



Please ask for Joel Hammond-Gant
Direct Line: 01246 34 5273
Email committee.services@chesterfield.gov.uk

The Chair and Members of Cabinet

25 September 2017

Dear Councillor,

Please attend a meeting of the CABINET to be held on TUESDAY, 3 OCTOBER 2017 at 10.30 am in Committee Room 1, Town Hall, Rose Hill, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 3 - 10)

To approve as a correct record the Minutes of the Cabinet meeting held on 12 September, 2017.

4. Forward Plan (Pages 11 - 22)

Items Recommended to Cabinet via Cabinet Members

Leader

5. Budget March 2017 Discretionary Rate Relief Scheme(s) 2017/18

- *Report to follow.*

Deputy Leader

6. Update on General Fund Capital Programme 2017/18 (Pages 23 - 34)

Cabinet Member for Homes and Customers

7. Housing Services Fire Management Policy (Pages 35 - 56)

Yours sincerely,

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

Local Government and Regulatory Law Manager and Monitoring Officer

CABINET

Tuesday, 12th September, 2017

Present:-

Councillor Serjeant (Chair)

Councillors	Bagley Blank A Diouf	Councillors	Huckle Brunt Ludlow
Non Voting Members	Catt Dickinson		J Innes

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

51 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P Gilby and T Gilby.

52 **MINUTES**

RESOLVED –

That the minutes of the meeting of Cabinet held on 25 July, 2017 be approved as a correct record and signed by the Chair.

53 **FORWARD PLAN**

The Forward Plan for the four month period 1 October 2017 to 31 January 2018 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

54 **DELEGATION REPORT**

Decisions taken by Cabinet Members during July and August 2017 were reported.

***RESOLVED –**

That the Delegation Report be noted.

55 **MINUTES OF THE SHEFFIELD CITY REGION COMBINED AUTHORITY**

Minutes of the meetings of the Sheffield City Region Combined Authority held on 17 July, 2017 were reported for information.

Huw Bowen drew the attention of the Cabinet to Minute Number 11, which reported that the Leader of Chesterfield Borough Council gave formal notice to the Sheffield City Region Combined Authority of the decision to no longer pursue for Chesterfield to become constituent members of the Sheffield City Region Combined Authority.

***RESOLVED –**

That the Minutes be noted.

56 **LEISURE FEES AND CHARGES**

The Health and Wellbeing Manager submitted a report recommending for approval proposed changes to the fees and charges for Sport and Leisure facilities to take effect from 1 October, 2017.

It was reported that the review of fees and charges was carried out to assist the Sport and Leisure Service to continue delivering affordable services that improve health outcomes, whilst raising additional income to support the Council's financial position.

The fees and charges proposals had taken into account:

- The need to raise income to help the Council work towards a financial position for sports and leisure services where there is no general fund subsidy
- The requirement to pay back current/future loan capital that has been borrowed
- The level of fees and charges applied by other local and sub-regional sports and leisure providers, both in the private and public sector
- Potential costs of any redesign required to effectively resource the services
- Broader value for money considerations including accessibility, booking arrangements, service quality and membership benefits
- The Council's Concessions Policy
- The need to address health inequalities in Chesterfield's communities
- Customer expectations being met and ideally exceeded
- Start-up initiatives for new groups with specific targets and objectives

The proposed fees and charges were largely based on a 3 per cent increase, however, following a detailed analysis of local provider charges, several were adjusted where there was perceived to be a significant competitive advantage or risk to market shares.

It was reported that the fees and charges scheme at both the Queens Park Sports Centre and Healthy Living Centre would remain consistent. The report also proposed that the Change4Life membership option should be continued, providing access to reduced fees and charges in line with the new corporate concessions policy.

The Health and Wellbeing Manager emphasised that membership retention is a key issue in order to maintain a steady financial base, and that the current membership at both centres had plateaued in recent months. The service had responded to this by undertaking an evaluation of the facilities and activities on offer to customers, as well as increased work with the wider community to try and encourage more people to access the sports and leisure services.

The report also proposed the introduction of a Direct Debit payment option for swimming, gymnastics and trampolining. The Health and Wellbeing Manager emphasised that this is indicative of the new, business-like approach that has been adopted by the Sports and Leisure service in recent years.

***RESOLVED-**

1. That the proposed changes to Leisure Fees and Charges, as outlined in Appendix A to the officer's report, be approved and implemented from 1 October, 2017.
2. That the proposals for concessionary charge eligibility, as outlined in Appendix A to the officer's report, be approved.
3. That the proposal to vary standard charges to maximise opportunity and efficiency, and address market changes be approved, by agreement with the Cabinet Member for Health and Wellbeing be approved.
4. That monitoring and analysis of membership and centre usage be continued to assess any possible impacts of the proposed changes.

REASONS FOR RECOMMENDATIONS

1. It is important that fees and charges for leisure services are reviewed to ensure financial efficiencies and service sustainability.
2. To support the Council's delivery of the Great Place Great Service priorities for visitors and residents to Chesterfield, by providing a range of good quality, competitive and affordable services.
3. Chesterfield has significant areas of deprivation. The Sport and Leisure service provides a variety of programmes and initiatives that contribute to promoting

positive and healthy lifestyles, and affordable access to these services is essential to supporting the Council's priority of improving health and wellbeing outcomes and reducing inequalities.

57 CHANGES TO COUNCIL HOUSING TENANCY AGREEMENT

The Housing Manager submitted a report recommending for approval the proposed changes to the Council Housing Tenancy Agreement, to come into effect on 1 April 2018.

The Cabinet was made aware of the process leading up to this report, including the introduction of a Steering Group in July 2016, to consider the implications for the Housing Revenue Account (HRA) Business Plan of national housing policy changes, and to make recommendations as to how the implications of these could be mitigated.

It was reported that in December 2016, the Steering Group made the following recommendations, aimed at mitigating the worsening financial position within the HRA:

- A £500,000 reduction in the responsive repairs budget in 2017/18 and in each of the following two financial years, after which the budget will be increased by inflation (CPI)
- A reduced and re-phased capital programme
- Moving from collecting rent on a 48 week basis to a 52 week basis and that consultation on this and other changes to the tenancy agreement takes place during 2017/18
- Mitigating income loss through rent arrears and empty properties

In April 2017, a separate series of working groups comprising tenants, officers and elected members were established to consider how these savings could be realised. Recommendations included:

- Reviewing tenant repairing obligations, and tenants taking more responsibility for their own repairs and damage
- Reviewing repair response times
- Reviewing void standards and undertaking work after a property has been re-let as part of the Housing Capital Programme
- Adopting a standard approach to the removal of the previous tenants' fixtures and fittings

These working groups also considered other changes required to the Tenancy Agreement to ensure that it remained current and fit for purpose. The final proposed changes were set out in Appendix 3 to the officer's report.

The Housing Manager reported that following Cabinet approval, tenants would be served with preliminary notices of variation to the Tenancy Agreement, and a consultation would take place for a period of 28 days between October and November. A progress report on the outcome of this is expected to be brought to a meeting of the Cabinet in January 2018.

***RESOLVED-**

1. That the proposed changes to the Council Housing Tenancy Agreement, as outlined in Appendix 2 to the officer's report, be approved.
2. That authority be granted to the Housing Manager to consult with tenants on the proposed changes to the Council Housing Tenancy Agreement, and to serve the preliminary notice of variation.
3. That a further report be brought to Cabinet by January 2018 following the completion of the consultation process.

REASONS FOR RECOMMENDATIONS

1. To make changes to the Tenancy Agreement that will help to contribute to the delivery of a balanced and sustainable Housing Revenue Account, with the aim of it being self-financing in the future.
2. To support increased working with tenants through the Customer Engagement Strategy and direct consultation with tenants on proposals.
3. To support the Council's Vision and Priorities within the Council Plan to improve the quality of life for local people.

58 **THE REDRESS SCHEMES FOR LETTING AGENCY WORK AND PROPERTY MANAGEMENT WORK (REQUIREMENT TO BELONG TO A SCHEME ETC) (ENGLAND) ORDER 2014. ENFORCEMENT OF FEES AND CHARGES**

The Health and Wellbeing Manager submitted a report recommending for approval proposed arrangements for the implementation and enforcement of The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014.

The Cabinet was informed that this legislation was brought into effect following an inquiry carried out by the Communities and Local Government Select Committee in July 2013, which evidenced that the practices of some letting agents were detrimental to the living experiences of some tenants. Under this legislation, local authorities have the power to impose a fine of up to £5,000 if a lettings agent does not join a Government-authorised 'Redress Scheme'.

Redress schemes typically require letting agencies to follow a specific code of practice, maintain an in-house complaints procedure, and cooperate with any investigation and agree to pay compensation promptly if the redress scheme awards it.

The report proposed that, following guidance from the Department for Communities and Local Government, the maximum penalty be imposed in response to any breach

of the legislation, and that representations of extenuating circumstances be considered on a case-by-case basis.

