



Please ask for Graham Ibberson
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The Chair and Members of Cabinet

11 March 2024

Dear Councillor,

Please attend a meeting of the CABINET to be held on TUESDAY, 19 MARCH 2024 at 11.00 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 - 8)

To approve as a correct record the Minutes of the Cabinet meeting held on 20 February 2024.

4. Forward Plan

Please follow the link below to view the latest Forward Plan.

[Forward Plan](#)

Items Recommended to Cabinet via Cabinet Members

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

Deputy Leader

5. Asset Management Delivery Plan (Pages 9 - 30)

Cabinet Member for Finance and Asset Management

6. Council Plan Delivery Plan 2024/25 (Pages 31 - 40)

Cabinet Member for Governance

7. Modern Slavery Statement 2024/25 (Pages 41 - 52)
8. Commemorations and Flag Flying Policy (Pages 53 - 70)
9. Member Support and Development Policy (Pages 71 - 94)

Cabinet Member for Health and Wellbeing

10. Advice Agency Grant Funding (Pages 95 - 170)

Cabinet Member for Climate Change, Planning and Environment

11. Climate Change Delivery Plan 2024/25 (Pages 171 - 196)

Cabinet Member for Town Centres and Visitor Economy

12. Market Fees and Charges (Pages 197 - 228)

Yours sincerely,

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

Head of Regulatory Law and Monitoring Officer

CABINET

Tuesday, 20th February, 2024

Present:-

Councillor Gilby (Chair)

Councillors	Holmes	Councillors	Serjeant
	Sarvent		J Innes
	Baldauf-Good		Staton
	Davies		Stone

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

69 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

70 **MINUTES**

The minutes of the meetings of the Cabinet held on Tuesday 16 January and Monday 5 February would be available for members to approve at the next scheduled meeting of the Cabinet, on Tuesday 27 February.

71 **FORWARD PLAN**

The Forward Plan for the four-month period March, 2024 to June, 2024 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

72 DERBYSHIRE STRATEGIC LEADERSHIP BOARD

The Leader of the Council presented a report setting out the work that the Council had recently been engaged in with Derby City Council and other Derbyshire Councils on a revised approach to collaborative and partnership working, and seeking approval for the Council to participate in a new Joint Committee of Derby and Derbyshire councils, the D2 Strategic Leadership Board (D2 SLB).

Work was progressing at pace towards the establishment of the new East Midlands Mayoral Combined County Authority (EMMCCA), which would bring new powers and funding opportunities to improve outcomes for people and places. It was important that Chesterfield Borough Council had a voice in these new governance structures, which would be enabled by its members and officers being able to actively participate in the proposed D2 SLB.

The case for a new single leadership board for Derby and Derbyshire, where the 10no. councils could come together to work collectively to tackle the city's and county's challenges and speak with one voice, had been further strengthened by the challenging financial circumstances that many were facing. There was a pressing need to collaborate, to create new ways of working, and to be more cost effective in delivering services for people and places.

The D2 SLB was proposed as a successor body to the two existing joint committees, the Vision Derbyshire Joint Committee and the D2 Joint Committee for Economic Prosperity, which would be dissolved on establishment of the new Board.

The proposed structure for the new Board was attached at Appendix 1 of the officer's report, and the draft Terms of Reference, including the Articles, Procedure Rules and Access to Information Procedure Rules attached at Appendix 2.

A short guide to the D2 SLB was attached at Appendix 3 of the officer's report, providing a simple, accessible description of both the D2 SLB's vision and functions, and how it would work in practice.

It was proposed that membership would be open to all 10no. Derbyshire councils, including Derby City Council.

It was also proposed that following establishment of the EMMCCA, the D2 SLB would be the formal nominating body for making district and borough council appointments to the EMMCCA Board. Derbyshire's district and borough councils would be entitled to two seats on the EMMCCA Board, with Derby City Council and Derbyshire County Council each having one seat by virtue of being constituent councils. It would be for the districts and boroughs to determine their two nominations via the D2 SLB.

