



Please ask for Charlotte Kearsey
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The Chair and Members of Overview
and Performance Scrutiny Forum

25 June 2018

Dear Councillor,

Please attend a meeting of the OVERVIEW AND PERFORMANCE SCRUTINY FORUM to be held on TUESDAY, 3 JULY 2018 at 5.00 pm in 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. Budget Outturn Report

5:05pm to 5:45pm

Verbal Report

4. Scrutiny Annual Report (Pages 5 - 26)

5:45pm to 5:55pm

5. Derbyshire Unemployed Workers Centre

5:55pm to 6:25pm

Chesterfield Borough Council, Town Hall, Rose Hill, Chesterfield S40 1LP

Telephone: 01246 345 345, Text: 07960 910 264, Email: info@chesterfield.gov.uk

www.chesterfield.gov.uk

Verbal Update and presentation

6. Forward Plan (Pages 27 - 28)

6:25pm to 6:30pm

7. Scrutiny Monitoring (Pages 29 - 32)

6:30pm to 6:35pm

8. Scrutiny Project Group Progress Updates

- Town Centre Scrutiny Project Group – Lead Member Councillor
Howard Borrell

- HS2 Scrutiny Project Group – Lead Member Councillor Jenny Flood

6:35pm to 6:45pm

9. Work Programme for the Overview and Performance Scrutiny Forum
(Pages 33 - 34)

6:45pm to 6:50pm

10. Joint Overview and Scrutiny

6:50pm to 6:55pm

11. Overview and Scrutiny Developments

6:55pm to 7:00pm

12. Minutes (Pages 35 - 42)

7:00pm to 7:05pm

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', with a stylized flourish at the end.

Local Government and Regulatory Law Manager and Monitoring Officer

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CHESTERFIELD
BOROUGH COUNCIL

SCRUTINY

ANNUAL

REPORT

2017/18

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1 OVERVIEW AND SCRUTINY COMMITTEE CHAIRS' FOREWORD

Needs completing

Councillor Kate Sarvent

Councillor Peter Innes

2 COMMENTS FROM THE CHIEF EXECUTIVE

Needs completing

**Huw Bowen
Chief Executive**

3 OVERVIEW AND SCRUTINY COMMITTEE WORK AND ACHIEVEMENTS

The council's three overview and scrutiny committees, which are the **Overview and Performance Scrutiny Forum**, the **Enterprise and Wellbeing Scrutiny Committee** and the **Community, Customer and Organisational Scrutiny Committee**, have had yet another busy year during 2017/18.

The council's overview and scrutiny committees (OSCs) have undertaken scrutiny work as a committee and have appointed scrutiny project groups (SPGs) which are informal working groups that undertake specific task and finish project work for scrutiny committee consideration.

Work undertaken by our council's OSCs during the municipal year 2017/18 is detailed throughout this report.

Pre-Decision Scrutiny

The council's approach is to support and enable good pre-decision scrutiny. Pre-decision scrutiny provides opportunity for scrutiny members to fully challenge and inform important decisions before they are made. It has a number of benefits for the council and communities in that;

- i. early, proactive involvement is likely to produce a better informed, better quality, more robust decision;
- ii. there is a lesser need to suspend decisions already made (ie, through the 'call-in' mechanism) when it can be too late and high risk to change anything;
- iii. it provides opportunity for wider member involvement in decision making followed by greater ownership and support for a decision;
- iv. it helps mitigate against, and minimises the chances of, things going wrong.

Pre-decision scrutiny usually needs time and opportunity for OSCs to get involved early. With good planning and access to information, OSCs will often appoint project groups to inform policy and service developments at the very early stages of planned work. This happens a long time before decision items are entered into the council's published Forward Plan of key decisions. Examples of this from our 2017/18 work programme include our scrutiny project group work on HS2 and the Town Centre which is detailed in this report.

The Forward Plan

A standing item on each scrutiny committee agenda is the council's Forward Plan. The Forward Plan is a document that contains details of the key, private and, where possible, non-key decisions the Cabinet, cabinet members or officers are likely to make over a four month period. It is a legal requirement to make details of key or private decisions public.

This council supports its pre-decision scrutiny policy by going beyond the legal requirements for publishing notice of key decisions by providing the details of decisions up to four months in advance.

As well as being an important document for the public, the Forward Plan helps to provide our OSCs with the opportunity to monitor the executive decision making

programme and undertake pre-decision scrutiny.

Overview and Scrutiny Committee Power of ‘Call-in’

Scrutiny law allows for an OSC to investigate, make reports and recommendations on Cabinet decisions that have been agreed but not yet put into action. Legislation allows for action on these decisions to be suspended pending a scrutiny inquiry.

This process is referred to as scrutiny ‘Call-in’. Following any scrutiny call-in inquiry, the scrutiny committee (ie the Overview and Performance Scrutiny Forum) may request Cabinet reconsider its decision on the basis of the further evidence gathered.

During the 2017/18 year no ‘call-ins’ were made.