The Health and Wellbeing Manager informed the Cabinet that a pro-active approach had been taken to implementing and enforcing this legislation, with written notice issued to all letting agents in the Chesterfield borough and further awareness work planned to be undertaken.

***RESOLVED-**

1. That delegated authority be granted to the Health and Wellbeing Manager and Private Sector Housing Manager to manage the Council's functions and responsibilities under The Redress Schemes for Letting Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014.
2. That any monetary penalties received in connection with the Order be approved to be used to fund enforcement costs and any other work related to the Private Sector Housing Function.

REASONS FOR RECOMMENDATIONS

1. To ensure that the Health and Wellbeing Manager and Private Housing Manager are authorised to exercise all necessary operational enforcement powers in respect of The Redress Schemes For Letting Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014.
2. To make sure that the Council, as the Local Housing Authority, is able to undertake its statutory duty to serve remedial notices and penalty charge notices in respect of The Redress Schemes For Letting Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014.

59

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 Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 – as they contained information relating to

1. an individual
3. information relating to financial and business affairs.

60 **FLEET HIRE CONTRACT**

The Commercial Services Manager submitted a report recommending for approval proposed renewal plans for the corporate vehicle fleet used and operated by the Council.

It was reported that the majority of the Council's current vehicle fleet was procured in 2011, with the terms of the main Council lease covering an original term of 5 years. This was extended for an additional 12 months to allow for similar expiry dates for all vehicle hire arrangements.

During this period of extension, a fundamental review was carried out by Commercial Services to ascertain the Council's future vehicle fleet requirements. This involved reviewing existing work practices and looking at how these could be adapted and improved to reduce the need for vehicle use, as well as identifying where costs and resources could be streamlined.

The review explored both purchase and lease options, and a pricing exercise was carried out with assistance from Finance and the NHS Procurement service. The results of the exercise showed that greater savings would be made by leasing the fleet.

It was also reported that an electric van and car were trialled to success. As a result it was proposed that one small electric van would be used for car parks, and up to 3 electric cars would be used for technical officers within the Operational Services Division.

The outcome of the review forecasted a combined net reduction from 197 to 152 vehicles. The review was dynamic and fleet usage was rationalised and reduced throughout the process.

The Commercial Services Manager highlighted that this rationalisation of the fleet has produced monetary savings on lease and short-term hire vehicles in 2016/17 compared to 2015/16. It was also expected that the renewal of the remaining 152 vehicles would realise incur further savings.

***RESOLVED-**

1. That a 5-year lease arrangement with Essential Fleet Services Limited for the vehicles outlined in Appendix 1 to the officer's report, be approved.
2. That a 5-year lease arrangement with Plan UK Limited t/a Automotive Leasing for the vehicles outlined in Appendix 2 to the officer's report, be approved.

REASON FOR RECOMMENDATIONS

To replace the current vehicle fleet operated by Council services and achieve a more uniform approach to the management of vehicles going forward.

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CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 OCTOBER 2017 TO 31 JANUARY 2018

What is the Forward Plan?

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of key decisions to be made on behalf of the Council. This Forward Plan sets out the details of the 'key' and other major decisions which the Council expects to take during the next four month period. The Plan is available to the public 28 days before the beginning of each month.

What is a Key Decision?

Any executive decision which is likely to result in the Council incurring significant expenditure or the making of savings where there is:

- a decision to spend £100,000 or more from an approved budget, or
- a decision to transfer funds of more than £50,000 from one budget to another, or
- a decision which would result in a saving of £50,000 or more to any budget head, or
- a decision to dispose or acquire any interest in land or buildings with a value of £50,000 or more, or
- a decision to propose the closure of, or reduction by more than ten (10) percent in the level of service (for example in terms of funding, staffing or hours of operation) provided from any facility from which Council services are supplied.

Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in one or more electoral wards. This includes any plans or strategies which are not within the Council's Policy Framework set out in Article 4 of the Council's Constitution.

Are any other decisions included on the plan?

The Forward Plan also includes details of any significant issues to be considered by the Executive Cabinet, full Council and Overview and Scrutiny Committee. They are called "non-key decisions". Non-key decisions that will be made in private are also listed.

How much notice is given of forthcoming decisions?

As far as possible and in the interests of transparency, the Council will seek to provide at least 28 clear days' notice of new key decisions (and many new non-key decisions) that are listed on this document. Where this is not practicable, such key decisions will be taken under urgency procedures (in accordance with Rule 15 (General Exception) and Rule 16 (Special Urgency) of the Access to information Procedure Rules). This will be indicated in the final column and a separate notice is also published with additional details.

What information is included in the plan?

The plan will provide a description of the decision to be taken, who will make the decision and when the decision is to be made. The relevant Cabinet Member for each decision is listed. If you wish to make representations about the decision to be made, the contact details of the appropriate officer are also provided. Decisions which are expected to be taken in private (at a meeting of the Cabinet or by an individual Cabinet Member) are marked "private" and the reasons privacy is required will also be stated. Each issue is also listed separately on the website which will show more details including any Urgency Notices if issued.

How is consultation and Community Engagement carried out?

We want all our communities to be given the opportunity to be involved in the decisions that affect them so before a decision is taken, where appropriate, community engagement activities are carried out. The Council's Community Engagement Strategy sets out a framework for how the Council engages with its customers and communities. Details of engagement activities may be found in reports when published. Alternatively you can contact the officer to whom representations may be made.

Notice of Intention to Conduct Business in Private

Whilst the majority of the business at Cabinet meetings will be open to the public and media to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the Cabinet meetings shown on this Forward Plan will be held partly in private because some of the reports for the meeting will contain either confidential information or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

A list of the reports which are expected to be considered at this meeting in private are set out in a list on this Forward Plan. They are marked "private", including a number indicating the reason why the decision will be taken in private under the categories set out below:

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating the financial or business affairs of any particular person (including the authority holding that information)
- (4) information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

If you would like to make representations about any particular decision to be conducted in private at this meeting then please email: democratic.services@chesterfield.gov.uk. Such representations must be received in advance of 5 clear working days before the date Cabinet meeting itself, normally by the preceding Monday. The Council is required to consider any representations received as to why an item should not be taken in private and to publish its decision.

It is possible that other private reports may be added at shorter notice to the agenda for the Cabinet meeting or for a Cabinet Member decision.

Huw Bowen
Chief Executive

Copies of the Council's Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council's website: www.chesterfield.gov.uk



CHESTERFIELD
BOROUGH COUNCIL

Meeting Dates 2017/18

<u>Cabinet</u>	<u>Council</u>
4 April 2017* 18 April 2017	26 April 2017
2 May 2017* 16 May 2017 30 May 2017	10 May 2017
13 June 2017* 27 June 2017	
11 July 2017* 25 July 2017	19 July 2017
12 September 2017*	
3 October 2017 24 October 2017*	11 October 2017
14 November 2017	
5 December 2017* 19 December 2017	13 December 2017
9 January 2018* 30 January 2018	
20 February 2018*	22 February 2018
13 March 2018	
3 April 2018* 24 April 2018	25 April 2018
15 May 2018*	9 May 2018

*Joint Cabinet and Employment and General Committee

Cabinet members and their portfolios are as follows:

In addition to the Cabinet Members above, the following Councillors are

Leader	Councillor Tricia Gilby
Deputy Leader	Councillor Amanda Serjeant
Cabinet Member for Business Transformation	Councillor Ken Huckle
Cabinet Member for Homes and Customers	Councillor Helen Bagley
Cabinet Member for Economic Growth	Councillor Terry Gilby
Cabinet Member for Governance	Councillor Sharon Blank
Cabinet Member for Health and Wellbeing	Councillor Chris Ludlow
Cabinet Member for Town Centres and Visitor Economy	Councillor Steve Brunt
Minority Member without portfolio	Councillor Alexis Diouf

Assistant Cabinet Members for special projects.

