaces.

Background – dog control

- 3.7 In June 2012 the Council received a petition with over 800 signatures seeking dogs on leads in the borough parks and footpaths. The petition was considered at an Overview and Performance Scrutiny meeting on 9th October 2012. It was recognised that restricting the ability to exercise a dog off lead, particularly at larger parks was contrary to the Animal Welfare Act and the spirit of providing public open spaces for all to enjoy. But it was also accepted that some dogs are not kept under control and cause worry to other people, including other dog walkers.
- 3.8 There is a range of civil and legal remedies to control dogs in public areas including the Dogs Act 1871 and the Dangerous Dogs Act 1991 (enforced by the Police for 'dangerous dogs' and 'banned breeds'). Housing Services can also control dogs within and around their properties through enforcing the tenancy agreement.
- 3.9 Under the Clean Neighbourhoods and Environment Act 2005, the Council adopted several Dog Control Orders (DCO's), these are: -
- ✓ DC01 – dog fouling is not permitted in cemeteries (Boythorpe, Brimington, Spital and Staveley).
 - ✓ DC02 – dogs must be kept in a lead at cemeteries (Boythorpe, Brimington, Spital and Staveley).
 - ✓ DC03 - requiring the removal of faeces on all public open spaces.
 - ✓ DC04 – dog exclusion zone at Eastwood Park, Hasland (specified on a map)
 - ✓ DC05 – dogs must be on a lead at Eastwood Park, Hasland (specified on a map).
 - ✓ DC06 – dogs on leads by direction at Eastwood Park, Hasland (when requested by an authorised officer).
- 3.10 As part of the review of the anticipated extent and controls of the new PSPO for dog control analysis of the number of complaints were reviewed and the following summarises the current data.

Table showing number of complaints per year for dog fouling and nuisance dogs

Year (April to March)	Number of dog fouling complaints	Number of complaints about dogs (off lead, causing alarm or distress)
2013 - 2014	308	43
2014 - 2015	332	50
2015 - 2016	357	35

3.11 The table above shows the information collated by Environmental Health only. The Housing Rangers and Park Rangers also receive complaints about dog fouling and nuisance dogs on housing/park land; however, they do not have any systems to record the specific details and/or numbers of complaints. Complaints have also been made to the parks team regarding nuisance dogs at nature reserves within the Borough and from the angling teams using the lakes at Holmebrook Valley Park and Poolsbrook Country Park.

Dog Control Consultation Outcome

3.12 The following outlines the responses to the public consultation carried out between Monday 26th September and Friday 4th November 2016.

3.13 Question 1 - The Council has existing powers which makes it an offence if a person in charge of a dog fails to clean up its faeces. Do you think we should continue to enforce this? (Making it an offence if a person in charge of a dog fails to clean up its faeces.)

Yes – 307 No – 1 Don't know – 0

Recommendation: The PSPO will require all owners to pick up after their dogs; therefore, it will be an offence if a person in charge of a dog fails to clean up its faeces.

3.14 Question 2 – At Boythorpe Cemetery, Brimington Cemetery, Spital Cemetery, Staveley Cemetery and within the Crematorium grounds it is a requirement for dogs to be under control and on a lead. Do you think we should continue to enforce this?

Yes – 297 No – 10 Don't know – 2

Recommendation: The PSPO will require all dogs to be on a lead at Boythorpe Cemetery, Brimington Cemetery, Spital Cemetery and Staveley Cemetery and within the Crematorium grounds.

- 3.15 Question 3 - In relation to Eastwood Park (Hasland) it is an offence to allow dogs in the play area. Dogs must also be kept on leads at all times around the lodge, wildlife garden and tennis courts area, and dogs must be put on a lead in the remainder of the park if asked to do so by an authorised officer. Do you think we should continue to enforce these requirements?

Yes – 274

No – 23

Don't know – 11

Recommendation: The PSPO will require all dogs to be kept on leads at all times around the lodge, wildlife garden and tennis courts area and in other areas of the park, dogs must be put on a lead if asked to do so by an authorised officer. The PSPO will also exclude dogs from the play area at Eastwood Park.

- 3.16 Question 4 - Do you think we should introduce a new offence under the PSPO requiring dog walkers to carry a 'poop bag' or other means for picking up after their dog?

Yes – 267

No – 35

Don't know – 7

The results have identified the need for following further considerations. The Council does not have powers to 'stop and search' residents (only the Police have this power). Therefore, we wouldn't be permitted to stop dog walkers and ask if they have the 'means to pick up'; we would only be able to ask if another dog related offence had been committed (i.e. dog has fouled and owner failed to pick up). The Kennel Club (statutory consultee) have provided a detailed response and supports proactive efforts that local authorities implement to encourage responsible dog ownership, the requirement to be in possession of means to pick up has to be fair and proportionate and that responsible dog owners would be penalised unfairly. They also raise the point that responsible dog owners, who know their pet well, might only carry one bag, use it and then bin it but then not have a bag upon their person. The Kennel Club also highlight that Cornwall Council

included this question in their consultation and subsequently decided against it as they deemed it to be 'disproportionate and concluded that the requirement would be toothless'. So someone might carry a bag but have no intention in using it.

3.17 Question 5 - Do you think we should introduce a new offence under the PSPO prohibiting dogs in children's play areas?