OSCs Work and Achievements’ Summary

Throughout 2017/18 OSCs undertook both pre-decision and post-decision scrutiny, receiving reports and influencing decisions on the following policies, strategies, plans and services :

Overview and Performance Scrutiny Forum:

- Council Plan and Performance
- Council Budget Monitoring and Medium Term Financial Forecast
- Great Place Great Service Transformation Programme
- PPP contractual review
- Digital Strategy
- Programme Management Office and Gateway Zero
- Derbyshire Law Centre
- HS2 and Town Centre developments
- Outdoor Markets

Community, Customer and Organisational Development Scrutiny Committee:

- A Workforce Fit for the Future
- Workforce Strategy
- Food Poverty, Mental Health and Deprivation
- Welfare Reform and Universal Credit
- Cultural Venues
- Chesterfield Community Safety Partnership
- Derbyshire Police and Crime Panel Update
- Community Engagement and Communications and Engagement Strategy

Enterprise and Wellbeing Scrutiny Committee:

- Waste Management contract options
- Maintenance and Costs of the Council’s Sports Pitches
- Skills Action Plan
- STAR survey results
- Economic Growth

- Green Spaces and Chesterfield in Bloom
- Play Strategy
- Homelessness
- Housing Revenue Account (HRA) Business Plan
- Housing Allocations Policy

Statutory Crime and Disorder Scrutiny Committee

Legislation requires that Councils appoint a Crime and Disorder Scrutiny Committee (CDSC) which must meet at least once a year to provide overview and scrutiny of the council area's Community Safety Partnership's work and performance.

Meetings of the committee were held on 19 September 2017 and 20 March 2018 to consider performance and progress against the Chesterfield Community Safety Partnership Plan for 2017/18. The committee also considered priorities for 2018/19 which had taken account of work to be carried forward from the 2017/18 plan and resource availability. Priorities included:

- i) substance misuse;
- ii) organised crime groups;
- iii) cyber-crime;
- iv) improving support for victims;
- v) anti-social behaviour;
- vi) domestic violence and hate crime;
- vii) integrated offender management.

In addition the committee monitored progress in relation to actioning its recommendations regarding alcohol related hospital admissions and the locking of park gates. The committee were satisfied that the gates were continued to be locked therefore this was removed from the committee's monitoring schedule.

The committee also received minutes of the meetings of the Derbyshire Police and Crime Panel, and updates from the Council's appointed member representative, the Cabinet Member for Health and Wellbeing.

Cabinet Member attendance

During the year the following Cabinet Members (and/or their Assistant Cabinet Members) have attended scrutiny committees to present pre-cabinet and other reports, policies, strategies and plans in relation to the business items above, and to answer scrutiny members' questions:

Leader of the Council, Councillor Tricia Gilby
 Deputy Leader, Councillor Amanda Serjeant
 Cabinet Member for Governance, Councillor Sharon Blank
 Cabinet Member for Health and Wellbeing, Councillor Chris Ludlow
 Cabinet Member for Homes and Customers, Councillor Helen Bagley
 Cabinet Member for Town Centres and Visitor Economy, Councillor Steve Brunt
 Cabinet Member for Business Transformation, Councillor Ken Huckle.
 Assistant Cabinet Member, Councillor Ray Catt
 Assistant Cabinet Member, Councillor John Dickinson
 Assistant Cabinet Member, Councillor Jean Innes

4 SCRUTINY PROJECT GROUPS, CORPORATE WORKING GROUPS AND JOINT WORKING

Scrutiny Project Groups:

Scrutiny Project Group on Friends Groups

A scrutiny project group was appointed by the Community, Customer and Organisational Scrutiny Committee in May 2016 to examine how 'friends of' and Community groups work with the council to improve their local parks and open spaces.

The group considered a number of options to improve the communication between the council and the 'friends of' groups, these included ensuring that there was an up to date database of the groups and a single point of contact at the council, producing a bi-annual newsletter, exploring how the council could assist with setting up and running 'friends of' groups and producing guidance to help the groups publicise activities and engage with their local communities. The project group also considered the benefits of carrying out an annual survey to collect information on 'friends of' groups' contribution to the council's objectives in the Parks and Open Spaces Strategy. The group reviewed the guidance currently given to 'friends of' groups and reviewed options for working closer with the groups to enable the best outcomes from bids for external funding and provide clarity on the role of the council and the 'friends of' group with regard to the development of the park or open space.

The project group undertook further work to assess the impact on corporate considerations which may arise from implementing the recommendations they had developed. Revised recommendations were approved by the Community, Customer and Organisational Scrutiny Committee and the report was considered by Cabinet in November, 2017 who resolved to establish a corporate officer working group to carry out further work into the resource implications and report back to the Committee and Cabinet.

Since then, a new Environmental Services Manager has been recruited and a series of proposed actions to address each of the scrutiny recommendations was discussed at the Community, Customer and Organisational Scrutiny Committee in May 2018. The actions were supported by the committee and would be reported to Cabinet for a final decision following further discussions with the Lead Member. Outcomes will be monitored by the Committee and reported in next year's annual report.