Under the proposals, Derbyshire County Council would act as the host authority and would establish a programme team to support the D2 SLB. The Programme Team would be responsible for:

- Overseeing and managing the new body – including servicing meetings of the Board and its advisory committees.
- Working with thematic delivery leads to identify, develop, and deliver programmes and projects in line with the Board's proposed vision and functions.
- Shaping the Board's future programme and ensuring alignment with the proposed EMMCCA, when established, to optimise the outcomes for people and places.

All 10no. Derby and Derbyshire Councils were now being asked to become members of the D2 SLB. It was felt to be important for the Council to become a member of the D2 SLB and for it to engaged in the development of the Board's work programme over the coming months. Accordingly, it was recommended that the Leader be nominated to represent Chesterfield Borough Council on the D2 SLB and that the Deputy Leader be nominated as substitute.

***RESOLVED –**

That it be recommended that Council;

1. Approves the proposals for the establishment of the D2 Strategic Leadership Board and delegates functions to this Joint Committee in line with the Functions and Responsibilities document attached at Appendix 2 of the officer's report.
2. Notes the draft Terms of Reference, including the Introduction and Context, Functions and Responsibilities, Procedural Rules and

Information Procedure Rules for the Strategic Leadership Board as set out in Appendix 2 of the officer's report and the position detailed in those documents regarding scrutiny and co-option.

3. Appoints the Leader of the Council as the Council's representative on the D2 Strategic Leadership Board and the Deputy Leader of the Council as substitute.
4. Notes the intention for the D2 Strategic Leadership Board to be the body for the nomination of district and borough representatives to the East Midlands Combined County Authority (CCA), when established, further noting that this is subject to the CCA's agreement that this be the mechanism.
5. Agrees that Derbyshire County Council will act as the host authority for the Joint Committee.
6. Notes the dissolution of the D2 Joint Committee for Economic Prosperity, the enactment of which is subject to the establishment of the D2 Strategic Leadership Board and recommends to Council that the Constitution is amended accordingly.
7. Notes the dissolution of the Vision Derbyshire Joint Committee, the enactment of which is subject to the establishment of the D2 Strategic Leadership Board and recommends to Council that the Constitution is amended accordingly.
8. Approves the Council's active participation in the D2 Strategic Leadership Board and the associated costs of taking forward the programme of work.
9. Notes that as the functions of the Joint Committee are executive functions, Chesterfield Borough Council will not have the opportunity to co-opt additional members onto the Joint Committee and the ability to co-opt is restricted within the Terms of Reference.
10. Notes that, in accordance with section 9F of the Local Government Act 2000, constituent authorities who operate executive arrangements will need to make formal scrutiny arrangements to review or scrutinise decisions made in connection with the exercise of the functions of the D2 Strategic

Leadership Board, and that the Council's existing scrutiny arrangements will apply.

REASONS FOR RECOMMENDATIONS

1. To establish the D2 Strategic Leadership Board with robust governance arrangements in place and secure the Council's future involvement and participation in the new governance arrangements as they develop and emerge.
2. To enable the Council to commit the financial resources required to support the D2 Strategic Leadership Board and its work activities.
3. To enable the Council to participate fully in all decision making and programme activity that will take place under the remit of the D2 Strategic Leadership Board.
4. To ensure the Council has appropriate lead Elected Member representation on the proposed D2 Strategic Leadership Board.

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For publication

Asset Management Strategy Delivery Plan 2024/25

Meeting:	Cabinet
Date:	19 March 2023
Cabinet portfolio:	Cabinet Member for Finance and Asset Management
Directorate:	Economic Growth

1.0 Purpose of the report

- 1.1 Full Council approved the Asset Management Strategy 2023-2027 in July 2023. This report seeks Cabinet approval for a detailed delivery plan for 2024/25, which contains a range of activities aimed at achieving the objectives set out in the strategy.
- 1.2 The report also seeks approval for resources to progress the implementation of new asset management software system, to support service transformation, and to progress the stock condition surveys, net-zero carbon assessments and develop business cases to progress an asset maintenance and decarbonisation programme.