Yes – 238 No – 35 Don't know – 23

When asked which play areas, 146 respondents chose to comment, the results are as follows:

Typical areas given	Number of comments
All play areas	53
All fenced in areas	10
Holmebrook Valley Park	14
Queens Park	4
Inkerman Park	6
Eastwood Park	9
Poolsbrook Country Park	2
Somersall Park	3
Stand Road Park	4

There needs to be further consideration of the next steps. There are 80 play areas within the Borough. If dogs were prohibited from every play area (fenced or unfenced) there would have to be a significant number of signs erected at every entry to that park/play area and maintained. The number of enforcement patrols would also increase. There has to be a balance for families that use the play areas and also bring their dogs with them. We would also have to provide dog hook up points, so dogs can be secured whilst the family use the play area. There is also the need to consider football pitches too.

3.18 Question 6 – Do you think we should introduce a new offence under the PSPO requiring dogs to be kept on a lead in additional designated area?

Yes – 172 No – 70 Don't know - 58

When asked which areas, 97 respondents chose to comment, the results are as follows:

Typical areas given	Number of comments
All play areas	45
Areas near wildlife / nature reserves	5
Outdoor sports pitches	4
Holmebrook Valley Park	3
Eastwood Park	2
Poolsbrook Country Park	2
Somersall Park	2
Graveyards and cemeteries	2
Shentall gardens	2
Town centre	2
Stand Road Park	1
Other areas / comments	27

There needs to be further consideration of the next steps. Signage needs to be erected in prominent locations to inform residents and visitors to the town the requirements of the PSPO, particularly if there are designated areas requiring dogs to be on leads. The more designated areas, the more signage required and this adds to the overall cost of implementation. The Kennel Club don't normally oppose designated areas for dogs to be on leads provided the local authority makes alternative provisions for dog walking and exercising dogs off lead.

The Kennel Club support reasonable "dogs on leads" when proportionate such as picnic areas, cemeteries or sites where livestock and sensitive wildlife may be present, or on pavements in proximity to cars and other road traffic.

The Kennel Club will oppose PSPOs which introduce blanket restrictions on dog walkers accessing public open spaces without specific and reasonable justification.

3.19 Question 7 – Do you have any other comments or suggestions?

When asked, 133 respondents chose to comment, the results are as follows:

Typical areas given	Number of
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	comments
Questioning enforcement / visibility of enforcement	36
In favour of designated dog exercise areas	20
General comments in support of proposals	19
In favour of dogs being kept on leads	8
Practicalities regarding poo bags and bins	7
Safety concerns	5
Concerns about criminalising dogs/owners	2
Regarding signage	2
Other comments	34

There needs to be further consideration of the next steps. Enforcement at different locations, particularly out of hours (evenings and weekends). Signage needs to be visible and draw the attention of the public. The Kennel Club has made specific recommendations "you are now entering a dog exclusion zone" and "you are now leaving a dog exclusion zone". Provision of more dog litter bins and/or dog poo bag dispenser at some/all parks.

Next steps

3.20 The following are the proposed next steps in respect of dog control

- Publish the results on the website
- Agree the content of the PSPO in relation to dog control
- Cabinet to agree/sign off the proposals
- Update staff
- Confirm enforcement roles
- Design signage
- Remove old signs
- Erect new signs
- Advertise on social media/press/website, inform residents/tenants/visitors to the area
- Monitor/enforcement patrols

Background – DPPO and Wider Anti-Social Behaviour

- 3.21 A recent meeting of key stakeholders and partners has taken place to consider whether the existing DPPO should be allowed to 'transition' directly into a PSPO or whether changes are required to enhance the controls on street drinking. As part of the discussion there were also a number of other issues identified relating to anti-social behaviour particularly in Chesterfield Town Centre and these included urinating and defaecating in a public place, aggressive begging and some public realm issues such as fly posting and graffiti.
- 3.22 Following the workshop it has been agreed to review the outcomes and establish a further meeting to examine options for enhanced controls through a new PSPO. This is currently at an early stage and would need to be fully developed before formal consultation commenced.

4 Human resources/people management implications

- 4.1 Breaching a PSPO is a criminal offence and enforcement officers can issue Fixed Penalty Notices. It would be advisable to put in place a review across the whole Council as to which staff has enforcement powers. Some staff may need refresher training.

5 Financial implications

- 5.1 There is a financial implication in that the control zones will need to be signed to allow enforcement. The more restrictions and requirements in place, the more signage that needs to be displayed; for example if restrictions were imposed at a public park, every entrance to that park would need to have appropriate signage clearly displaying what is required of visitors to that park.

6 Legal and data protection implications

- 6.1 The implementation of the PSPO can be challenged by any 'interested person' within 6 weeks of the making of the Order; the challenge is made at the High Court. Anyone who is directly affected by the making of the PSPO can challenge the order. A challenge can be made on the basis that the Council does not have the power to make the Order, or that the particular prohibitions or

requirements are unnecessary or that procedurally the order is defective.

7 Consultation

7.1 Under the Anti-Social Behaviour Crime & Policing Act 2014, Chesterfield Borough Council has the option of keeping the existing DCO's as they are (i.e. listed above in the table above) and including them in the new PSPO and to introduce some new requirements to deal with dog fouling and problematic behaviour.

7.2 Between Monday 26th September and Friday 4th November a consultation document was made available to the following stakeholders:

- Kennel Club (statutory consultee)
- RSPCA
- CBC employees
- CBC councillors
- DCC councillors
- Staveley Town Council
- Brimington Parish Council
- Derbyshire Police
- Friends of the Parks (several groups)
- Groups that use the parks (e.g. football, angling, running)

7.3 The consultation document was made available via the council's website and was advertised on social media. Paper copies were available at local libraries, veterinary surgeries and on the reception desks at the customer contact centre and town hall.