Scrutiny Project Group on the Town Centre

A scrutiny project group was appointed by the Overview and Performance Scrutiny Forum in May 2017 to review the town centre with the aim of finding ways to attract and increase visitors to the town. The project's scope was approved in June 2017 and set out the groups' objectives which were to ensure that there was a joined-up approach to future plans and projects which impacted on the town centre and to identify ways to enhance the town centre as a visitor experience.

Involving the public is key to achieving effective scrutiny and early on in the project the group members recognised that it was important to hear the views of the public and local businesses. After initial information gathering had taken place, two focus groups

were arranged. The first group with members of the public was structured around what attracts people to Chesterfield and what Chesterfield could learn from other towns. A second focus group took place with Chesterfield Champion members, where representatives from local businesses were asked why they chose Chesterfield for their business and where would they like to see Chesterfield in the future taking into consideration the planned regeneration projects.

The project group considered the feedback from the focus groups along with statistics from recent Council run surveys and drew up a long list of potential improvements for the town centre. A further period of consultation was undertaken with senior officers followed by research into other town centres and local authorities with similar demographics. This enabled the project group to finalise their recommendations which included reviewing the branding of the town to make sure visitors were not misled, using the Purple Flag status to liven up the early evening economy, reviewing the street cleaning and maintenance of the town centre to lift the town's appearance and re-invigorating the event calendar and market offer.

The report was approved by the Overview and Performance Scrutiny Forum in March 2018 and received by Cabinet in April 2018. A formal response is expected from Cabinet within 2 months of the Cabinet meeting, as per the statutory duty placed on Cabinet by the Localism Act 2011.

Scrutiny Project Group on HS2

A scrutiny project group was appointed by the Overview and Performance Scrutiny Forum in June 2017. The project group aimed to identify existing plans and strategies in respect of how the council has been preparing for the impact of the development of HS2 in Chesterfield, as well as how this development would benefit the residents and visitors and the area.

The project group has been working to gather information relating to the potential impacts on HS2 with regards to: impact on tourism, transport to and from the station, housing, skills and impacts on the environment and health. The work will continue into the annual work programme for next year, and outcomes will be reported in next year's scrutiny annual report.

Scrutiny Project Group on the development of the old Queen's Park Sports Centre site

A scrutiny project group was appointed by the Overview and Performance Scrutiny Forum in May, 2017 in order to contribute to the development of the full business case for the preferred option of artificial sports pitches. The project group would then act as a 'sounding board' and monitor progress during the design and building stage.

From its work during the development of the full business case in 2017, the project group supported the preferred option of restoring the area to parkland to include one 7x7 sports pitch when this was proposed to Cabinet and Council in December, 2017, recommending further consideration of several aspects during the detailed design of this option.

During the first part of 2018 the project group has considered the development of the Heritage Statement and Design and Access Statement as part of the preparation of

the planning application for the site. The group will continue to monitor the progress of the planning application and, subject to the outcome of the planning application, the procurement process for the restoration of the parkland and the building of the sports pitch.

Scrutiny Project Group on Play Strategy

A scrutiny project group was appointed by the Enterprise and Wellbeing Scrutiny Committee in June 2016 to inform and provide oversight of the development of the council's play strategy. The project has challenged and informed the development of detailed audits of existing play areas across the borough. The project has also informed the content and design of proposed community consultation which took place from 16 April to 1 June 2018.

The work will continue into the annual work programme for next year, and the project's outcomes following the results of the public consultation will be reported in next year's scrutiny annual report.

Scrutiny Project Group on Leisure, Sport and Cultural Activities

Detailed background to this review can be found in the scrutiny annual reports for 2013/14 and 2014/15. The project group did not meet during 2017/18. Before concluding the project, the scrutiny project group are awaiting a final meeting with the project board from the development of the new Queen's Park Sports Centre to carry out a lessons learnt task. Any further developments to report will be included in next year's annual report.

Corporate Working Groups:

Last year the Overview and Performance Scrutiny Forum appointed individual members to attend the following corporate working group meetings to report back to the relevant OSC on the work of the corporate groups.

Housing Revenue Account (HRA) Business Plan Steering Group – Cllr Suzie Perkins is the scrutiny representative on this working group and has brought regular reports back to the Enterprise and Wellbeing Scrutiny Committee on HRA finances, partnership working with housing tenants including a consultation on proposed changes to the Tenancy Agreement, review of tenant repair obligations to address the reduced repairs budget and improving the desirability of hard-to-let properties by decorating and carpeting, and advertising on Rightmove. The working group has met a number of times during the year.

Member Development Working Group – Scrutiny is represented on this group by Joint Scrutiny Chair, Cllr Peter Innes. The working group has carried out a thorough review of its terms of reference, purpose and procedures over the past 12 months. The review has resulted in a new Member Development policy being approved by Cabinet in May 2018. Scrutiny continues to feed into the working group by identifying member's training needs and contributing to the rolling member training plan.

Constitution Review Working Group – Scrutiny continues to be represented on this group by Cllr Kate Sarvent, however no meetings have taken place during 2017/18.

The working group will remain on the work programme for 2018/19 should the need for meetings arise.