Councillor Ray Catt, Councillor John Dickinson, Councillor Jean Innes

In addition to the Cabinet Members above, the following Councillors are voting Members of the Joint Cabinet and Employment and General Committee

Councillor John Burrows
Councillor Maureen Davenport
Councillor Jean Innes
Councillor Gordon Simmons
Councillor Mick Wall

(To view the dates for other meetings please click [here.](#))

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decisions							
Key Decision 398	Sale of CBC Land/Property	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 31st Oct 2017	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains financial information	No
Key Decision 584	Purchase of Property under Strategic Acquisitions Policy	Housing Manager	Cabinet Member - Homes and Customers	Not before 31st Oct 2017	Alison Craig Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3	No
Key Decision 648	Apprentice Town	Cabinet	Cabinet Member - Economic Growth	14 Nov 2017	Neil Johnson Economic Growth Manager Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Public	No
Key Decision 657	Pay and Reward Project Proposals	Joint Cabinet and Employment & General Committee	Cabinet Member - Business Transformation	24 Oct 2017	Kate Harley Kate.Harley@Chesterfield.gov.uk	Exempt 3, 4	No
Key Decision 667	Tenancy Strategy & Policy To agree a revised Tenancy Strategy Policy.	Cabinet	Cabinet Member - Homes and Customers	14 Nov 2017	Alison Craig Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 670	Barrow Hill Contractor Appointment Approval to appoint contractor.	Cabinet	Cabinet Member - Homes and Customers	14 Nov 2017	Alison Craig Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3	No
Key Decision 675	Asbestos Management Compliance to provide an update on the remedial work and actions that have been carried out to ensure adequate asbestos management within the council's Corporate and Housing Services property portfolios and to approve updated Asbestos Management Plan	Cabinet	Cabinet Member - Governance, Cabinet Member - Homes and Customers	5 Dec 2017	Alison Craig, Martin Key Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk , Health and Wellbeing Manager martin.key@chesterfield.gov.uk	Public	No
Key Decision 739	Housing Revenue Account Business Plan 2017/18 Onwards to provide members with an update on the financial viability of the Housing Revenue Account following a series of policy changes	Cabinet	Cabinet Member - Homes and Customers	14 Nov 2017	Alison Craig Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 740	Review of The Garden Maintenance Service to seek approval to make changes to the Garden Maintenance Service provided for eligible vulnerable and disabled tenants.	Cabinet	Cabinet Member - Homes and Customers	14 Nov 2017	Alison Craig Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 741	Housing Services Fire Management Policy to provide an update on the remedial work and actions that have been carried out to ensure adequate fire safety within the communal areas of the Council Housing Stock and to approve an updated Housing Services Fire Management Policy	Cabinet	Cabinet Member - Homes and Customers	3 Oct 2017	Alison Craig Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 742	Changes to Council Housing Tenancy Agreement	Cabinet	Cabinet Member - Homes and Customers	12 Sep 2017	Alison Craig Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 745	The Redress Schemes For Letting Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014. Enforcement of Fees and Charges	Cabinet	Cabinet Member - Health and Wellbeing	12 Sep 2017	Martin Key Health and Wellbeing Manager martin.key@chesterfield.gov.uk	Public	No
Key Decision 746	Leisure Fees and Charges	Cabinet	Cabinet Member - Health and Wellbeing	12 Sep 2017	Martin Key Health and Wellbeing Manager martin.key@chesterfield.gov.uk	Public	No
Key Decision 747	Public Space Protection Order for Alcohol and Anti-Social Behaviour	Cabinet	Cabinet Member - Health and Wellbeing	10 Oct 2017	Martin Key Health and Wellbeing Manager martin.key@chesterfield.gov.uk	Public	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 748	Review of the resourcing of Environmental Protection and Anti-Social Behaviour Enforcement	Joint Cabinet and Employment & General Committee	Cabinet Member - Health and Wellbeing	24 Oct 2017	Martin Key Health and Wellbeing Manager martin.key@chesterfield.gov.uk	Exempt 1, 4	No
Key Decision 49 Page 17	Health and Safety Restructure	Joint Cabinet and Employment & General Committee	Cabinet Member - Governance	24 Oct 2017	Martin Key Health and Wellbeing Manager martin.key@chesterfield.gov.uk	Exempt 1, 4	No
Key Decision 750	Use of former Queen's Park Sports Centre site To consider a full business case for the preferred option of artificial sports pitches on the site of the former sports centre, including associated capital and revenue costs and benefits.	Cabinet	Cabinet Member - Health and Wellbeing, Cabinet Member for Town Centres and Visitor Economy	24 Oct 2017	Michael Rich michael.rich@chesterfield.gov.uk	Public	No
Key Decision 751	Development around Chesterfield Station in preparation for HS2 To consider options for development around the station in preparation for HS2 services calling at Chesterfield, including the potential role of the council and other partners in setting the framework for development.	Cabinet	Cabinet Member for Economic Growth, Cabinet Member for Town Centres and Visitor Economy, Leader	24 Oct 2017	Michael Rich michael.rich@chesterfield.gov.uk	Exempt 3	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 752	Fleet Hire Contract	Cabinet	Cabinet Member - Homes and Customers	12 Sep 2017	Mike Brymer michael.brymer@chesterfield.gov.uk	Exempt 3	No
Key Decision 753	Budget March 2017 Discretionary Rate Relief Scheme(s) 2017/18	Cabinet	Leader	3 Oct 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 754	Risk Management Strategy and Annual Review	Standards and Audit Committee Council	Deputy Leader	22 Nov 2017 13 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 755 Page 18	Treasury Management Annual Report 16/17 & Monitoring Report 2017/18	Standards and Audit Committee Council	Deputy Leader	20 Sep 2017 11 Oct 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 756	General Fund Revenue and Capital Budget Monitoring Report and Updated Medium Term Financial Forecast - Second Quarter 2017/18	Cabinet Council	Deputy Leader	24 Oct 2017 13 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 757	Leader of the Council Revenue Budget 2017/18 - 2022/23	Cabinet	Leader	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 758	Deputy Leader of the Council Revenue Budget 2017/18 - 2022/23	Cabinet	Deputy Leader	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision Page 19 59	Cabinet Member for Business Transformation Revenue Budget 2017/18 - 2022/23	Cabinet	Cabinet Member - Business Transformation	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 760	Cabinet Member for Economic Growth Revenue Budget 2017/18 - 2022/23	Cabinet	Cabinet Member - Economic Growth	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 761	Cabinet Member for Governance Revenue Budget 2017/18 - 2022/23	Cabinet	Cabinet Member - Governance	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 762	Cabinet Member for Health and Wellbeing Revenue Budget 2017/18 - 2022/23	Cabinet	Cabinet Member - Health and Wellbeing	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 763	Cabinet Member for Homes and Customers Revenue Budget 2017/18 - 2022/23	Cabinet	Cabinet Member - Homes and Customers	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 764	Cabinet Member for Town Centres and Visitor Economy Revenue Budget 2017/18 - 2022/23	Cabinet	Cabinet Member - Town Centres and Visitor Economy	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 765	Future waste collection arrangements To determine future delivery options for waste collection in advance of the current contract expiring.	Cabinet	Cabinet Member - Health and Wellbeing	14 Nov 2017	Mike Brymer michael.brymer@chesterfield.gov.uk	Exempt 3	No
Key Decision 766	Cultural Venues Fees and Charges 2018/19 To review the scale of charges for lettings at the Pomegranate Theatre, the Winding Wheel, the Assembly Rooms in the Market Hall and Hasland Village Hall for 2018-19.	Cabinet	Cabinet Member - Town Centres and Visitor Economy	5 Dec 2017	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Public	No
Key Decision 767	General Fund Revenue Budget Summary	Cabinet	Deputy Leader	19 Dec 2017	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Key Decision 768	Local Council Tax Support Scheme 2018/19	Cabinet Council	Cabinet Member - Homes and Customers	5 Dec 2017 13 Dec 2017	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 769	Collection Fund Revised Estimates 2017/18	Cabinet	Deputy Leader	9 Jan 2018	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Key Decision 770	Update on General Fund Capital Programme 2017/18	Cabinet Council	Deputy Leader	3 Oct 2017 11 Oct 2017	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Private Items (Non Key Decisions)							
Non-Key 363	Application for Home Repairs Assistance	Cabinet Member for Homes and Customers	Cabinet Member - Homes and Customers	Not before 31st Oct 2017	Jane Thomas jane.thomas@chesterfield.gov.uk	Exempt 1, 3 Information relating to an individual Information relating to financial affairs	No
Non-Key 367	Lease of Commercial and Industrial Properties	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 31st Oct 2017	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Non-Key 368	Application for Discretionary Rate Relief	Cabinet Member for Business Transformation	Cabinet Member - Business Transformation	Not before 31st Oct 2017		Exempt	No
Non-Key 369	Queen's Park Sports Centre Catering Staffing	Employment and General Committee	Cabinet Member - Health and Wellbeing	10 Oct 2017	Martin Key Health and Wellbeing Manager martin.key@chesterfield.gov.uk	Exempt 1, 4	No
Non Key Decisions							
Non-Key Non-Key 70	Calculation of Tax Base 'Collection Fund' 2018/19	Employment and General Committee	Cabinet Member - Homes and Customers	22 Jan 2018	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Non-Key Non-Key Page 21	Non Domestic Rates Estimates 2018/19	Employment and General Committee	Cabinet Member - Homes and Customers	22 Jan 2018	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No

For publication

Update on General Fund Capital Programme 2017/18 (J000)

Meeting:	Cabinet Council
Date:	3 rd October 2017 11 th October 2017
Cabinet portfolio:	Deputy Leader of the Council
Report by:	Director of Finance & Resources

For publication

1.0 Purpose of report

1.1 To provide an update to the General Fund Capital Programme.

2.0 Recommendations

That the Cabinet recommends to the full Council that:

- 2.1 The updated General Fund Capital Programme expenditure and financing be approved (Appendix A) including the changes to the Saltergate car park element of the Northern Gateway scheme (para 4.3.3) and deletion of the Museum Store and Waterside (loan) schemes (para 4.3.4 and 4.3.5).
- 2.2 The new schemes in para 6.1 are noted.
- 2.3 That further work is undertaken to produce the strategy document required to take advantage of the capital receipts flexibility detailed in para 5.3 and 6.1.