2.0 Recommendations

- 2.1 To approve the asset management strategy delivery plan for 2024/25 as set out in Appendix A, to move forward the delivery of the strategic objectives set out in the Council's Asset Management Strategy.
- 2.2 To approve up to £350,000 to progress the procurement and implementation of a new asset management software system, to be funded through the use of capital receipts.
- 2.3 To approve up to £300,000, to be funded over two financial years from the property renewals fund, and the use of individual held commercial property reserves, to progress a programme of stock condition surveys, net-zero carbon assessments and develop business cases, to progress an asset maintenance and decarbonisation programme.

- 2.4 To endorse the capital receipts policy, as set out in the Asset Management Strategy - to reinvest capital receipts, secured through the disposals programme, into the land and property estate to fund maintenance, decarbonisation and investment activity to support the delivery of the asset management vision.
- 2.5 To note that successful delivery of the recommendations set out in this report are dependent upon the reshape of the property and technical services team that is being presented to Joint Cabinet and Employment and General Committee on 19 March 2023.
- 2.6 To delegate authority to the Service Director – Economic Growth, in consultation with the Cabinet Member for Finance and Asset Management, to make amendments to the Asset Management Strategy Delivery Plan during the year to enable operational effectiveness.

3..0 Reason for recommendations

- 3.1 To establish, for 2024/25, a detailed work programme and resources to continue the delivery of the Council's asset management strategy that sets out the vision, asset management policies and strategic objectives to guide the overall management of the council's land and property assets, in line with the vision and priorities of the Council.

4.0 Report details

Context

- 4.1 Chesterfield Borough Council is committed to making sure that its land and property assets work to benefit the wider borough, as well as enabling the council to deliver its services as efficiently and effectively as possible.
- 4.2 The Council Plan sets out its vision to 'Putting our Communities first', together with three priorities:
- Making Chesterfield a thriving borough
 - Improving quality of life for local people
 - Building a resilient council
- 4.3 The commitment to our communities to maximise social value, deliver inclusive growth, provide good quality housing and attractive green spaces, and achieve net-zero carbon by 2050, can all be driven forward through the way in which the Council uses its assets for the benefit of the borough.
- 4.4 A new asset management strategy was approved by Council in July 2023. It includes an overview of the council's current land and assets and in consideration of the drivers and opportunities, the strategy sets out a vision,

asset management policies and strategic objectives which set out the focus for land and property management up to 2027.

4.5 Key elements of the strategy are highlighted below, including the headline outputs and outcomes, under each of the strategic objectives, that the delivery of the strategy will seek to achieve by 2027.

4.7 Vision:

To actively manage and rationalise our land and property assets in line with the vision and priorities set out within the Council plan, ensuring that our assets are safe, efficient, fit for purpose, sustainable and provide value for money for the communities of Chesterfield.

4.8 The asset management policy areas provide an overview of the remit and responsibilities of the new corporate property and estates service, with regards to land and property assets.

- Corporate landlord – to adopt a corporate landlord approach to the management of our land and property, including providing a clear governance structure for performance, programme management and decision making; clear policies and procedures, reporting and monitoring arrangements; and putting in place resources to deliver a corporate landlord approach across the council
- Compliance and property maintenance – to keep our properties safe, dry and secure through the implementation of an appropriately resourced, well-managed, rigorous compliance regime and a repairs and renewals programme with evidence-led maintenance plans, which are based on an appropriate balance of investment between planned and reactive maintenance
- Commitment to net zero carbon emissions - to seek to protect the environment by adapting and managing our estate to meet the council's climate commitment to net zero by 2030, in line with the council's climate change strategy and including the consideration of initiatives that support green growth
- Land and property rationalisation – to drive efficiencies through regular asset management reviews of our land and property assets, ensuring they are managed efficiently, provide the right space, in the right place and on the best terms
- Disposals and acquisitions – to dispose of, or acquire land and property as part of the delivery of the outcomes from the rationalisation programme, in line with the council's overall vision and priorities set out in the Council Plan, with particular focus on maximising social value, inclusive growth and the contribution to net-zero commitments