Joint Overview and Scrutiny Panel for Chesterfield, North East Derbyshire and Bolsover Councils

The Panel was originally appointed to scrutinise performance and monitor services delivered jointly between the three Councils of Chesterfield, Bolsover and North East Derbyshire. These included the shared services of Procurement, Internal Audit and Building Control. The Procurement service is now contracted to the NHS and a Derbyshire-wide Building Control company has been established. This led the panel to review its own terms of reference in light of the changes. It concluded that its role should remain relatively unchanged for the present time, and that it continues to meet as and when needed. During the 2017/18 municipal year no meetings of the Joint Overview and Scrutiny Panel have been called. The Panel remains in place pending any business coming forward.

5 SCRUTINY OUTCOMES AND IMPACT ON SERVICE DELIVERY

Ensuring Implementation and Monitoring Impact of Scrutiny Work and Recommendations

Our overview and scrutiny committees monitor progress made in implementing scrutiny recommendations that are approved by decision makers, requesting regular 6 monthly or annual updates on progress. This follow up procedure ensures once recommendations are approved they are put into action, and that the work of scrutiny impacts on service delivery and benefits the people of Chesterfield.

During 2017/18 the council's scrutiny committees monitored and received progress reports on delivery of scrutiny recommendations made in relation to the scrutiny project reviews listed below. Information regarding monitoring of Crime and Disorder Scrutiny Committee recommendations is covered in part 3 of this report.

- Leisure, Sport and Cultural Activities in relation to the development of the new Queen's Park Sports Centre
- Friends of groups

With respect to the Leisure, Sport and Cultural Activities project, the Community, Customer and Organisational Scrutiny Committee received a report on community engagement service improvements in November 2017 and was satisfied that this recommendation had been fulfilled, it was therefore removed from the monitoring schedule.

Greater detail of these scrutiny project reports and recommendations can be found either in part 3 of this report or in previous annual scrutiny reports.

Achievements and highlights:

The work of the scrutiny project group on the development of the old Queen's Park Sports Centre site has informed the report and recommendations on the business case for the future use of the site that was submitted to and approved by Cabinet and Council in December 2017. The Cabinet report explained how the findings of the project group's report had either already been taken on board or would be taken into account during the implementation stage of the project. Cabinet welcomed the offer for the group to continue to engage with the project during the implementation stage.

The Community, Customer and Organisational Scrutiny Committee have been monitoring closely the implementation of Universal Credit over the past year, receiving regular updates from Cabinet Members and senior officers and scrutinising the measures being taken to support claimants. The Committee have been fully supportive of the work undertaken by officers and, following progress report in January 2018, were moved to write to all staff involved to thank them for their work in ameliorating issues arising from the introduction of Universal Credit.

To improve scrutiny members' understanding of the topics on the work programme, visits to locations relevant to the topic being scrutinised have been arranged. This year scrutiny members have visited key site locations for the HS2 development and, with the help of senior officers and cabinet members, were able to visualise the impact to

the railway station and site of the proposed depot in Barrow Hill. In addition, representatives from the HS2 scrutiny project group visited the Doncaster Rail College to hear more about the demand for skills and training that is required to maintain and run high speed trains.

6 OVERVIEW AND SCRUTINY DEVELOPMENTS DURING THE YEAR

Developments in overview and scrutiny are ongoing and this is a standing item on the agenda for each meeting of the Overview and Performance Scrutiny Forum (OPSF).

Developments fall into two main areas:

- i) Developments inside and outside of the Council having an impact on delivery of the overview and scrutiny function;
- ii) The development of people involved with delivering the function, and more specifically those elected members of our overview and scrutiny committees.

The information below provides details of the various developments that have taken place during 2017/18.

Sheffield City Region Combined Authority, Overview and Scrutiny Committee



The combined authority area covers 9 councils in South Yorkshire and North Derbyshire, of which Chesterfield Borough Council is a non-constituent member. This new body has strategic powers to make decisions on transport, economic development and regeneration matters within the combined authority area. On 4 May, 2018, Dan Jarvis was elected as Mayor of the Sheffield City Region and Chair of the Mayoral Combined Authority.

Legislation requires the combined authority to establish an overview and scrutiny committee (OSC) to increase transparency and accountability of the authority's decision making. The SCRCA OSC has been meeting during 2017/18 and Chesterfield Borough Council's scrutiny chairs are appointed to, and attend its meetings. The SCRCA and its OSC meetings are administered by the South Yorkshire Joint Authorities Unit and meeting details and webcasts of its work during 2017/18 can be accessed by clicking [here](#).

Developing Overview and Scrutiny Committee Work Programming

Over the past three years, scrutiny has been using a format to plan its work programme that engages all scrutiny, backbench and cabinet members in the process. The positive feedback and comments from last year's session were used to make improvements to this year's sessions which received further positive feedback.

The new approach has (i) improved clarity and transparency around the work programming process, (ii) enabled wider understanding and involvement in the work programming process, (iii) provided opportunity to further develop the scrutiny / cabinet working relationship and (iv) facilitated well informed discussions and selecting of items.