2.4 That the repayment of prudential borrowing from capital receipts be deferred (para 5.4) including the repayment of QPSC/Market Hall prudential borrowing (para 7.1).

2.5 The suggested changes to the method of financing of current schemes be approved (para 5.7).

3.0 **Background**

3.1 The Capital Programme for 2017/18 was approved as part of the budget setting process in February 2017. The programme included two major capital schemes, the Town Hall alterations and the Northern Gateway project.

3.2 The programme is heavily dependent on financing from capital receipts but in the current economic climate generating the receipts continues to be a challenge. Kier continue to provide an accelerated receipts programme which is incentivised through a commission payment on the receipts generated.

4.0 **Updated Expenditure Forecasts**

4.1 Updated Programme – An updated capital programme forecast (expenditure and financing) is included at **Appendix A**. The Programme covers the current financial year and three years ahead.

4.2 New Schemes - the updated programme includes the schemes that were approved in February 2017 and some new proposals.

4.3 Progress on Current Major Schemes

4.3.1 **Town Hall Alterations** – the building services division won the tender to carry out the alterations to the Town Hall required by Derbyshire County Council before the Registry Office is transferred here. This along with the removal of asbestos taking longer than anticipated means that the completion of this scheme has slipped. The project remains currently on budget.

4.3.2 **Northern Gateway (Refurbishment of Saltergate MSCP)** - Council recently approved the demolition and rebuilding of the car

park on this site as a more cost effective solution than refurbishment. The £3m additional borrowing associated with this change was approved by Cabinet in July 2017 and are included in Appendix A.

4.3.3 **Peak Resort** – this scheme provides upfront infrastructure works to provide access to the site prior to the first phase of the commercial development. This is fully financed by SCRIF funding.

4.3.4 **Chesterfield Museum Store** – this scheme involves the refurbishment of a unit at Somerset Yard to allow museum storage. However due to unforeseen difficulties with the building, the museum storage is now to be housed in an industrial unit. It is proposed to delete this refurbishment scheme from the capital programme.

4.3.5 **Waterside (loan)** – Sheffield City Region (SCR) provided a loan of £2.4m in July 2016 to fund certain elements of the Waterside scheme. The capital spend and loan from SCR are included in the current capital programme. Once the scheme was underway, it was discovered that it can be delivered without this loan facility and the loan was repaid in July 2017. It is proposed to delete this element of the Waterside project from the capital programme.

5 Capital Financing

5.1 Financing Resources – the capital financing resources forecast is shown in **Appendix A**. The main sources of capital finance and how they are being used to fund the current capital programme are summarised below:

- Borrowing – capital expenditure can be financed from borrowing provided the borrowing is affordable, prudent and sustainable. The aim has been to repay borrowing as soon as possible from revenue savings generated by the schemes or by setting aside capital receipts from asset sales. However due to the ongoing scarcity of capital receipts and the need for investment on

several schemes, other borrowing will be required to finance the capital programme.

- Grants and contributions:
2017/18 - £4.8m in total including £1.2m DFG's and £3.2m SCRIF Grant;

2018/19 - £5.3m in total including SCRIF grant of £4.6m and grant of £0.65m DFG's

2019/20 - £1.1m in total including SCRIF grant of £0.5m and grant of £0.65m DFG's
- Reserves - contributions from earmarked reserves towards ICT, vehicle replacements and match funding contributions re other grant funded schemes.
- Capital Receipts – see below.

5.2 Capital Receipts Flexibility – the general rule is that capital receipts can only be used either to repay debt or to finance new capital expenditure. The Government has introduced a relaxation to this rule for the period April 2016 to March 2019 which provides the flexibility to use capital receipts from property, plant and equipment for revenue expenditure on transformation schemes that are designed to deliver ongoing revenue savings.

5.3 To take advantage of this flexibility, the Council would need to produce a strategy document giving details of any projects to be funded in this manner, the level of revenue savings expected and show the impact of this on our prudential indicators. This would need to be approved by full Council and then submitted to DCLG for their approval. All spend would have to be incurred by March 2019.

5.4 Repayment of prudential borrowing planned for 2016/17 was not done to allow the Council to explore the opportunity to use capital receipts to fund business transformation projects. The revised capital programme assumes that the planned repayment of prudential borrowing from 2016/17 is deferred until 2018/19 pending a decision on whether the capital receipts generated will be needed for business transformation projects.

- 5.5 The funding of the capital programme is heavily reliant on the generation of capital receipts so this additional use puts further pressure on what is already a scarce resource.
- 5.6 Capital receipts - are only included in the programme once potential disposals have been identified and the property concerned is being actively marketed. Kier continue to provide additional resources to help accelerate the sale of assets in return for a commission payment on the sales concluded. Given the experience of recent years where the planned receipts at the start of the year were not achieved a more prudent approach has now been adopted for forecasting future receipts. Officers will continue to review whether additional resources are required to further accelerate disposals.

The capital receipts included in the Programme at Appendix A are:

2017-18 - The forecast of receipts at the start of the year was £2.0m but this has been revised to £2.4m. The increase is due to the inclusion of the sale of garage sites and increased estimates on some assets. It includes the sale of land at Ashgate Rd, 87 New Square and the first tranche of land at Poolsbrook.

2018/19 – receipts of £0.5m have been assumed including the second tranche of land at Poolsbrook.

2019/20 – receipts of £0.5m have been assumed. The sale of land at Linacre Rd has been omitted from the capital receipts forecast until a development decision is made.

The receipts forecasts are continually changing as delays are encountered on some disposals or when there are opportunities to accelerate others.

- 5.7 Due to pressure on the General Fund revenue position and the need to identify savings, it is proposed to amend the previously approved financing of the Winding Wheel lift refurbishment from the Property Repairs Reserve to external borrowing which will reduce the level of contributions into this reserve from General Fund revenue.

6.0 New Schemes

- 6.1 There are a number of capital schemes coming to Cabinet and Council for approval in the near future. These are as follows:

- **Development of old Queens Park Sports Centre site** – a public consultation was undertaken in 2016/17 which gave support for the development of this site for artificial pitches. A business case is being commissioned for the scheme.
- **ICT Development** – a modernisation programme being assessed could provide a 'Digital Platform' for service delivery which is expected to generate significant revenue savings when complete. The estimated costs are yet to be finalised in a business plan, an element of which will be revenue costs. These revenue costs could be met by using the capital receipts flexibility referred to in para 5.2 for business transformation projects and must therefore be spent by 31st March 2019.

Other fully funded schemes that have been added to the Programme include:

- Increase in Disabled Facilities Grants of £386k for 17/18 only, funded by the Better Care Fund;
- Langer Lane play space upgrade of £70k funded by Derbyshire County Council and Viridor
- Eastwood Park skate park of £51k funded by Viridor
- Whitebank Close bowls upgrade £33k by Viridor

7.0 Net Financing Position

7.1 The funding surpluses / (deficits) for each of the financial years covered by the updated capital programme are summarised in the table below:

	2017/18	2018/19	2019/20	2020/21
	£000	£000	£000	£000
In year surplus/(deficit)	2,009	-	12	51

The key points to note are:

- 2017/18 – internal borrowing of £1.4m is required to fund the Town Hall alterations. Repayment of prudential borrowing has been deferred pending a review of the decision on how these capital receipts can best be utilised leading to a surplus of £2m.

- 2018/19 – borrowing of £5.2m is required to fund the programme. This will create further pressure on the revenue budget to meet the minimum revenue provision for debt repayment. It is expected that some schemes will generate revenue savings in future years (Saltergate Car Park) which will more than offset the additional revenue cost of borrowing.
- 2019/20 – a small surplus of £12k is forecast. The original capital programme assumed that a proportion of the prudential borrowing for the Market Hall refurbishment and the new Queens Park Sports Centre of £4.9m, could be repaid in this year. This is deferred from the capital programme until the outcome of future capital receipts linked to the repayment (i.e. Linacre) is known. The deferral of debt repayment, however, does add further pressure to the revenue budget as a minimum revenue provision for debt repayment, based on the estimated life of the asset being financed, has to be charged to the revenue account whilst the debt remains in place.
- 2020/21 – a small surplus of £51k is forecast.

8.0 Growth Requests

8.1 The forecast Capital Programme in **Appendix A** shows that based on current forecasts there will be no surplus resources available to fund new schemes until 2019/20. In this climate new schemes can only be added to the Programme where:

- (a) They are aligned with a Council Plan priority; and
- (b) The additional funding required has been identified and secured.

Where the funding cannot be identified the schemes will be added to a prioritised list of growth requests and added to the Programme as resources become available.