8 Recommendations

8.1 The Overview and Performance Scrutiny Forum is recommended to note the progress made in respect of dog controls under a new PSPO and the results of the public consultation.

8.2 The Overview and Performance Scrutiny Forum is recommended to note the next steps in respect of dog controls under a new PSPO as outlined in section 3.20 below.

8.3 The Overview and Performance Scrutiny Forum is recommended to note the early discussions on possible changes to the street

drinking controls as outlined in section 3.21 and the proposed next steps outlined in section 3.22.

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SCRUTINY COMMITTEE RECOMMENDATIONS - IMPLEMENTATION MONITORING SCHEDULE

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> (<i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i>) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
OP6 Page 45	Services Fees and Charges Concessions	OPS 08.12.15. Cabinet 12.01.16.	<p>Appointed 16.06.15, Scope approved 8.09.15. SPG report approved 08.12.15. Cabinet approved 12.01.16 providing officers present reports on the financial impact to Cabinet for consideration before implementation.</p> <ol style="list-style-type: none"> 1. Concessions made should be part of a pricing approach which ensures that total costs are covered. 2. Concessions made on bulky waste and pest control reduced from 50% to 20%. 3. The cost of providing concessions is offset from charges made on popular services. 4. Leisure and theatres to have freedom to vary concessionary rates. 5. Services should know the unit cost of service provision. 6. Not publishing lists of all concession categories, services just to advise concessions available. 	6 months from 12.01.16	Progress report received 06.09.16.	Next progress due 10.1.17, evaluation of SPG requested and confirmation that all recommendations are resolved.

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> (<i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i>) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
			<ul style="list-style-type: none"> 7. Entitlement to concessions should be checked when they are given. 8. Categories updated to include universal credit housing/no earned income. 9. Review of categories of concession offered by leisure. 10. Concessions not offered on criteria of being 60 or over. 			
EW6 Page 46	Dog Fouling	EW 05.02.15 Cabinet 10.03.15	<ul style="list-style-type: none"> 1. Review of staff resources – enforcement team. 2. Realise potential of neighbourhood wardens. 3. Purchase new mobile phones for street scene team. 4. Borough wide review of provision of dog bins. 5. Change signage wording re fine limit / introduce more innovative imagery for signs. 6. Introduce co-ordinated and structured communication and engagement with communities. 	6 month progress report	Progress report received 02.02.16.	Agreed as completed by EW 04.10.16.
EW5 &	New Leisure Facilities (SPG) (<i>now</i>	EW 05.06.14 Cabinet	<ul style="list-style-type: none"> 1. Consider Community Engagement Strategy principles throughout corporate projects. 	6 month progress report	CCO agreed 24.11.15 to monitor corporate	Next CCO2 - corporate progress report

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> (<i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i>) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
CCO2 Page 47	<i>Leisure, Sport and Cultural Activities SPG including various sub groups) - -</i>	23.09.14	2. Pre consultation dialogue takes place with key stakeholders. 3. Internal communications and engagement plan be developed for projects impacting on employees.		progress following next major consultation exercise. EW Progress report received 23.04.15. SPG to attend meeting with Leisure Centre Build Programme Board to sign off the Phase 1 work.	TBA. Next EW5 leisure progress report TBA.
OP5	ICT Developments (under Great Place, Great Service)	OP 10.09.14 Cabinet 02.12.14	The Council recognises and values the varied and specialist knowledge required to support its ICT needs and requirements and that a sum of money equivalent to one full time equivalent post is put aside for this purpose.	6 month progress report.	Progress received 14.06.16 - OP resolved to reword recommendation. Rewording agreed OP on 10.11.15. Progress received 14.6.16.	Monitoring next due 10.01.17
OP4	Review into External Communications (SPG)	OP 19.06.14 Cabinet 29.07.14	1. Adopt clear branding 2. Review marketing / communication activities. 3. Introduce use of analytics. 4. Adopt a 'digital first' approach.	6 month progress report	Progress report received 14.06.16.	Monitoring next due 10.01.17

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> (<i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i>) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
EW4	Hackney Carriage Licence Limit (SPG)	EW 16.01.14 Appeals & Regulatory Ctte on 12.02.14	1. Produce clear comparison survey by taxi rank.	6 month progress report.	Information circulated 30.12.14. Progress provided to EW on 28.7.15 and 6.10.15. 02.08.16 Progress report provided, Progress report provided 06.12.16 on survey.	Agreed as completed by EW 06.12.16.
Page 48 W2	Review of Water Rates Payment Policy (SPG)	16.01.14 and 05.06.14. Cabinet 29.07.14.	<ol style="list-style-type: none"> 1. Provide 6 month update on collection process and technology review. 2. Provide update when contract signed and again after 1 year. 3. Support review of Tenant's information. 4. Provide 6 month update on number of evictions for water rates. 5. Amend Policy wording. 	6 months	Further SPG review / recommendations approved 29.07.14. Progress requested EW on 18.12.14 and sent 28.01.15. Progress received EW on 28.7.15 and 6.10.15. Agreed monitoring complete subject to specific info.	Monitoring TBA to receive information regarding responsibility for contract management and monitoring.