Two work programme action planning days took place as detailed below:

Action Day 1: At the first planning day, cabinet members were invited to present their priorities and plans for the year 2018/19. Scrutiny and other backbench members worked together informally, in mixed group workshops to discuss and agree potential business items for the scrutiny work programme. They were also asked to consider whether there was a public interest in the item, if scrutiny can have an impact and if there was evidence of poor performance.

Action Day 2: At the second planning day event, scrutiny and backbench members considered the long list of potential business items generated from action day 1. In groups they used a RAG (red/amber/green) scoring system to prioritise the importance and impact of items on the list, and whether scrutiny could have an impact. Having achieved a priority rating for each item, further group discussions took place to consider which items would be suitable for scrutiny project groups.

Following these sessions, the Scrutiny Chairs and Democratic and Scrutiny Officers met to finalise the items for the work programmes using the RAG scores, and drew up a draft work programme that underwent consultation with senior officers before being approved by the Overview and Performance Scrutiny Forum.

Corporate Working Groups:

Last year the Overview and Performance Scrutiny Forum was invited to appoint individual members to certain corporate working groups. These corporate working groups are detailed in section 1 of this report. OSC members are appointed to attend the working group meetings and report back to the relevant OSC on the work of the corporate groups. This approach is an efficient way to access more information and to provide a mechanism for more direct communication between the OSCs and working groups. Direct communication enables early scrutiny involvement and opportunities for pre-decision scrutiny. OSC member appointments are reviewed annually as part of the work programming process.

Scrutiny / Executive Communications

To continue to strengthen communications and information sharing, the two scrutiny committee chairs routinely attend informal development sessions for portfolio holders and the corporate management team this includes discussions, updates, presentations and networking opportunities.

Learning and Development for Overview and Scrutiny

Scrutiny plays an important role in identifying and delivering learning and development for members. One of the Scrutiny Chairs continues to sit on the Member Development Working Group which, over the past year, has reviewed its terms of reference and made a series of improvements to better support member development. Development needs that are identified through scrutiny committees or project groups are fed into the member development group so that they can form part of a rolling training programme covering all members. In addition, a programme of member briefing sessions has been established to provide topical advice and updates to help members carry out their responsibilities effectively.

The scrutiny work programming sessions provide an opportunity for all members to learn about the council's key priorities from cabinet members and take part in workshops to determine a list of items for the work programme. Scrutiny continues to look for ways to make work programming more effective and involves the scrutiny members in carrying out prioritisation tasks which encourages members to consider the various impacts of a particular topic.

Both the Scrutiny Chairs and officers from the Democratic and Scrutiny Team have attend each East Midlands Scrutiny Network meeting during 2017/18. The Scrutiny Chairs then provide reports back to the scrutiny committees including feedback from discussions on how different authorities plan their work programmes, scrutiny structures and how authorities were preparing for the arrival of HS2.



The Senior Democratic and Scrutiny Officer attended the Centre for Public Scrutiny conference in December 2017 and circulated an update to all members which included points on how to achieve good governance, ensuring accountability by learning from poor governance, financial scrutiny and commercialisation, what good democracy and scrutiny looks like and the findings from the CLG Select Committee inquiry into local government. To view the bulletin, please click [here](#).

Overview and Scrutiny Policy, Practice and Guidance

In line with the overview and scrutiny arrangements which have been adopted, we continue to develop our local policy approach, processes, and shared learning, through the introduction and further development of guidance and information documents, as needed. We continue to promote and develop a presence on both the new intranet on an ongoing basis.

At the end of 2016/17, the procedure for Scrutiny Project Groups had been reviewed and guidance documents re-written to align scrutiny project work with the corporate projects. The new guidance assisted with the planning of the projects to set realistic and achievable aims and objectives. A shared space was created on aspire so that all members could easily access the guidance documents and forms, the overview and scrutiny shared area can be accessed by clicking [here](#). All project groups during 2017/18 have been using the new forms which have enabled them to clearly track their review work back to the corporate priorities and ensure the correct consultation has been carried out during the projects.

East Midlands Councils' Regional Scrutiny Network



The East Midlands Councils' Regional Scrutiny Network is a forum for learning, sharing, promoting, supporting and developing the scrutiny function across the region. The Council plays a proactive role in supporting and contributing to the work of the network which meets on a quarterly basis.

One or both of the Scrutiny Chairs have attended each meeting of the Network during 2017/18 and in June 2017 the Senior Democratic and Scrutiny Officer was elected as

Vice-Chair for the Network. During the year, workshops have been re-introduced to the meetings, allowing members and officers from around the East Midlands the opportunity to discuss best practice for scrutiny and share their work. In addition, the Scrutiny Chairs and Senior Democratic and Scrutiny Officer shared the presentation that had been delivered to the Service Manager's seminar to promote scrutiny's role within the council.

7 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2017/18

The three scrutiny committees review their work programme business at each of their meetings held every two months. Programmes of work and meeting agendas would include:

- Individual items of business agreed by the scrutiny committees for consideration (including ongoing priorities such as budget, performance and corporate priorities)
- Reports on scrutiny project group work
- Reports from scrutiny members appointed to corporate working groups
- Scrutiny of the council's Forward Plan of key decisions
- Monitoring of the delivery of approved scrutiny recommendations
- Business items that committees will decide to deal with as and when they arise such as 'call-in' and petitions.