- Use of capital receipts - to reinvest capital receipts, secured through the disposals programme, into the land and property estate to fund maintenance, decarbonisation and investment activity to support the delivery of the asset management vision
- Commercial estate management – to maximise income generation and overall social value from the existing land and property portfolio through proactive estate management recognising the importance of delivering value for money to support council service delivery and the medium-term financial plan
- Supporting growth and housing strategies – to use our assets to support development opportunities and maximise inclusive growth in the borough, as part of the delivery of the council’s growth and housing strategies
- Innovation and technology – to promote a culture of innovation that optimises the use of technology to support new ways of working across the Council

4.9 The strategic objectives, outputs and outcomes, provide an overview of the work to be delivered over the period of the Asset Management Strategy to March 2027.

- **Developing and delivering our Corporate Landlord approach**

By 2027 we will have:

- Established effective governance arrangements, under a corporate landlord model, to support effective decision making.
- Reshaped services across the council to support the implementation of a corporate landlord approach, with appropriate resources for successful delivery.
- A range of appropriate policies and procedures in place to guide decision making and the development of work programmes.
- A new ICT software system to effectively manage and analyse asset data to support decision making.
- Regular reporting of statutory compliance performance across the estate.

- **Investing in decarbonisation whilst keeping our assets safe and well maintained**

By 2027 we will have:

- Completed a stock condition and net-zero carbon assessment on all of our assets.
- Made significant progress in decarbonising our assets, towards the council’s net-zero target for 2030.
- An established and sufficiently resourced medium to long term planned maintenance programme.
- An appropriately funded planned maintenance and reactive repairs service.

- An established corporate landlord approach to premise management with clear responsibilities for the corporate property team and premise managers.
- **Delivering a land and property rationalisation programme**
By 2027 we will have:
 - Completed a full land and property rationalisation programme and established an annual review programme to review our assets every five years.
 - Completed a four-year disposals programme and achieved a significant level of capital receipts, that have primarily been re-invested in the council's land and property portfolio
 - Established an on-going disposals and acquisitions programme to ensure the estate continues to provide value for money for the Council and support its vision and priorities.
- **Maximising income and overall value from the existing commercial estate**
By 2027 we will have:
 - Completed a review of the commercial portfolio, seeking to maximise income from land holdings
 - Implemented a new ICT software system to enable the effective management of the financial transactions required to recover rental and service charge income.
- **Using our land and property to maximise inclusive growth opportunities across the borough**
By 2027 we will have:
 - Worked to support the delivery of the growth and housing strategies of the council; seeking to deliver the council vision and priorities.
 - Identified opportunities to expand the council's commercial portfolio and income generating ability, including green growth opportunities.

4.10 The strategy highlighted the significant resourcing challenges to progressing its delivery. In the short term these challenges include staff resources and investment required in new and replacement ICT software systems and the completion of stock condition and net-zero carbon assessments.

Progress in 2023/24

4.11 It was acknowledged when the asset management strategy was approved that sufficient resources were not available to develop a detailed delivery plan at the time. The report did set out the key priorities that were to be progressed in the intervening period, which included the stock condition and

net zero carbon assessments, the progression of appropriate asset disposals, a focus on maximising income from the commercial estate, supporting the delivery of a number of major growth projects and the development of a corporate landlord policy. With regards to progress against these areas:

- The stock condition and net zero carbon assessment work has been completed for the Staveley Healthy Living Centre and analysis of the information is underway to develop a programme of maintenance and decarbonisation work. The Council has also been successful in attracting grant funding of £275,000 to replace the combined heat and power plant at the centre
- Progress has been made on the asset disposal programme, securing significant capital receipts, and preparing assets for disposal
- Renting space within the Council's new office accommodation has been very successful and is contributing to maximising the commercial rents
- Significant input has been provided by the building surveying team to develop and begin the delivery of the £20m refurbishment of Stephenson Memorial Hall
- Initial conversations have begun with premise managers across the council to review the premise management policies and work to develop a comprehensive corporate landlord policy for premise management

4.12 This report sets out the proposed asset management strategy delivery plan for 2024/25, including the request for additional resources to progress with key areas of activity. A separate report is being considered by Joint Cabinet and Employment and General Committee which seeks approval for a revised the staffing structure, which is considered necessary to deliver the strategy.