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> (<i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i>) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
					being provided.	
CCO1	Statutory Crime & Disorder Scrutiny Ctte			6 monthly meetings		Next 6 monthly meeting due 21.03.17
Page 49	“ “	29/09/11 (No 0044)	Progress report on sharing information re alcohol related health problems and hospital admissions.	6 monthly wef 29/09/11.	Statistics requested for each 6 monthly meeting	Agreed on 08.01.15 that statistics on alcohol related health problems / hospital admissions be reported to each 6 monthly meeting.
	“ “	08.01.15 (No 35)	That the Executive Member for Environment be recommended to carry out a review of the decision to stop locking the park gates at night and to consider whether this may have led to the increase in anti-social behaviour and criminal damage and all the associated costs; and That the Crime and Disorder (Community, Customer and Organisation) Committee be provided with the details of the outcome of the review and the cost benefit analysis.	Report requested for 24.11.15 Meeting	Cabinet Member attended and responded to CCO meeting held on 07.07.15. Progress reported 15.09.15 and 24.11.15 (CCO requested account be taken of its views in the final	Date for next progress monitoring report TBC.

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> (<i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i>) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
					executive decision.	
<p>Abbreviations Key : OP = Overview and Performance Scrutiny Forum. CCO = Community, Customer and Organisational Development Scrutiny Committee. EW = Enterprise and Wellbeing Scrutiny Committee). TBA (to be agreed). * Note recommendation wording may be abridged.</p>						

Agenda Item 7

To access the Forward Plan please click on the following link:

<http://chesterfield.moderngov.co.uk/mgListPlanItems.aspx?PlanId=67&RP=134>

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CHESTERFIELD BOROUGH COUNCIL

WORK PROGRAMME: OVERVIEW AND PERFORMANCE SCRUTINY FORUM for 10 January, 2016

	Scheduled Meeting Date(s):	Business Items :	Status :	Raised by:	Cabinet Member Responsibility
1	10.01.17	Public Space Protection Orders	Report received 19.03.15. Progress received 12.01.16. Agreed to include on Scrutiny Work Programme – O&P 10.05.16. Report last received 12.01.16.	<i>O&P and Scrutiny Work Programme Action Planning – April 2016</i>	<i>Health and Wellbeing</i>
2	10.01.17	Great Place, Great Service: <ul style="list-style-type: none"> - Town Hall Restack - Commercialisation - ICT developments - Transformation progress 	Agreed to include on Scrutiny Work Programme – O&P 10.05.16. Report last received 14.06.16. <i>Also see OP5 on Monitoring Schedule.</i>	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Business Transformation</i>
3	10.01.17	Communications: Public consultation Determining public opinion	Agreed to include on Scrutiny Work Programme – O&P 10.05.16. Deferred from 14.06.16. <i>Also see OP4 on Monitoring Schedule.</i>	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Leader/Regeneration</i>
4	10.01.17	Budget Scrutiny and Monitoring	Ongoing. Last reported 22.11.16.	<i>O&P</i>	<i>Leader/Regeneration</i>

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Agenda Item 8

CHESTERFIELD BOROUGH COUNCIL

	Scheduled Meeting Date(s):	Business Items :	Status :	Raised by:	Cabinet Member Responsibility
5	10.01.17	<i>Scrutiny Project Group: Concessions on Fees and Charges</i>	SPG report approved 8.12.15 and approved by Cabinet 12.01.16. Corporate Concessions Policy approved by Cabinet 1.11.16. Update from Concessions Corporate Working Group received 8.11.16, confirmation requested from SPG that all recommendations have been resolved. <i>Also see OP6 on Monitoring Schedule.</i>	O&P	
6	07.03.17	Procurement	Agreed to include on Scrutiny Work Programme – O&P 10.05.16. Last report received 06.09.16.	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Business Transformation</i>
Items Pending Reschedule or Removal:					
		Council Plan and Corporate Performance	To receive progress in implementing the New Performance Management Framework (last received 10.11.15), Performance Management results (last received 10.11.15) and Council Plan Review and Development. Report last received 8.11.16.	<i>O&P Chairs and Scrutiny Work Programme Action Planning – April 2016</i>	<i>Deputy Leader/Planning</i>
Scrutiny Project Groups:					
	Every meeting	Concessions on Fees and Charges	SPG report approved 8.12.15 and approved by Cabinet 12.01.16.	O&P	

CHESTERFIELD BOROUGH COUNCIL

	Scheduled Meeting Date(s):	Business Items :	Status :	Raised by:	Cabinet Member Responsibility
		<i>SPG Evaluation</i>	Corporate Concessions Policy approved by Cabinet 1.11.16. Update from Concessions Corporate Working Group received 8.11.16, confirmation requested from SPG that all recommendations have been resolved. Feedback from an evaluation of the SPG requested for early 2017.		
<i>Corporate Working Groups:</i>					
	Every meeting	Concessions Policy Working Group	Progress update received 08.11.2016.	O&P	
<i>New Business Items Proposed:</i>					

Note: Members may wish to agree items from the Forward Plan (FP) and Scrutiny Monitoring Schedule for the work programme. *[KEY to abbreviations: O&P = Overview and Performance Scrutiny Forum. CCO = Community, Customer and Organisational Development Scrutiny Committee. E&W = Enterprise and Wellbeing Scrutiny Committee. TBC = to be confirmed].*

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OVERVIEW AND PERFORMANCE SCRUTINY FORUM

Tuesday, 8th November, 2016

Present:-

Councillor P Gilby (Chair)

Councillors J Barr Borrell Callan Catt T Gilby +	Councillors Miles Flood Perkins Sarvent
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Anita Cunningham, Policy and Scrutiny Officer
 Rachel Lenthall, Committee and Scrutiny Co-ordinator
 Donna Reddish, Policy and Communications Manager +

+ Attended for Minute No. 25

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

No declarations of interest were received.