Detail of specific Work Programme business is below.

Overview and Performance Scrutiny Forum

<p><i>Business items :</i></p> <ul style="list-style-type: none">• Council Plan and Performance• Budget Monitoring• Great Place Great Service (transformation programme)• Review of Scrutiny• Voluntary Sector organisations• Gender Pay Gap• Digital Strategy	<p><i>Scrutiny Project Groups on :</i></p> <ul style="list-style-type: none">• HS2 (High Speed Rail Network) <p><i>Items for monitoring :</i></p> <ul style="list-style-type: none">• Town centre <p><i>Corporate Working Group representation on :</i></p> <ul style="list-style-type: none">• Member Development Working Group
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Community, Customer and Organisational Scrutiny Committee

<p><i>Business items :</i></p> <ul style="list-style-type: none"> • Face to face service delivery • Communications and Engagement Strategy • Effectiveness of PSPO town centre order • Universal Credit implementation • Food poverty, mental health and deprivation <p><i>Scrutiny Project Groups on :</i></p> <ul style="list-style-type: none"> • Council owned community rooms 	<p><i>Items for Monitoring :</i></p> <ul style="list-style-type: none"> • Crime and Disorder Committee (Alcohol Related Hospital Admissions / Locking of Park Gates) • Friends of groups <p><i>Corporate Working Group representation on :</i></p> <ul style="list-style-type: none"> • Constitution Review Working Group
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Enterprise and Wellbeing Scrutiny Committee

<p><i>Business items :</i></p> <ul style="list-style-type: none"> • Private sector housing • Recycling/climate change • Healthy Living Centre performance • Housing supply and impact of new housing • Allocations policy • Homelessness 	<p><i>Scrutiny Project Groups on :</i></p> <ul style="list-style-type: none"> • Play Strategy • Development of former Queens Park Leisure Centre site • Skills • Leisure, Sport and Cultural activities <p><i>Corporate Working Group representation on :</i></p> <ul style="list-style-type: none"> • Housing Policy and Housing Revenue Account Business Plan Steering Group
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8 SCRUTINY COMMITTEE MEMBERSHIP 2017/18

Overview and Performance Scrutiny Forum : Councillors	
Peter Innes - Co Chair Kate Sarvent - Co Chair Jeannie Barr Howard Borrell Ian Callan Kate Caulfield Lisa Collins	Lisa-Marie Derbyshire Vickey-Anne Diouf Barry Dyke Keith Falconer Jenny Flood Donald Parsons Suzie Perkins
Community, Customer and Organisational Scrutiny Committee : Councillors	
Peter Innes – Chair Howard Borrell – Vice Chair Lisa Collins Barry Dyke	Jenny Flood Shirley Niblock Donald Parsons Kate Sarvent
Enterprise and Wellbeing Scrutiny Committee : Councillors	
Kate Sarvent – Chair Suzie Perkins – Vice Chair Kate Caulfield Dean Collins	Lisa-Marie Derbyshire Vickey-Anne Diouf Barry Dyke Keith Falconer

For further information contact :

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or visit the Council's website at www.chesterfield.gov.uk

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Agenda Item 6

Please click on the link below to access the latest version of the Forward Plan:

<https://chesterfieldintranet.moderngov.co.uk/mgListPlanItems.aspx?PlanId=91&RP=134>

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CHESTERFIELD BOROUGH COUNCIL

WORK PROGRAMME: OVERVIEW AND PERFORMANCE SCRUTINY FORUM for July 2018

	Scheduled Meeting Date(s):	Business Items :	Status :	Raised by:	Cabinet Member Responsibility
1	03.07.18	Voluntary Sector	Arose during update on Council Plan on 28 November, 2018. Update received from the Law Centre on 13 March, 2018. Update from the Unemployed Worker Centre scheduled for 3 July, 2018.	OPSF	Governance
2	03.07.18	Budget	Budget Monitoring Report for the first half of 2017/18 received on 28 November, 2017 along with the update medium term financial plan.	Scrutiny Work Programme Action Planning – February and March 2018	Leader
3	03.07.18	Scrutiny Annual Report	To be submitted to Council 18 July, 2018 for consideration and endorsement.	Senior Democratic & Scrutiny Officer	Governance
4	18.09.18	Scrutiny	Arose during Scrutiny Work Programming for 2018/19, agreed to include on Work Programme at	Scrutiny Work Programme	Governance

Work Programme as agreed by O&P 16.01.2018

CHESTERFIELD BOROUGH COUNCIL

	Scheduled Meeting Date(s):	Business Items :	Status :	Raised by:	Cabinet Member Responsibility
			OPSF 08.05.18.	<i>Action Planning – February and March 2018</i>	
5	18.09.18	Digital Strategy	Arose during Scrutiny Work Programming for 2018/19, agreed to include on Work Programme at OPSF 08.5.18.		<i>Economic Growth</i>
6	20.11.18	Council Plan and Corporate Performance	To receive progress on the Council Plan. Report last received 08.05.18.	<i>Scrutiny Work Programme Action Planning – February and March 2018</i>	<i>Deputy Leader</i>
7	20.11.18	Budget	Budget Monitoring Report for the first half of 2017/18 received on 28 November, 2017 along with the update medium term financial plan. Update received on 03.07.18	<i>Scrutiny Work Programme Action Planning – February and March 2018</i>	<i>Leader</i>