8.2 The options for creating some additional financing resource include:

- Accelerating **capital receipts** into an earlier year or identifying new assets for a quick disposal.
- **Prudential borrowing** where there is a strong invest-to-save case which shows that the borrowing cost are affordable and sustainable.

- Securing external **grant** support.

8.3 Starts on schemes that are included in the Capital Programme will not be made until the Cabinet has approved the detailed business case.

9.0 Risk management

9.1 The risks relating to the capital programme generally are set out in below. For individual capital projects the risks are considered in detail at the project appraisal stage.

Description of the Risk	Current Risk		Mitigating Action	Target Risk	
	Impact	Likelihood		Impact	Likelihood
Overspends on schemes	Medium (3)	Possible (3)	Effective planning & monitoring	Medium (3)	Unlikely (2)
Slippage on schemes	Medium (3)	Possible (3)	Regular and effective monitoring	Medium (3)	Unlikely (2)
Capital receipts – disposals delayed or unable to complete	Very High (5)	Likely (4)	Control starts on uncommitted schemes until finance in place. Include only planned disposals in resources forecast. Borrow internally from reserves or short term prudential borrowing.	High (4)	Possible (3)
Reductions in Government Grants	High (4)	Possible (3)	Other external funding opportunities. Asset Management Plan to generate capital receipts.	Medium (3)	Possible (3)
Contractor failure	Medium (3)	Unlikely (2)	Financial tests. Performance bonds.	Low (2)	Unlikely (2)
Lack of capacity to deliver a number of major schemes at the same time	High (4)	Likely (4)	Carefully manage the number of projects and hence risks in play at any one time.	Med (3)	Unlikely (2)
Exempt VAT recovery – a number of current schemes have exempt	V. High (5)	Possible (3)	Starts on schemes delayed until VAT issues resolved. In-year monitoring.	V. High (5)	Unlikely (2)

<p>VAT implications. The cumulative impact could cause the Council to exceed its exempt VAT recovery threshold and then be unable to recover <u>any</u> exempt VAT in that year.</p>			<p>VAT planning for a number of years ahead.</p> <p>Obtaining expert external advice.</p>		
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10.0 Equalities Impact Assessment (EIA)

10.1 The equalities issues relating to particular capital projects are considered separately at the project appraisal stage.

11.0 Alternative options and reasons for rejection

11.1 The amendment to the Capital Programme is based on the previously approved schemes within the current Capital Programme plus the addition of new schemes since that report was approved. Previous commitments could be reviewed and other priorities determined for growth requests.

12.0 Recommendations

That the Cabinet recommends to the full Council that:

12.1 The updated General Fund Capital Programme expenditure and financing be approved (Appendix A) including the changes to the Saltergate car park element of the Northern Gateway scheme (para 4.3.3) and deletion of the Museum Store and Waterside (loan) schemes (para 4.3.4 and 4.3.5).

12.2 The new schemes in para 6.1 are noted.

12.3 That further work is undertaken to produce the strategy document required to take advantage of the capital receipts flexibility detailed in para 5.3 and 6.1.

- 12.4 That the repayment of prudential borrowing from capital receipts be deferred (para 5.4) including the repayment of QPSC/Market Hall prudential borrowing (para 7.1).
- 12.5 The suggested changes to the method of financing of current schemes be approved (para 5.7).

13.0 Reasons for recommendations

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

Decision information

Key decision number	770
Wards affected	(All Wards);
Links to Council Plan priorities	

Document information

Report author	Contact number/email
Helen Fox	Tel: 01246 345452/helen.fox@chesterfield.gov.uk
Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
Appendices to the report	
Appendix A	General Fund Capital Programme

GENERAL FUND CAPITAL PROGRAMME REVISED 2017/18

Code	CAPITAL EXPENDITURE	17/18 £'000	18/19 £'000	19/20 £'000	20/21 £'000
8907	Brampton Flood Resilience Work	45			
2750	IT Strategy (from ICT Reserve)	23			
8445	Vehicles & Plant (V&P Reserve)	120			
8295	Home Repairs Assistance	275	275	275	275
8292	Disabled Facilities Grants	1,221	650	650	650
	Car Parks - Replacement of Ticket Machines	31			
8953	Queen's Park Sports Centre - Demolition of Old Centre	13			
8943	Town Hall Alterations (GPGS)	2,421			
8928	CBC Innovation Centres ICT Upgrade	100			
8770	Replacement of Winding Wheel Lift	93			
8963	Market Hall Café Refurbishment	65			
8956	Grant to Chesterfield Waterside Ltd - Basin Square Infrastructure	607			
8959	Northern Gateway - Refurbishment of Saltergate MSCP	707	5,725		
	Northern Gateway - Streetworks/Environmental Imps	215	800		
	Northern Gateway - Managed Office Space	0	3,904	783	
	Peak Resorts	2,065			
8870	Eastwood Park skate park	51			
8846	Langer Lane play space	70			
8930	Whitebank Close - bowls	33			
	Doe Lea Flood Resilience Work	110			
	Total Expenditure	8,265	11,354	1,708	925
		17/18 £'000	18/19 £'000	19/20 £'000	20/21 £'000
	CAPITAL FINANCING				
	Borrowing - Saltergte		3,000		
	Borrowing - general		2,258		
	Borrowing - Town Hall restack	1,392	0	0	
	Grants & Contributions - see below	4,792	5,266	1,145	660
	Capital Receipts	2,396	464	500	229
	ICT Reserve	23	0	0	
	Vehicle & Plant Reserve	120	0	0	0
	TPIC Property Repairs Reserve (Cap)	75			
	Service Improvement Reserve (TPIC)	25			
	Service Improvement Reserve (Market Hall café)	65	0	0	
	Invest to Save Reserve (Car park ticket machines)	31	0	0	
	Home Repairs Reserve (Repaid Improvement Grants)	0	75	75	75
	Repay prud borrowing: Rose Hill CP Pay-on-Exit		-198		
	Repay prud borrowing: Loan to Chesterfield FC		-411		
	Repay prud borrowing: Ex-Fire Station Site		-536		
	Repay prud borrowing: Market Hall Refurbishment		-573		
	Total resources available in year	8,919	9,345	1,720	964
	Less total expenditure in year	8,265	11,354	1,708	925
	Net in-year surplus / (deficit)	654	-2,009	12	39
	Surplus / (deficit) b/f from prev yr	1,355	2,009	0	12
	Cum surplus / (deficit) c/f	2,009	0	12	51
		17/18 £'000	18/19 £'000	19/20 £'000	20/21 £'000
	CAPITAL GRANTS ETC (Accruals Basis)				
	Flood Relief Grant - CLG	45			
	Flood Risk Management Grant - EA	110			
	Disabled Facilities Grants (BCF / Derbys PCT)	1,221	650	650	650
	Home Repairs Assistance Grants (FILT / SSE)	10	10	10	10
	Langer Lane play space - DCC/Viridor/Friends	68			
	Eastwood Park skate park	51			
	Whitebank Close	33			
	Grant to CWL Basin Square Infrastructure - SCRIF	607			
	Peak Resorts - SCRIF	2,065			
	Northern Gateway (Refurb of Saltergate MSCP) - SCRIF	438	1,690		
	Northern Gateway (Streetworks / Env Imps) - SCRIF	133	496		
	Northern Gateway (Managed Office Space) - SCRIF		2,420	485	
	Staveley King George V Bowls Pavilion Ph 2 - Viridor / Entrust	11			
	Grants Total	4,792	5,266	1,145	660

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For publication

Housing Fire Management Policy ([H000](#))

For publication

Meeting:	Cabinet
Date:	3 October 2017
Cabinet portfolio:	Cabinet Member for Homes and Customers
Report by:	Housing Manager

1.0 Purpose of report

- 1.1 The purpose of the report is for Cabinet to approve and adopt the Revised and Updated Housing Services Fire Management Policy. (Revised policy document attached at **Appendix 1**).

2.0 Recommendations

- 2.1 That Cabinet approves and adopts the Housing Services Fire Management Policy.
- 2.2 That the Housing Manager be authorised to carry out an annual review of fire safety arrangements and that an annual report be submitted to the Cabinet Member for Homes and Customers.

3.0 Report details

Background

- 3.1 The Regulatory Reform (Fire Safety) Order 2005 (FSO) introduced duties for landlords in relation to fire safety in the common areas of flats, maisonettes, and sheltered accommodation in which personal care is not provided. These duties include the carrying

out of Fire Risk Assessment and taking specific action to minimise the risk of fire in the common parts.