Delivery plan 2024/25

4.13 The proposed delivery plan is set out in Appendix A. Activities to be delivered during 2024/25 have been set out under the strategic objectives of the asset management strategy. It should be noted that some of the activities will take longer than one year, but it is important that a commitment and significant progress can begin in 2024/25.

4.14 The key priority areas to be progressed are summarised below.

4.15 Developing our Corporate Landlord approach

- completion of the service reshape to put in place resources to drive through the delivery plan activities at pace
- procurement and implementation of new ICT software system to support service transformation

- the development of a corporate landlord policy, including new governance and operational procedures related to statutory compliance and premise management, to be implemented across the Council's estate

4.16 Investing in decarbonisation whilst keeping our assets safe and well maintained

- continue to prioritise keeping our properties safe, dry and secure through the implementation of a well-managed, rigorous compliance regime and a repairs and renewals programme
- development of a programme to achieve stock condition surveys and net zero carbon assessments on all assets by December 2025
- development of subsequent planned maintenance and decarbonisation programmes of work, including appropriate business cases to set out the proposed works and financial implications, in line with the Climate Change action plan
- Priority will be given to six key assets, to complete surveys, develop business cases and begin appropriate works (timelines set out in appendix A):
 - Healthy Living Centre
 - Dunston Innovation Centre
 - Tapton Innovation Centre
 - Queens Park Sports Centre
 - Chesterfield Town Hall
 - Stonegravels Depot

4.17 Delivering a land and property rationalisation programme

- development of a phased land and property rationalisation programme, linked to the completion of stock condition survey and net zero carbon assessments
- set out recommendations to retain or dispose of assets based on assessment of right space, right place, best terms; taking account of stock condition surveys, net zero carbon assessments and opportunities for renewable energy generation.
- progress a programme of asset disposal activity, with milestone targets for timescales and estimated capital receipts

4.18 Maximising income and overall value from the existing commercial estate

- a focus on maximising income and achieving value for money from the commercial estate
- in line with the development of IT software, work to replace the Mentor commercial rent collection system

4.19 Using our land and property to maximise growth opportunities for the Council and borough

- consider the opportunities to increase the commercial estate, through acquisition or new construction to support growth opportunities, and the council's income position
- develop options to expand the current commercial return from the council's land and property, including assessing the potential for renewable energy generation
- continue to support the delivery of a number of major growth projects

Additional resources

- 4.20 The approval of the staffing reshape is critical to the delivery of the asset management strategy, which is the subject of a separate report to Joint Cabinet and Employment and General Committee. Due to a number of existing staffing vacancies and additional recharge income that will be achieved by the team, no additional financial resources have been required to support the service reshape.
- 4.21 Additional resources will be required to procure and implement a new ICT software system to improve the asset management systems and processes, to support operational service delivery and to provide a replacement for the current Mentor system, which is used for the invoicing of rents for the commercial estate. This is a system that has been identified for replacement for some time.
- 4.22 The estimated cost to implement the new software and associated service transformation is £350,000. It is proposed that this is funded through the use of capital receipts. The funding includes support for two temporary posts within the corporate property and estates service reshape, a resource for the ICT service to provide the necessary systems and development input into the project, and the initial software purchasing costs. There will also be an annual maintenance charge, which at present is not known. The existing annual software fees, that are contributed to by all properties, through the property renewals fund, are £23,000. It is anticipated that the new annual charge will be higher than current costs, and this will need to be managed within the overall property renewals fund.
- 4.23 The total cost of completing the stock condition surveys and net zero carbon assessment across the whole of the estate, is not easy to estimate. Specific technical expertise will be retained to complete the surveys and following the completion of the surveys for each building, more detailed work will also be required to develop preliminary scheme designs, business cases and bids for external funding to deliver the decarbonisation works. As this work programme is progressed, delivery mechanisms will be explored to harness appropriate expertise and establish delivery partnerships that will support the Council in achieving the Council's 2030 decarbonisation target.