Work Programme as agreed by O&P 16.01.2018

CHESTERFIELD BOROUGH COUNCIL

	Scheduled Meeting Date(s):	Business Items :	Status :	Raised by:	Cabinet Member Responsibility
Items Pending Reschedule or Removal:					
Scrutiny Project Groups:					
	Every meeting	HS2	Arose during Scrutiny Work Programming for 2017/18, agreed to include on Work Programme at OPSF 9.5.17. PSR approved 27/06/17.	Scrutiny Work Programme Action Planning – March 2017	Economic Growth
Corporate Working Groups:					
New Business Items Proposed:					

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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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)
EW5 Page 33	New Leisure Facilities (SPG) (<i>now Leisure, Sport and Cultural Activities SPG including various sub groups</i>)	EW 23.04.15 (Min. No. 70)	To approve the on-going work of the Project Group in respect of the continuing monitoring of the construction, transfer to and the operation of the new leisure centre facilities.	6 month progress report	SPG to attend meeting with Leisure Centre Build Programme Board to sign off the Phase 1 work.	Next EW5 leisure progress report TBA.
CCO1	Statutory Crime & Disorder Scrutiny Ctte	CCO 29.09.11 (Min. No. 44)	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.

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)
CCO3	Friends Groups	CCO 19.09.17 (Min. No. 19) Cabinet 14.11.17 (Min. No. 81)	Friends Groups SPG report approved by CCO 19.09.17. Considered by Cabinet 14.11.17. – corporate officer working group to consider resource implications and to report to CCO and Cabinet.	May 2019	Monitoring report considered by CCO – 22.05.18	Monitor progress – 22.01.19.
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.						

OVERVIEW AND PERFORMANCE SCRUTINY FORUM

Tuesday, 8th May, 2018

Present:-

Councillor Sarvent (Chair)

Councillors Callan
Caulfield

Councillors L Collins
P Gilby ++
Serjeant +

Rachel Appleyard, Senior Democratic and Scrutiny Officer ++++
Charlotte Kearsey, Democratic and Scrutiny Officer
Donna Reddish, Assistant Director – Policy and Communications +++

+ Attended for Minute No. 66
++ Attended for Minute No. 67
+++ Attended for Minute No. 66 and 67
++++ Attended for Minute No. 68 and 69

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

No declarations of interest were received.

64 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Borrell, Derbyshire, Dyke, Falconer, Flood and P Innes.

65 MINUTES

The Minutes of the Overview and Performance Scrutiny Forum (OPSF) held on 13 March, 2018 were presented.

RESOLVED –

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

DEPUTY LEADER - COUNCIL PLAN AND CORPORATE PERFORMANCE

The Deputy Leader and Assistant Director – Policy and Communications attended to provide a progress report on the Council Plan for Year 3, 2017/18.

The Assistant Director advised that of the 41 key activities for 2017/18 80% had been completed. This was an improvement on the half year position where 74% of key activities were still on target. Challenge from the Overview and Performance Scrutiny Forum and the Finance and Performance Board helped to keep activities on track and improve performance.

The following key achievements had been made during 2017/18:

- Work with partners at Sheffield City Region and D2N2 to negotiate and deliver skills training packages worth £744k which had benefitted 91 businesses and over 1300 learners.
- Secured 100% local labour clauses on eligible planning applications. Once secured officers work with developers to support and advise them on clause implementation.
- A range of events and activities aimed to increase the footfall in the town centre, these included: the medieval market, market festival, record fairs, young people's market, festive fayre and the observation wheel.
- Improved homelessness service in preparation for the implementation of the Homelessness Reduction Act. Improvements included the establishment of a North Derbyshire Homelessness Forum, introduction of new technology and enhanced training for staff.
- Retained budgetary discipline and income maximisation strategy through challenging budget holders, vacancy control, maximising core income streams, careful investment, exploration of external grant funding and a focus on operational efficiency savings.
- New commercial activity during 2017/18 included the market hall café and environmental services which had generated approximately £149k in income.

The revised Council Plan for 2018/19 sets out the key commitments until the end of the Council Plan. There had been 42 key activities identified for delivery during 2018/19 (this includes priorities being rolled over from

2017/18). Progress towards these commitments would be monitored and challenged on a quarterly basis via the performance management framework.

Members asked whether the uncertainty regarding voluntary sector funding had impacted on the wellbeing program. The Assistant Director confirmed that there had been some aims which were not deliverable due to changes at Derbyshire County Council and the Clinical Commissioning Groups.

Members thanked the Deputy Leader and the Assistant Director for presenting their progress report and for answering their questions.

RESOLVED –

That the progress report be noted.

67 LEADER - GENDER PAY GAP

The Leader and Assistant Director – Policy and Communications attended to inform members on the Gender Pay Gap report for 2017.