- 3.2 A Fire Risk Assessment is an organised and methodical look at the premises, the activities carried out there and the likelihood that a fire could start and cause harm to those in and around the premises. The aims of a Fire Risk Assessment are to identify the fire hazards, to reduce the risk of those hazards potentially causing harm to as low as reasonably practicable and to decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if a fire does start.
- 3.3 Since 2013, Savills, a firm of Chartered Surveyors with expertise in carrying out Fire Risk Assessments, have undertaken the assessments on behalf of the council. The contract for this work was put in place for a 5 year rolling programme until 2017/18.
- 3.4 The findings of the 2016/17 assessments, associated action plan and all associated work is currently being progressed on site, as part of the Housing Capital Programme. Both Savills and the Derbyshire Fire and Rescue Service have commented positively about the condition of Chesterfield Borough Council's housing stock, the physical fire precautions and management arrangements put in place to minimise the risk of fire.
- 3.5 A new Fire Risk Assessment Consultancy contract was due to be procured in 2017/18, however following the tragic fire at Grenfell Tower in June 2017 and in order to ensure continuity of risk assessments and fire certification, whilst this procurement took place, Savills were appointed for an additional 1 year until April 2018/19.
- 3.6 Fire Risk Assessment Consultancy Services for 2018/19 onwards are currently being procured to ensure continuity of service after this date.

Fire Management Policy

- 3.7 A Fire Management Policy pulls together all of the information, policies and procedures relating to fire safety in the residential

premises owned and / or managed by the council's Housing Service.

3.8 The objectives of the Fire Management Policy are to;

- Comply with all current fire safety legislation (namely the Building Regulations 2010, the Housing Act 2004 and the Regulatory Reform (Fire Safety) Order 2005)
- Minimise the risk of fire and subsequent danger to occupants of all residential premises controlled by Chesterfield Borough Council Housing Services
- Achieve best practice in the approach to fire safety, obtaining standards above the minimum legislative requirements where possible

3.9 It sets out the responsibilities for fire safety management, how these are allocated to specific employees and all other employees. It also sets out the responsibilities of tenants, residents and visitors to these premises.

3.10 The policy clearly sets out the Evacuation Policies for the different types of premises owned and managed by Housing Services and the assistance that the council can give in this process.

3.11 Finally it brings together all the fire safety related information into one document, including;

- Documented fire risk assessments, reviews and amendments
- Fire precautions records e.g. checking of fire alarms, emergency lighting, fixed systems and fire extinguishers
- Fire safety training and fire drills
- Fire history records

3.12 The policy will be reviewed on an annual basis, or earlier to take account of any recommended changes to fire safety legislation, following the public inquiry into Grenfell Tower and a report submitted to the Cabinet Member for Homes and Customers.

Actions taken following Grenfell Tower

3.13 In response to the tragic fire at Grenfell Tower, Housing Services, immediately sought to reassure tenants that all the required fire safety measures are in place and up-to-date in council houses and flats. This included;

- Confirmation that all cladding installed on council housing in Chesterfield is safe and of a different type and construction method to that reported to be on Grenfell Tower
- All blocks of flats have had recent fire risk assessments carried out by independent fire risk assessors, as detailed in this report
- All flats are inspected monthly for fire safety measures by Housing Services Neighbourhood Rangers. This includes checks that fire doors and other prevention measures are working correctly and the removal of any flammable materials which residents or visitors have left in corridors or communal areas causing an obstruction or may result in slips, trips or falls.
- Working with Derbyshire Fire and Rescue Service, have installed sprinkler systems in sheltered housing schemes and portable misting systems in individual properties where there is a higher risk of fire.
- Carried out two fire risk assurance visits with Derbyshire Fire and Rescue Service to our 4 and 5 storey blocks of flats.

3.14 A leaflet is currently being prepared to remind tenants of their obligations in respect of minimising the risk of fire and the actions that they should take in the event of a fire. This will be distributed to all tenants residing in flats, issued as part of the tenant welcome pack and included in a revised Tenant Handbook in early 2018/19.

4.0 Financial implications

4.1 Provision has been made in the Council's Housing Capital Programme 2017/18 to 2022/23 to meet the ongoing requirement to carrying out Fire Risk Assessments and any resultant Fire Risk Remedial Works that have been identified.

4.2 Consideration is being given to the installation of sprinkler systems in the council's 4 and 5 storey blocks as part of the setting of the

2018/19 to 2023/24 Housing Capital Programme, which will be brought to Cabinet in February 2018.

5.0 Risk management

Description of the Risk	Likelihood	Impact	Mitigating Action	Resultant Likelihood	Resultant Impact
Enforcement action under the Regulatory Reform (Fire Safety) Order 2005.	High	High	Implement the actions set out in the Fire Risk Assessments and carry out annual reviews	Low	High
Fire Enforcement Notices being served on the council requiring them to carry out immediate remedial work / building closure or legal action resulting in a fine.	High	High	Implement the actions set out in the Fire Risk Assessments and carry out annual reviews	Low	High
Fire which injures or kills residents.	High	High	Implement the actions set out in the Fire Risk Assessments and carry out annual reviews	Low	High

6.0 Legal and data protection implications

6.1 If the council does not, as a Landlord, carry out Fire Risk Assessments and effectively manage the risk of fire (including carrying out associated remedial works) it is at risk of enforcement action under the Regulatory Reform Act (Fire Safety) Order 2005.

7.0 Equalities Impact Assessment (EIA)

7.1 The equalities impacts of all the proposals in the report have been assessed with no negative impacts being identified. A preliminary EIA is attached at **Appendix 2**.

7.2 The purpose of the policy is to minimise the risk of fire and subsequent danger to all occupants (including those with protected characteristics) of all residential premises owned and/or

managed by Chesterfield Borough Council. The arrangements for assisted evacuations have been strengthened to support residents with disabilities and/or ill-health. A range of accessible communications channels will be used to communicate the new arrangements to residents.

8.0 Recommendations

- 8.1 That Cabinet approves and adopts the Housing Services Fire Management Policy.
- 8.2 That the Housing Manager be authorised to carry out an annual review of fire safety arrangements and that an annual report be submitted to the Cabinet Member for Homes and Customers.

9.0 Reasons for recommendations

- 9.1 To meet our statutory obligations under the Regulatory Reform (Fire Safety) Order 2005.
- 9.2 To contribute to meeting the council's corporate priority, 'Improve the quality of life for local people'.
- 9.3 To contribute to improved performance against our key project to deliver the Decent Homes Standard for Council Homes.

Glossary of Terms <i>(delete table if not relevant)</i>	
<i>e.g. HRA</i>	<i>Housing Revenue Account</i>

Decision information

Key decision number	741
Wards affected	ALL
Links to Council Plan priorities	To contribute to the council's priority to improve the quality of life for local people

Document information

Report author	Contact number/email
Alison Craig	Extn. 5156 alison.craig@chesterfield.gov.uk
Background documents	
<i>none</i>	
Appendices to the report	
Appendix 1	Housing Fire Safety Policy
Appendix 2	Preliminary Equalities Impact Assessment

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APPENDIX 1



2017 Draft

Chesterfield Borough Council Housing Fire Safety Policy

Date: September 2017	Department Housing Services Staff Member Responsible: Alison Craig
Date Approved by Cabinet:	
Dates of Previous Versions: October 2014	Review Date: September 2018
Scope: <ul style="list-style-type: none">• This policy applies to the fire safety arrangements in common areas of residential premises managed and/or owned by Chesterfield Borough Council.	
Key Objectives: <ul style="list-style-type: none">• To comply with all current fire safety legislation (namely the Building Regulations 2010, the Housing Act 2004 and the Regulatory Reform (Fire Safety) Order 2005)• To minimise the risk of fire and subsequent danger to occupants of all premises controlled by Chesterfield Borough Council Housing Services.• To achieve best practice in the approach to fire safety, obtaining standards above the minimum legislative requirements where possible.	
Tenant Involvement: <ul style="list-style-type: none">• Observance of fire safety arrangements applicable to the communal areas of residential properties and communal areas	

1. Policy Statement:

The Chief Executive of Chesterfield Borough Council acknowledges the moral and legal duty to ensure that all employees, tenants, and any other visitors to premises under Chesterfield Borough Council control, are adequately protected from all foreseeable fire risks that may arise.

In order to achieve this, Chesterfield Borough Council will ensure that adequate resources are made available, suitable and sufficient fire risk assessments are conducted, and appropriate preventive and protective measures are identified and implemented in all premises under Chesterfield Borough Council control.

Chesterfield Borough Council aims to provide a safe environment in which our tenants (and other relevant persons) are assured that the risk of fire or fire safety related injury is minimised.

Chesterfield Borough Council will foster and maintain good working relationships with partner services to ensure the ongoing safety of our tenants, employees and customers; this includes Derbyshire Fire and Rescue services

Additionally, Chesterfield Borough Council is committed to ensuring ongoing compliance with all applicable fire safety legislation, in particular the requirements of the Regulatory Reform Fire Safety Order 2005.

2. General Aims/Objectives:

In order to help minimise the likelihood of fire occurring, and the consequences in the event that a fire occurs, Chesterfield Borough Council will implement arrangements designed to ensure:

- Suitable and sufficient fire risk assessments in accordance with the Regulatory Reform (Fire Safety) Order 2005 are undertaken (at appropriate intervals), the significant findings recorded and necessary remedial work undertaken in a timely fashion.