- 4.24 It is proposed that an initial sum of £300,000 be identified from the property renewals fund, to be utilised over two financial years. It is also anticipated that the individual reserves, held for some of the commercial estate, will be able to be used to complete the required surveys for those buildings, as an integral element of maintaining the premises. As the programme of work progresses costs will be closely monitored, and if necessary further funding approvals will be sought.

Governance and monitoring of Delivery plan

- 4.24 Monitoring of the delivery plan will be carried out by the Corporate Property Board, which is an internal officer board set up to provide corporate oversight to the property activities of the council and is focussed on achieving the aims and objectives set out in the asset management strategy. Regular briefings will be provided to appropriate Cabinet portfolio holders.

5.0 Alternative options

- 5.1 The service could progress the delivery of the asset management strategy without a more detailed delivery plan in place, but this would risk losing sight of key priorities, and is not recommended.

6.0 Implications for consideration – Financial and value for money

- 6.1 The Council's land and property assets form a key element of the medium-term financial plan; from the role that is played in providing operational buildings from which services operate, to the significant amount of income that is raised from the commercial portfolio, which supports service provision across the council.
- 6.2 Ensuring that the management of the council's assets is carried out as efficiently and effectively as possible is a key priority. Investment in a new ICT software system and the associated service transformation is estimated to cost £350,000, spread over two financial years. It is proposed that this cost is funded through capital receipts.
- 6.3 Carrying out the stock condition surveys and net zero carbon assessments, in order to identify the levels of investment required into the council's assets is also recognised as a key priority. It is recommended that £300,000, over two years, is initially allocated to this activity area.

- 6.4 Since this work is associated with property maintenance activities, the use of the property renewal fund reserve is considered appropriate. The Medium-Term Financial Plan assumes annual contributions to the property renewal fund of £1.166m. The earmarking of £300k (£150k in 2024/25 and 2025/26) to fund the stock condition surveys, net zero carbon assessments and business case development, can be accommodated within the reserve. In carrying out the surveys the contribution that properties make to the property renewals fund will be revised in line with the updated building information. It is also anticipated that the individual reserves, held for some of the commercial estate, will be able to be used to complete the required surveys for those buildings, as an integral element of maintaining the premises.
- 6.5 The cost of planned maintenance and decarbonisation works will be estimated as part of the survey work, with business cases being developed for approval, in line with the constitution. Whilst it is anticipated that some funding for these works will be provided through securing grant funding from government, there will be a call on the councils existing and future capital receipts to fund the property maintenance requirements and provide match funding.
- 6.6 The capital receipts policy, set out in the asset management strategy, highlights the importance of reinvesting capital receipts to effectively manage the councils land and property. It will be important that the asset rationalisation and disposals programmes are progressed in order to ensure that Council achieves the necessary levels of capital receipts to fund the maintenance and decarbonisation building works.

7.0 Implications for consideration – Legal

- 7.1 The legal responsibilities for asset management are wide-ranging, from statutory compliance and health and safety requirements in safely operating land and buildings, through to landlord and tenant requirements, and those that regulate disposals and acquisitions.

8.0 Implications for consideration – Human resources

- 8.1 Implementation of the new structure, which is the subject of a separate report to Joint Cabinet and Employment and General Committee is required in order to support the delivery of the asset management strategy.