24 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Derbyshire, V Diouf and Dyke.

25 DEPUTY LEADER AND CABINET MEMBER FOR PLANNING - COUNCIL PLAN AND PERFORMANCE

The Deputy Leader and Cabinet Member for Planning and the Policy and Communications Manager attended to provide a report on the progress made during the second year of delivery of the Council Plan 2015 – 2019.

The Deputy Leader advised that significant progress had been made with 85% of the key deliverables being achieved during year one of the four year plan. The plan was revised and approved by full Council in February, 2016 to take into account new data available during 2015/16 which included the indices of multiple deprivation and the new health profile.

The second year of the plan was the half way point and 54 key activities had been identified for priority delivery in 2016/17. The Policy and Communications Manager added that 35 of these key activities had either been completed or were still on target for completion during 2016/17.

The Policy and Communications Manager noted that there were 15 key activities RAG rated as amber and 5 rated as red. The contributing factors to the awarding of an amber or red rating included a reliance on external funding which was becoming harder to get, risks and uncertainties around government legislation and a reduction in financial and human resources. A Corporate Cabinet/CMT Away Day was held on 8 November, 2016 which looked at priority areas that needed focus in the next two years.

Members were aware of the difficulty accessing external funding and concerns were raised that community groups were not winning funding bids if there was a connection to the Council. The Policy and Communications Manager replied that a link between external bodies and the Council was being created by including activities in the council plan and the Council needed to be aware of the effect this may have on external bodies applying for grants. Members suggested that a better option could be that the Council gave advice and support to groups requesting funding rather than supporting the specific bid. In addition, there had been issues with information being requested on leases and terms of ownership as part of funding applications.

The Policy and Communications Manager added that there were a lot of activities on the council plan that required external funding and careful consideration was needed to prioritise commitments where there was a greater need of funding.

Members thanked the Deputy Leader and Policy and Communications Manager for attending and providing the update.

RESOLVED –

1. That the progress to date be noted.
2. That the work undertaken on the Corporate Cabinet/CMT Away Day on 8 November, 2016 to prioritise the remaining targets be noted.
3. That the funding concerns be reported back to the Scrutiny Project Group on Friends of Groups.

26 FORWARD PLAN**RESOLVED –**

That the Forward Plan be noted.

27 SCRUTINY MONITORING**RESOLVED –**

That the Scrutiny Monitoring Schedule be approved.

28 CORPORATE WORKING GROUP PROGRESS UPDATES

Councillor J Barr as lead member for the scrutiny review of concessions on fees and charges and scrutiny committee appointee to the Concessions Policy Working Group provided an overview of the work undertaken by both the project group and the corporate working group.

The Scrutiny Project Group (SPG) was set up in 2015 following concerns raised by officers about the non-standardisation of concessions across the Council and the issues created by concessions when services were under pressure to reduce budgets. The SPG used a document published by the Audit Commission called “Positively Charged” and carried out research into the concessions offered by other councils. Cabinet members were consulted along with officers from all the departments that offered concessions for Council services. The SPG was conscious that the Council needed to be financially self-sufficient by 2020 and that service manager’s needed to achieve budget savings. The group came up with the idea of formulating a corporate policy for concessions.

A report from the scrutiny review was submitted to Cabinet with 10 recommendations which sought to ensure that the concessions made on fees and charges enabled service costs to be covered and proposed that a member officer working group be established to develop a corporate policy on concessions.

Members asked how many of the recommendations had been maintained in the policy. Councillor Barr replied that though there were concerns over changes to over 60s concessions, consultation with community forums

had been positive and all of the recommendations had been incorporated into the policy.

Members asked if the input from scrutiny had been appreciated. Councillor Barr answered that it had been appreciated and basing their findings on detailed research had given weight to the recommendations. There had also been an appreciation from officers who recognised the work scrutiny had put in to improve the concessions situation.

Members raised a concern over an inconsistent concession that was being offered on the removal of waste that was not covered in the new concessions policy. Councillor Barr suggested speaking to the Senior Environmental Health Officer regarding this issue.

The Chair thanked the Members that represented scrutiny on the Corporate Working Group.

RESOLVED –

1. That the incorporation of the recommendations from the scrutiny review on concessions on fees and charges into the corporate Concessions Policy be noted.
2. That monitoring a report be brought to the Overview and Performance Scrutiny Forum in January, 2016 to confirm that all the recommendations from the scrutiny review have been resolved.
3. That the members of the Scrutiny Project Group on concessions on fees and charges meet to review how the group operated and provide feedback to a meeting of the Overview and Performance Scrutiny Forum early in 2017 on what was positive about the review and what could have been improved.

29 WORK PROGRAMME FOR THE OVERVIEW AND PERFORMANCE SCRUTINY FORUM

The Work Programme for the Overview and Performance Scrutiny Forum was considered. The Chair advised that an extra meeting of the Forum had been arranged for 22 November, 2016 to receive an update on the Budget Monitoring position.

The next Scrutiny Project Group was due to start soon and would review the future of the old Queen's Park Sports Centre. The scrutiny review into Friends of Groups was putting together a draft report which was expected to be received in January, 2017 by the Community, Customer and Organisational Scrutiny Committee.