See Appendix 4A - Fire Risk Assessment Timetable

- Increased awareness for staff and residents alike through communication and appropriate fire safety management
- Adequate levels of basic fire safety awareness and staff competency through effective training programmes.
- Adequate drills, servicing, maintenance and testing of fire safety equipment, where applicable
- Effective liaison with the Fire & Rescue Service

3. Responsibilities and Fire Safety Management

As the employer and landlord; and owing a duty to the occupants of premises, Chesterfield Borough Council must as far as is reasonably practicable take steps to reduce the risk from fire in Chesterfield Borough Council premises and make sure that everyone in, or nearby, can escape safely if there is a fire.

As such, the Chief Executive has the overall responsibility for any given premises. With respect to fire this includes:

- Ensuring effective fire safety management for work activities undertaken by CBC.
- Ensuring effective fire safety management of properties managed by CBC.

- Ensuring adequate resources are made available to meet CBC's legal fire safety obligations and ensure as far as reasonable the safety of staff and residents.

The Chief Executive may be assisted in his duties by nominated and adequately trained employees. Employees have a duty to co-operate with the Chief Executive so far as is necessary to enable the legislation to be complied with.

Roles and specific responsibilities are to be allocated to employees as necessary. Appendix A1 details the Fire Safety Management Structure within Chesterfield Borough Council Housing Services.

All employees have a duty to take reasonable care for the safety of themselves (and of other relevant persons who may be affected by their acts or omissions at work)

4.0 General Principles

Chesterfield Borough Council (and by default the Chief Executive) is regarded as the 'Responsible Person' (as defined in Article 3 of the RRO) as the employer and party being in control of the premises. This relates to all non-residential premises and the common areas only of residential premises.

Chesterfield Borough Council Housing Services will ensure that a property is handed to a tenant with all the necessary fire precautions in place for example smoke alarms, fire doors to the correct standard and the relevant electrical and gas tests carried out.

Residents of individual general needs, market rent, and leasehold properties are responsible for their own fire safety within their private homes, including carrying out regular tests of their individual fire detection system.

Where residents have stored medical oxygen in their properties, they are responsible for informing Chesterfield Borough Council so the Local Fire Service can be alerted to the presence of stored oxygen in the premises.

The storage of bicycles, motorised scooters, pushchairs/prams and other resident goods will not be permitted in communal access or escape routes in residential premises. Under no circumstances should flammable materials be stored in any communal areas other than designated storage rooms.

In the case of mobility scooters, where no designated storage area exists, they must not be stored in access or escape routes. Under no circumstances should mobility scooters be charged in any communal areas other than specially equipped designated charging/storage rooms.

A strict no smoking policy will be maintained in all communal areas.

5.0 Evacuation Policy

Evacuation policies for each building will be specific to that building, however as a general premise:

Residential accommodation:

- General needs purpose built accommodation to have a 'stay put' policy. Occupants have the option to stay in the building provided they feel it is safe to do so.
- Sheltered accommodation to use fire evacuation policy specific to that building.
- Sheltered accommodation should take into account the 'Fire Safety in Specialised Housing Guidance' and 'Person Centred Risk Assessments' need to be taken into account

Community premises (eg community Rooms)

- All premises to have a 'total evacuation' policy. All occupants to self evacuate once the fire alarm sounds.

Evacuation drills

- Fire evacuation drills will be conducted twice annually in residential premises with alarms e.g sheltered schemes. Performance will be monitored to ensure that buildings can be evacuated in a safe and timely manner.
- All persons new to the organisation will be instructed in the fire evacuation procedure on induction.

6.0 Equality and Diversity:

Chesterfield Borough Council Housing Services acknowledges its responsibilities to ensure that persons with disabilities are not put at increased risk in the event of a fire.

Assisted Evacuation

- In residential premises, where practicable and should assistance be requested, Chesterfield Borough Council Housing Services will provide advice and guidance to assist residents in developing their own means of escape plan in general needs and sheltered premises, Personal Evacuation Plan (PEEP). This will not involve the assistance of staff in the evacuation. Liaison will take place with the Fire and Rescue Service on how best to record and store information on non-ambulant or disabled residents in residential blocks where higher dependency residents are expected (such as sheltered or extra care premises).

7.0 Communication

Fire Safety Core Group

A group of employees from across Housing Services will form the Fire Safety Core Group who will meet every 6 months.

- To ensure compliance with all aspects of fire safety legislation
- To keep abreast of changes to legislation and associated guidance documents
- To report to Housing Management Team on any and all appropriate matters in particular, progress against action plans, resource requirements and any matter that may require further consideration
- To develop, monitor and review policies and procedures that reflect the role stated above.
- To ensure consistency of approach to fire safety through effective communication.
- To ensure fire safety training is adequate and up-to-date for all staff
- To monitor, record and measure performance
- To liaise with the Fire and Rescue Service and any other appropriate body
- To investigate fire incidents

See Appendix A2 for terms of reference of the Fire Safety Core Group

Communication with Staff

Through training, fire drills, appropriate signage and the intranet.

Communication with residents

Through appropriate 'Fire Action' signage in conjunction with other forms of communication provided on a regular basis such as web-site, newsletters, leaflets and tenant information packs.

Liaison with the Local Fire and Rescue Service

Chesterfield Borough Council Housing Services will engage in a regime of regular communication with the Fire and Rescue Service to ensure good lines of communication and operational familiarity of Chesterfield Borough Council's housing stock.

8.0 Recording of Information

All fire safety related information will be recorded by the relevant managers, kept up-to-date and kept centrally. This will include:

- documented fire risk assessments
- documented reviews or amendments of the fire risk assessment
- evacuation plans
- fire precautions records (including regular checking of all fire precaution measures, the fire alarm system tests, the emergency lighting system tests, fixed systems (heating and electrical) and fire extinguishers service records)
- fire safety training records and fire drills
- fire history records

- miscellaneous correspondence relevant to fire precautions policies and measures.

See Appendix A3 for responsibility

9.0 Training

Fire safety training for staff will cover a wide range of topics and be programmed on a regular basis and also at induction for new members of staff. This is will categorised into 2 main areas:

- Task specific: training tailored to the specific fire safety related tasks that individuals may be required to undertake as part of their remit.
- Policy and General fire safety awareness: general training for all staff covering the main aspects of basic fire safety and any issues relating to Chesterfield Borough Council Housing.

10.0 Monitoring and Review:

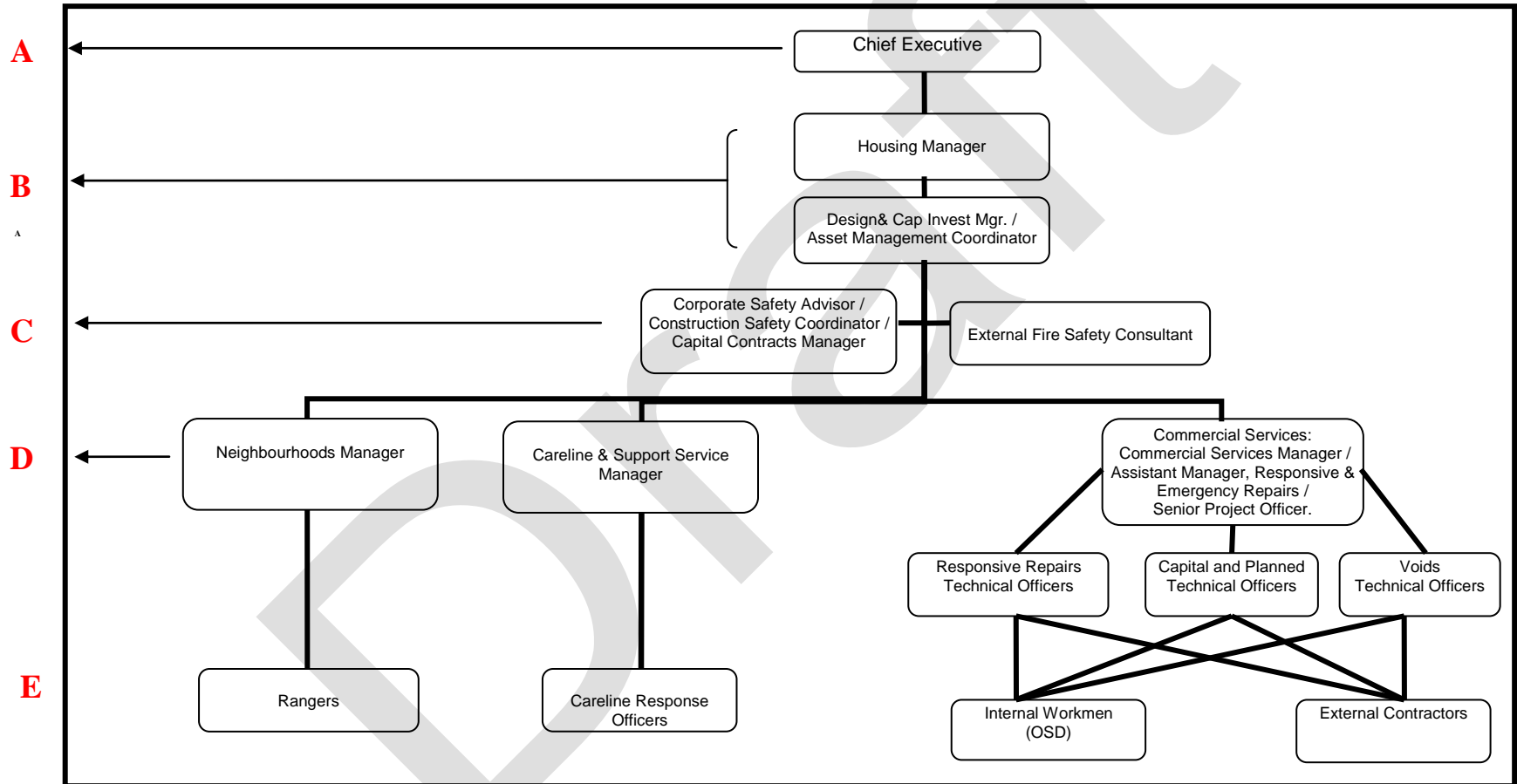
This Policy will be reviewed on an annual basis by the Housing Services Management Team and the Corporate Health & Safety Advisor, and a report will be submitted annually to Cabinet for information.