9.0 Implications for consideration – Council plan

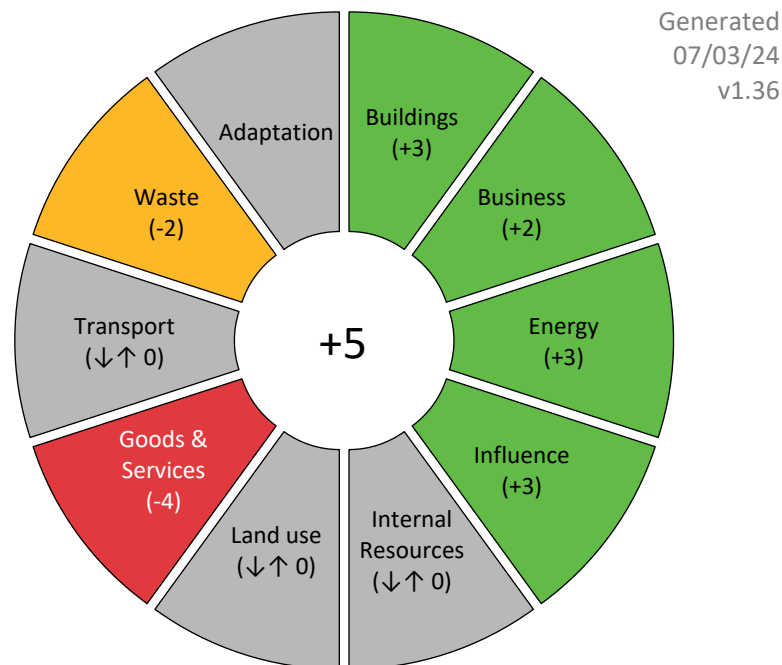
- 9.1 The Council's commitments to our communities to maximise social value, deliver inclusive growth, good quality housing, attractive green spaces and achieve net-zero carbon by 2050, are clearly set out in the Council plan and

can all be driven forward through the way in which the Council uses its assets for the benefit of the borough.

9.2 The Councils commitment to net zero carbon emissions includes adapting and managing our estate to net zero by 2030.

10.0 Implications for consideration – Climate change

10.1 There is a clear commitment in the climate change strategy and the asset management strategy to decarbonise the councils land and property estate by the 2030 target. In addition, there is a recognition that the council can use its assets to support the achievement of the wider 2050 target and contribute positively to support green growth opportunities across the borough.



Chesterfield Borough Council has committed to being a carbon neutral organisation by 2030 (5 years and 9 months away).

10.2 The climate impact assessment tool shows that there are positive climate benefits that will be achieved by the completion of the activities within the Delivery Plan. However, it also highlights that in order to achieve those benefits there will be negative impacts in terms of the waste materials that will be produced as buildings are altered to reduce carbon footprints, and also with the additional services the council will need to retain to complete that work.

10.3 A number of the key activities will require further decisions by the Council and as such a specific CCIA will be completed to inform these decisions at the appropriate time. The anticipated impact of these activities have not been included in the CCIA associated with the implications of this report.

11.0 Implications for consideration – Equality and diversity

11.1 A preliminary equalities impact assessment, EIA, was undertaken on the Asset Management Strategy that was approved by Council in July 2023. No disproportionate impact was anticipated and so a full EIA was not necessary at that stage; the same conclusion can be drawn for this delivery plan. However, when specific decisions being brought forward, for example related to specific buildings, these would be subject to an individual EIA as part of the decision-making process.

12.0 Implications for consideration – Risk management

12.1 The table below sets out a number of risks and the proposed mitigations.

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Failure to meet statutory and legal requirements in relation to owner/ landlord responsibilities	H	M	Priority will be given to this area of work, with sufficient staff and financial resources to management and maintain land and property assets appropriately.	H	L
Delivery plan targets are not met	H	H	The plan has been developed in consultation with key officers and Members within the council and includes actions that are reasonable and achievable. However, this is a challenging programme of work, with a number of specific decisions on building works required to come back to Cabinet.	H	M
Sufficient progress is not made towards the decarbonisation of buildings to enable the 2030 target to be met	H	H	Significant focus on this target has been set out within the delivery plan, with a clear plan to make progress on six key assets over the 12 month period.	H	M

Insufficient financial resources are available to support delivery of planned maintenance and decarbonisation works.	H	H	The delivery plan includes resources to progress asset reviews and subsequent disposals to raise capital receipts; resources will also be allocated to develop bids for grant funding, particularly for decarbonisation works.	H	M
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Decision information

Key decision number	<i>All key decisions must be in the Forward Plan at least 28 days in advance. There are constitutional consequences if an item is not in the Forward Plan when it should have been. Contact Democratic Services if in doubt.</i>
Wards affected	All