The Assistant Director advised that new legislation had been introduced which required employers with 250 or more employees to publish statutory measures every year showing how large the gender pay gap was. Organisations have 12 months from the snapshot date (31st March from public sector) to publish their data on the government's gender pay gap portal and the organisations website.

Gender pay gap reporting can be extremely complicated and could cause confusion so it was extremely important to get the communications right on this issue. The Assistant Director had consulted with Trade Union representatives and service managers to find answers to enable them to ask questions and prepare for the data release.

It was noted that in the lowest paid quartile there were 229 members of staff who were paid the real living wage. If the Council had not taken the decision to implement the real living wage then the gender pay gap would have been significantly higher.

The Leader observed that the gender pay gap was different to equal pay, which was in place at CBC, and that issues demonstrated in the report needed to be addressed but solutions would not be quick or easy.

It was noted that CBC had taken the decision to retain a lot of services in house which would lead to a disadvantage in gender pay gap reporting compared to other authorities.

Members asked whether comparisons had been carried out between other public sector organisations such as the Chesterfield Royal Hospital. They were advised that comparisons with the hospital had not yet been carried out. The only comparisons which had been carried out so far were with the neighbouring local authorities. However this is an area which would be considered once a larger data set was available as well as trend information.

RESOLVED –

That the report be noted.

68 CABINET MEMBER FOR GOVERNANCE - OVERVIEW OF SELECT COMMITTEE INQUIRY INTO SCRUTINY

The Senior Democratic and Scrutiny Officer attended to advise members on the outcomes of the Communities and Local Government Select Committee (CLGC) report on the Effectiveness of Local Authority Overview Scrutiny Committees and the government's response to the findings from the review.

The CLGC resumed their inquiry into the effectiveness of local authority overview and scrutiny in September 2017. In December 2017 the Select Committee published a report of their findings, as summarised in paragraph 3.3 of the officer's report.

The government produced a full response published in March 2018 to the recommendations in the CLGC report. In their response the government accepted some recommendations but said others depended upon the different situations in each authority. The government also agreed that the guidance regarding the process of scrutiny reporting to full Council should be updated.

The Select Committee inquiry had provided an opportunity to relook at how effective overview and scrutiny at CBC had been and to identify where improvements could be made.

Members were asked to give their initial thoughts which included:

- An investigation into public participation;
- Clarification why the OSC Vice Chairs were elected but not the Chairs;
- Scrutiny should report directly to full Council;
- Increased education for Councillors about the commitment of scrutiny because of the low councillor attendance numbers;
- That the Standards and Audit Committee carried out a similar role but there had been no overlapping or links between the Committees;
- Importance of refresher training to ensure Councillors are confident and knowledgeable about the role of scrutiny;
- Utilising opportunities to scrutinise outside bodies.

RESOLVED –

1. That the report be noted.
2. That the Senior Democratic and Scrutiny Officer carry out investigations into the areas suggested by Members and that a further report be brought to the OPSF in September, 2018.

69 OVERVIEW AND SCRUTINY WORK PROGRAMME FOR 2018/19

The Senior Democratic and Scrutiny Officer submitted a report which included the details of the proposed Overview and Scrutiny Committees' Work Programme for 2017/18.

Members were asked to state their interest in leading one of the two Scrutiny Project Groups.

In addition, the Scrutiny Member nominations for the Council Working Groups were discussed.

RESOLVED –

1. That the Overview and Scrutiny Work Programme 2018/19 be approved and recommended to the Council's Overview and Scrutiny Committees (OSCs).
2. That the appointment of scrutiny project group lead members and memberships be considered by the relevant OSC
3. That the following appointments to Council Working Groups be approved:
 - Member Development – Councillor Peter Innes
 - Constitution – Councillor Kate Sarvent
 - HRA Business Plan – Councillor Suzie Perkins

70 FORWARD PLAN

The Forward Plan was considered.

RESOLVED –

That the Forward Plan be noted.

71 SCRUTINY MONITORING

The Scrutiny Monitoring Schedule was considered.

RESOVLED –

That the Scrutiny Monitoring Schedule be approved.

72 SCRUTINY PROJECT GROUP PROGRESS UPDATES**Town Centre Scrutiny Project Group**

The Senior Democratic and Scrutiny Officer provided an update on the progress of the scrutiny project group report which had been considered by Cabinet on 24 April, 2018. The scrutiny project group awaited a response from Cabinet to the recommendations of the scrutiny project group report.

HS2 Scrutiny Project Group

The Democratic and Scrutiny Officer provided an update on the progress of the scrutiny project group. The group were in the last stages of information gathering and would next be reviewing and evaluating the information to be included in the scrutiny project group report.

RESOLVED –

That the updates be noted.

73 JOINT OVERVIEW AND SCRUTINY

The Joint Chairs had attended a meeting of the Sheffield City Region Scrutiny Board and reported that discussions had taken place around the skills agenda and broadband. The new work programme was being worked on and it was hoped that the Homelessness Reduction Act would be included.

RESOLVED –

That the updates be noted.

74 OVERVIEW AND SCRUTINY DEVELOPMENTS

There were no updates.

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