Appendix A1

Housing Fire Safety Management Structure Chesterfield Borough Council

In the meantime, as usual, if you have any questions or points to raise, please contact me.

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Management & Inspection

Maintenance and Repair

- A: Chief Executive/ Cabinet have overall responsibility of ensuring that the fire safety function within CBC Housing Services is being appropriately managed resourced and funded.
- B: Top level management of fire safety within CBC Housing Services and reporting directly to the Cabinet. Responsible for ensuring overall compliance with the legislation [RRO], completion of fire risk assessments and action plans, drafting and reviewing policies and procedures, managing staff training is provided, assisting in the tender process for the selection of fire systems, contractors etc. This role is seen as high level and not involved in the day-to-day decisions.
- C: 'Department Head' Level whose function will be to assist the Fire Safety Manager [Level B] by providing appropriate staff resource and ensure any staff under their control, who carry out functions that may impact on fire safety (for example External Contractors), have appropriate controls in place. They should ensure that nominated staff within their Department have adequate training and time to carry out any additional roles and responsibilities as necessary.
- D: Senior Level staff with the key role of ensuring that all properties within their remit are being dealt with accordingly and that onsite staff [Level E] are carrying out their function adequately. They will provide a liaison point between Level E and Level B [passing issues 'upwards' and policies/procedures 'downwards']. They will keep copies of all the necessary checks and carry out any necessary work that has been identified.
- E: The people onsite such as Scheme Managers, Rangers, Careline Response Officers, Tradesmen and external contractors. They will have a responsibility for checking/ensuring general building maintenance, carrying out fire safety inspections as required, communicating with residents, identifying issues and reporting of repairs, regular testing of fire safety systems, ensuring good levels of house-keeping and local management etc.

Appendix A2

Terms of Reference of the Fire Safety Core Group

1. Role and Responsibilities:

The role and responsibilities of the Fire Safety Core Group is to ensure ongoing compliance with all relevant fire safety legislation. It will keep under review the effective management of fire safety across Chesterfield Borough Council Housing with the object of promoting fire safety at all times.

2. Terms of Reference:

Duties of the Fire Safety Core Group will be:

- i. To ensure compliance with all aspects of fire safety legislation
- ii. To keep abreast of changes to legislation and associated guidance documents
- iii. To report to Housing Management Team on any and all appropriate matters in particular, progress against action plans, resource requirements and any matter that may require further consideration
- iv. To develop, monitor and review policies and procedures that reflect the role stated above.
- v. To ensure consistency of approach to fire safety through effective communication.
- vi. To ensure fire safety training is adequate and up-to-date for all staff
- vii. To monitor, record and measure performance
- viii. To liaise with the Fire and Rescue Service and any other appropriate body

3. Meetings:

The Chair of the Fire Safety Core Group is to be the Housing Manager and the Corporate Safety Advisor.

Meetings are to take place once every six months and are to be attended by:

Housing Manager
Commercial Services Manager
Careline and Support Service Manager
Neighbourhoods Manager
Design and Capital Investment Manager
Corporate Safety Advisor
Asset Management Coordinator
Assistant Manager, Responsive & Emergency Repairs
External Consultant - if required

If an attendee is unable to make any given meeting then the responsibility will be delegated to another member of their section.

4. Authority:

The Fire Safety Core Group is authorised by the Housing Manager to undertake any activity within its terms of reference.

5. Agenda:

The fire safety core group will discuss at every meeting;

- Programmes of work to be undertaken
- Incidents
- Training
- Fire Risk Assessments
- Non compliance by tenants
- Improvements
- Any other business

Draft

Appendix A3 Responsibility for Carrying out Fire Checks and Associated Works

	Sheltered Schemes	General Needs Blocks
Fire Risk Assessment	Housing Manager / Careline & Support Service Manager	Housing Manager/ Neighbourhoods Manger
Management of actions arising from FRA	Housing Manager / Careline & Support Service Manager / Assistant Manager, Responsive Repairs & Maintenance	Housing Manager/ Neighbourhoods Manger/ Assistant Manager, Responsive Repairs & Maintenance
Arrangements for maintenance, repairs and inspection Fire alarm systems, emergency lighting and extinguishers, Fire related repairs etc.	Assistant Manager, Responsive Repairs & Maintenance	Assistant Manager, Responsive Repairs & Maintenance
Fire Safety Checks and arranging for the necessary works/repairs to be carried out as highlighted in the checks.	Careline & Support Service Manager / Mobile Wardens	Neighbourhoods Manger/ Rangers
Auditing of Arrangements	Housing Manager/ Construction Safety Coordinator / Corporate Safety Advisor	Housing Manager/ Construction Safety Coordinator / Corporate Safety Advisor

Year 1 - (High Risk, Low Risk) All Sheltered Schemes, Five Storey and Two Storey Blocks	2016/17
Year 2 - (High Risk), (Medium Risk) All Sheltered Schemes, Five Storey and Four and Three Storey Blocks	2017/18
Year 3 - (High Risk) All Sheltered Schemes and Five Storey Blocks	2018/19
Year 4 - (High Risk, Medium Risk, Low Risk) All 334 General Needs Blocks and Sheltered Schemes	2019/20
Year 5 - (High Risk) All Sheltered Schemes and Five Storey Blocks	2020/21
Year 6 - (High Risk, Medium Risk) All Sheltered Schemes, Five Storey and Four and Three Storey Block	2021/22
Year 7 - (High Risk, Low Risk) All Sheltered Schemes, Five Storey and Two Storey Blocks	2022/23

High Risk - **Every 1 Year**
Medium Risk - **Every 2 Years**
Low Risk - **Every 3 Years**

Chesterfield Borough CouncilEquality Impact Assessment - Preliminary Assessment Form

The preliminary impact assessment is a quick and easy screening process. It should identify those policies, projects, services, functions or strategies which require a full EIA by looking at negative, positive or no impact on any of the equality groups.

Service Area: HOUSING SERVICES
 Section: HOUSING MANAGER
 Lead Officer: ALISON CRAIG

Title of the policy, project, service, function or strategy the preliminary EIA is being produced for: **Fire Safety Policy**

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

Existing

Changed

New/Proposed

Q1 - What is the aim of your policy or new service?

To set out the Fire Safety arrangements in common areas of residential premises managed and/or owned by Chesterfield Borough Council.

Q2 - Who is the policy or service going to benefit?

The Fire Safety arrangements will benefit all residents and visitors to the common areas of residential premises, managed and/or owned by Chesterfield Borough Council.

Q3 - Thinking about each group below, does, or could the policy, project, service, function or strategy have an impact on protected characteristics below? You may also need to think about sub groups within each characteristic e.g. older women, younger men, disabled women etc.

Please tick the appropriate columns for each group.

Group or Protected Characteristics	Potentially positive impact	Potentially negative impact	No impact
Age – including older people and younger people.	X		
Disabled people – physical, mental	X		

and sensory including learning disabled people and people living with HIV/Aids and cancer.			
Gender – men, women and transgender.			X
Marital status including civil partnership.			X
Pregnant women and people on maternity/paternity. Also consider breastfeeding mothers.			X
Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.			X
Ethnic Groups			X
Religions and Beliefs including those with no religion and/or beliefs.			X
Other groups e.g. those experiencing deprivation and/or health inequalities.	X		

If you have answered that the policy, project, service, function or strategy could potentially have a negative impact on any of the above characteristics then a full EIA will be required.

Q4 - Should a full EIA be completed for this policy, project, service, function or strategy?

Yes

No

Q5 - Reasons for this decision:

There will be no impact on users generally with the exception of older residents in sheltered schemes who will have a positive impact due to the 'Fire Safety in Specialised Housing Guidance'.