The item on Constitution Reform had been moved to the work programme of the Community, Customer and Organisational Scrutiny Committee as it fell within the remit of that committee.

The Chair and the Policy and Scrutiny Officer attended the Corporate Cabinet/CMT Away Day on 8 November, 2016 to deliver a presentation on overview and scrutiny work programming. At the away day senior cabinet members, their assistants and senior officers were reminded of the work that took place on the work programme planning days that were carried out earlier in the year and there was the opportunity for discussion to find ways to improve the process. The overview and scrutiny management team consisting of the Scrutiny Committee Chairs and the Policy and Scrutiny Officer had identified three key ways that the process could be improved:

1. Better alignment of work programme planning with corporate priorities and budget setting timetables.
2. Prioritise the long list and be strict about the short list.
3. Allow more time after work programme planning to formulate and consult members and officers before gaining approval from Overview and Performance Scrutiny Forum.

The work programme planning days were generally supported, there had been good feedback received in the evaluation and bringing cabinet members together with scrutiny members and senior managers was valued. Suggestions were received from the away day which included:

- The timetabling of the planning days with the budget decisions worked well however the planning days could be brought earlier to get ahead of budget decisions.
- The planning days had improved cabinet members' and officers' understanding of scrutiny.
- The format and scheduling of the planning days worked well.
- Cabinet members needed to be made more aware of key dates and timetables from senior and service officers so they could get involved in work programming.

The Chair added that it was important to involve back benchers in the consultations on the work programme planning days as there were good opportunities for back benchers to be involved in scrutiny work.

RESOLVED –

1. That the slides from the presentation on work programme planning be shared with scrutiny members' groups to invite suggestions for improving the work programme planning.
2. That an item be included on the agenda for the Overview and Performance Scrutiny Forum on 22 November, 2016 to take suggestions and discuss ways to improve work programme planning.

30 JOINT OVERVIEW AND SCRUTINY

No issues were raised for Joint Overview and Scrutiny.

31 OVERVIEW AND SCRUTINY DEVELOPMENTS

a) Report from 'Scrutiny and Effective Challenge' Training Session

Councillor Sarvent provided a report following a training session called "Raising the Bar in Scrutiny and Effective Challenge" run by East Midlands Councils and facilitated by Dr Stephanie Snape. The session sought to explore the relevance of scrutiny, discuss new opportunities for scrutiny and review the pivotal influencing role of scrutiny.

The attendees were asked to consider how scrutiny had reacted to changes, how many of these changes scrutiny had examined and did scrutiny add value. Councillor Sarvent shared with the group the work that scrutiny members at Chesterfield Borough Council (CBC) had undertaken for the scrutiny review on concessions on fees and charges which had resulted in a policy being created and adopted.

The relevance of scrutiny was discussed, particularly which topics were trending and how scrutiny decided which topics it would review. Councillor Sarvent explained the work programme planning sessions CBC held and received positive comments from attendees from other authorities who were keen to promote this approach.

Due to the reductions in levels of funding from the government, the group discussed commercialisation and financial drivers. With Councils looking to maximise income, the group shared examples of how scrutiny had impacted on managing the budget and discussed the commercialisation work being undertaken by other councils.

Finally, the session looked at the influencing role of scrutiny and how different influencing styles helped with the scrutiny function. The group discussed how teams that included different styles of person had a greater capacity to influence.

Councillor Sarvent reported that she felt reassured that CBC was moving in the right direction and scrutiny was having a positive impact. Members agreed that pre-decision scrutiny was successful and had reduced the need for call-ins.

The Chair noted that Councillor Sarvent's report would be received at the next Member Development Working Group to discuss the potential to convert it into a short induction session on scrutiny for all councillors. Members thanked Councillor Sarvent for the report.

b) Report on Questioning Skills and Procurement Training Plans

The Policy and Scrutiny Officer updated members on the status of training in relation to questioning skills and procurement included in the member development plan. A local external provider had been approached to provide questioning skills training and it was proposed to hold the training in January or February 2017.

A conversation had taken place with the Customers, Commissioning and Change Manager to discuss whether the procurement team would facilitate training for scrutiny members on procurement. Members felt that they would benefit from a more in-depth training session though this would not be available straight away.

c) Sheffield City Region Overview and Scrutiny Committee Progress Report

The Chair reported back as a member of the Sheffield City Region (SCR) Overview and Scrutiny Committee (OSC). As a non-constituent member of SCR, CBC has 1 place on the OSC. The committee had received reports from the SCR Executive Team including from CBC's Chief

Executive, Huw Bowen as the SCR Lead on Housing Strategy, and the Mayor of Doncaster, Ros Jones on a range of topics including devolution deals, large projects that SCR are involved in and the SCR infrastructure fund.

The OSC have discussed how they would like to operate; currently there is no resource to carry out any project group work but it is hoped that this would change if the next devolution deal is granted. The Chair added that it would be beneficial to look at how to align SCR scrutiny work with the scrutiny work carried out at CBC. Members acknowledged that it would be useful to know how other councils operated their scrutiny function.

RESOLVED –

1. That the report provided by Councillor Sarvent from the Raising the Bar in Scrutiny and Effective Challenge training be noted.
2. That Councillor Sarvent's report be taken to the next meeting of the Member Development Working Group.
3. That an update be taken by the Policy and Scrutiny Officer to the next meeting of the Member Development Working Group on the plans for questioning skills and procurement training.
4. That a link to the Sheffield City Region Overview and Scrutiny Committee meeting papers website be shared with members of the Overview and Performance Scrutiny Forum.

32 MINUTES

RESOLVED –

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

OVERVIEW AND PERFORMANCE SCRUTINY FORUM

Tuesday, 22nd November, 2016

Present:-

Councillor P Gilby (Chair)

Councillors	J Barr	Councillors	Miles
	Borrell		Perkins
	Callan		Sarvent
	Catt		T Gilby +
	V Diouf		P Innes
	Derbyshire		

Anita Cunningham, Policy and Scrutiny Officer
 Kevin Hanlon, Director of Resources +
 Rachel Lenthall, Committee and Scrutiny Co-ordinator

+ Attended for Minutes No. 35

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

No declarations of interest were received.

34 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Dyke and Flood.

35 LEADER AND CABINET MEMBER FOR REGENERATION - GENERAL FUND REVENUE AND CAPITAL BUDGET MONITORING AND UPDATED MEDIUM TERM FINANCIAL FORECAST

The Deputy Leader and Cabinet Member for Planning and the newly appointed Director of Resources attended to provide members with an update on the Council's budget position.

The Deputy Leader began by highlighting the funding reductions detailed in the Efficiency Plan for 2016/17 to 2019/20 and noted that there was an expectation that further funding reductions would be made over the next 3 years. The Director of Resources added that the Efficiency Plan included

a request for a 4 year funding settlement from the government in order to provide certainty, a settlement that 85% of other local authorities also requested. Predictions had shown that the budget was expected to run deficits for the next 4 years and plans were being put into place to make savings early on in order to remove pressure in future years where there was a need for greater savings to be made.

Members were presented with a table providing a summary of where the key variances to the budget were occurring. Increases in income had been generated from the renewal of leases, rental income and Queens Park Sports Centre. Areas where budget savings were being made included energy budgets, vacancy savings and grants to voluntary organisations. Income from car parking, market rents, the community infrastructure levy and commission from collection of fees had reduced. There had been an increased expenditure on housing benefits, the old Queen's Park Sports Centre and pensions. The updated forecast showed a deficit of £326k. The Director of Resources added that though there was a challenge to meet the deficit, the Council was in a good position to achieve the savings.

The Director of Resources provided an update on the General Fund Capital Programme. The original forecast for capital receipts for the year was £1.8m however this had been revised down to £1,029k. There had since been the repayment of the loan by Chesterfield Football Club and re-phasing of capital receipts for the former fire station and 87 New Square which had increased the capital receipts to £2.6m. The capital spend on the general fund had been increased from £2.3m to £6.2m due to increased costs from the Waterside infrastructure scheme, Disabled Facilities Grants, old Queen's Park Sports Centre, Town Hall alterations and new schemes for the Northern Gateway, Winding Wheel lifts, Museum store and the Market Hall café. The Director of Resources added that a break even position was still expected for the General Fund Capital Programme.

The Director of Resources advised that a general working balance of £1.5m was being maintained in the reserves. The Budget Risk Reserve had a balance of £1m at the start of the year; a large proportion of this had been used to fund severance costs of £405k arising from the voluntary redundancy and voluntary early retirement schemes. The Invest to Save reserve contained £274k at the beginning of the year however only £1k remained uncommitted. The opening balance of the Service Improvement Reserve was £1m at the start of the year. Investment from

this reserve had been spent on the innovation centres, Northern Gateway and other transformation projects. At the end of the year the balance was predicted to go down to £280k. In total, these three major reserves had seen a total drop from £2.3m at the start of the year to £0.79m predicted at year end. Consideration was being given to find ways of replenishing these reserves.

Members commented that there were fewer houses being built with developers gaining planning permission but then sitting on land; members asked what impact this was having on the New Homes Bonus (NHB). The Director of Resources replied that the NHB had been recalculated as part of the budget setting process and though there were some unknowns around changes to government policy, the worst case scenario was built into the calculations. Members requested that the revised NHB be circulated to members. Concerns were raised that the act of Britain leaving the European Union (EU) could raise the costs of building new houses as many of the building materials were imported from countries in the EU. The Director of Resources replied that it was expected to take up to 5 years for Britain to leave the EU and the Chair added that Britain leaving the EU would be included on the risk register. Derbyshire County Council had launched a private development company to help provide homes and create employment opportunities for apprentices; Staveley corridor was one of the sites earmarked for development.

The Director of Resources reported that the Housing Revenue Account had seen an under spend of £284k on housing repairs however there had been an over spend of £336k on responsive works. The Housing Capital Programme budget had increased to £24m however at September 2016 it was £3m below the budget profile therefore approval may be needed to carry forward some of the budget into 2017/18. The estimated cost of the 1% reduction in rents for 4 years from 2016/17 stood at £10m which also presented a challenge.

Members asked if the 1% reduction on housing rents was expected to continue beyond the 4 years already announced. The Director of Resources replied that the Government had not made any announcements on whether it would continue and it was expected that new plans would be announced after the next parliamentary election.

The Autumn Statement was due to be published on the 24 November, 2016 and members asked if an update on its impact to Chesterfield would be available. The Director of Resources informed members that the Local

Government Association website published a summary soon after the statement was released, this would then be used to analyse the factors which would affect Chesterfield. The Chair requested that any report following the Autumn Statement be circulated to Scrutiny members before going to Cabinet.

Members asked how the savings identified in the Efficiency Plan would be achieved. The Director of Resources replied that income from the sports centres and theatres would be maximised, there would be reductions in spending and the pooling of business rates would continue. The Great Place, Great Service (GPGS) transformation programme planned to deliver several projects to achieve savings; an update on GPGS would be received at the Overview and Performance Scrutiny Forum meeting on 10 January, 2017.

The Chair noted that the feedback from the Corporate Cabinet/Corporate Management Team Away Day on 8 November, 2016, suggested that scrutiny should aim to get ahead of the budget setting process. The Chair asked if the Director of Resources had knowledge of other local authorities that scrutinised the budget setting process however he was not aware of any other local authorities where scrutiny was involved in this.

Members thanked the Deputy Leader and Director of Resources for attending and providing the update.

RESOLVED –

1. That the new Director of Resources be welcomed to the Council and that the Overview and Performance Scrutiny Forum looks forward to them working together.
2. That the report be noted.
3. That the request for the revised New Homes Bonus projection be noted and that the information be circulated to scrutiny members.
4. That the link to the Local Government Association website for the Autumn Statement summary be circulated to scrutiny members.

Following the Overview and Performance Scrutiny Forum (OPSF) on 8 November, 2016, the slides from the Work Programming presentation delivered by the Chair and the Policy and Scrutiny Officer to the Corporate Cabinet/Corporate Management Team Away Day (CC/CMT) on 8 November, 2016 were circulated to all members for suggestions and feedback.

Members commented that some scrutiny project groups (SPGs) needed to be more specific as reviews into broader subjects had a tendency to run for a long time. It was felt that the issues chosen for SPGs needed to be more focussed and split into two or three separate groups if the issue was too large. The Chair asked the SPG on concessions on fees and charges to meet to evaluate the positives and negatives of how the project was run and bring a report back to a future meeting of the OPSF.

Members agreed with the three suggestions made by the Overview and Scrutiny Management Team to improve future work programming sessions:

- Better alignment of work programme planning with corporate priorities and budget setting timetables;
- Prioritise the long list – but be strict about the short list
- Allow more time after work programme planning to formulate and consult before OPSF approval

Members added that, in relation to the second point, the second work planning day needed to be structured in a way that would support members in prioritising the long list.

The Policy and Scrutiny Officer commented that three of the new Corporate Management Team had not yet been appointed at the time of the work programming sessions in March and April which created some gaps in the information available. Feedback from cabinet members suggested that they needed more information from senior officers to support the work programming days adequately but were keen to help with the work programming process. The Policy and Scrutiny Officer added that there was now a complete Corporate Management Team which had improved communication between officers and cabinet members which should enable the work programming sessions to be more effective in creating the long list for the 2017/18 work programme.

Members declared the pilot work programming sessions as a success and agreed that a similar exercise would be carried out in order to set the 2017/18 work programme. It was suggested that the dates for the work programming sessions should be set sooner to improve the availability of officers and members. Additionally, Members agreed that research should be carried out to explore if other local authorities have undertaken budget setting scrutiny and how it had worked. The Policy and Scrutiny Officer agreed to contact other authorities and report back to the Forum.

RESOLVED –

1. That the Members of the Overview and Performance Scrutiny Forum agree with the suggestions of the Overview and Scrutiny Management Team to improve the work programming days:
 - Better alignment of work programme planning with corporate priorities and budget setting timetables.
 - Prioritise the long list – but be strict about the short list
 - Allow more time after work programme planning to formulate and consult before Overview and Performance Scrutiny Forum approval
2. That the Policy and Scrutiny Officer carries out research to establish if other local authorities undertake budget setting scrutiny and report back to the Overview and Performance Scrutiny Forum in July 2017.
3. That the pilot work programming sessions undertaken in March and April 2016 be agreed as a success and that the process be repeated in 2017 to enable members and officers to plan the work programmes for 2017/18.

37 CORPORATE WORKING GROUPS

Councillor Derbyshire, scrutiny committee appointee to the Member Development Working Group (MDWG), and the Policy and Scrutiny Officer provided members with an update from the latest meeting of the MDWG on 15 November, 2016.

The MDWG received Cllr Sarvent's report on the Scrutiny and Effective Challenge training session that was considered by the Overview and Performance Scrutiny Forum on 8 November, 2016. The MDWG

supported the proposal that a training session be provided by the Policy and Scrutiny Officer and Cllr Sarvent based on the Scrutiny and Effective Challenge training and agreed that scrutiny could decide who to open the training up to.

Members recognised that many of the training and development requests are scrutiny led and felt that a clear corporate action plan for member development needed to be created and maintained.

Two dates for Procurement Training had been proposed, 19 or 26 January, 2017. Members felt that as the request for procurement training came from the OPSF, scrutiny members should ensure that they are represented at the training session.

The Policy and Scrutiny Officer provided an update on the arrangements for Questioning Skills training. The Law Centre had agreed to provide the training which would consist of a half-day session of 3 ½ hours to take place in January or February 2017. The Law Centre had been approached to deliver the course due to the trainer's experience in training through Sheffield University and the questioning skills techniques used. The session would be open to all members.

The MDWG had discussed a pilot that was taking place of an electronic system for online training, it was hoped it would improve the efficiency of training delivery. The group were waiting for information on what training could be provided through the system in order to decide if it would be useful to members.

Members thanked Cllr Derbyshire and the Policy and Scrutiny Officer for providing the report.

RESOLVED –

That the members of the Overview and Performance Scrutiny Forum endorse the comments about the need for a clear corporate action and method plan for members' development that facilitates a variety of training options.

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