Document information

Report author	
Christine Durrant, Executive Director	
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	Asset Management Strategy Delivery Plan 2024/25

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Asset Management Strategy 2023 to 2027: Delivery plan for 2024/25

Strategic objectives:

- Developing and delivering our Corporate Landlord approach
- Investing in decarbonisation whilst keeping our assets safe and well maintained
- Delivering a land and property rationalisation programme
- Maximising income and overall value from the existing commercial estate
- Using our land and property to maximise growth opportunities for the Council and borough

Strategic Objectives	Actions	Service lead	Budget / resource requirements	Milestone dates
Developing and delivering our Corporate Landlord approach	Establish a Corporate Property Board, CPB, to provide leadership and governance to the management of the councils assets	HoS/ Corporate property manager	Funded staffing resource	Initial set up, from June 2023
	Ensure ongoing development and monitoring of delivery of the asset management strategy and delivery plans.	HoS/ Corporate property manager	Funded staffing resource	Ongoing as set out in the CPB terms of reference.
	Complete the implementation of the reshape of property and technical services, to establish the corporate property and estates service.	HoS and managers as reshape is progressed	Funded staffing resource	Completion of internal appointments by 30 June 2024.
	Oversee the procurement and implementation of a new IT software system that will store all asset management data, replace the commercial rent collection software	HoS/ Corporate property manager	Funded staffing resource Project implementation cost - £350,000 over two financial years	Procurement to be completed by September 2024, with an 18-month

	system and provide up to date information to support asset management monitoring and decisions; additional resources to support this work will be needed.			implementation period.
	Develop a policy document that sets out the Councils corporate landlord approach to the management of its operational properties.	HoS/ Corporate property manager	Funded staffing resource	To be approved by autumn 2025.
	Review and update asset management policies, processes and procedures to ensure that they are fit for purpose and support the delivery of the Asset Management Strategy, AMS	HoS/ Corporate property manager	Funded staffing resource	Programme to be developed and milestones to be agreed with CPB.
Investing in decarbonisation whilst keeping our assets safe and well maintained	Progress the setting up of systems to report to the Corporate Property board on statutory compliance performance across the corporate property stock	HoS/ Corporate property manager	Funded staffing resource	Linked to the implementation of the new IT system. Milestones to be established.
	Continue to prioritise keeping our properties safe, dry and secure through the implementation of a well-managed, rigorous compliance regime and a repairs and renewals programme	HoS/ Corporate property maintenance and engineering manager	Funded staffing resource Property renewals fund and individually held commercial property reserves	Ongoing operational work programme; reporting into CPB to be developed
	Review the use, contributions and monitoring of the property renewals reserve and develop a reporting and monitoring system for CPB.	HoS/ Corporate property manager	Funded staffing resource	Aim for reporting into CPB from Autumn 2024.

<p>Develop a programme to achieve stock condition surveys and net zero carbon assessments on all assets by December 2025; prioritisation programme to be established covering all assets. Top six assets for initial focus have been identified as:</p> <ul style="list-style-type: none"> • Healthy Living Centre (completed) • Dunston Innovation Centre • Tipton Innovation Centre • Queens Park Sports Centre • Chesterfield Town Hall • Stonegravel Depot 	HoS/ Corporate property manager	<p>Funded staffing resource</p> <p>Initial budget to provide external resources - £300,000.</p>	<p>Detailed programme to be submitted to CPB by June 2024. Completion of top six property surveys by March 2025. Completion of all surveys by December 2025.</p>
<p>Develop planned maintenance and net zero Carbon adaptation programme, setting out funding requirements, including giving priority to the development of detailed business cases for the top six assets, including bidding for additional decarbonisation grants where possible.</p> <ul style="list-style-type: none"> • Develop a business case to present to Cabinet to consider options for decarbonising the Healthy Living Centre following the stock decarbonisation survey completed in 23/24 and taking into consideration the external funding secured to replace the CHP system. (July – Sept) • Develop a business case to present to Cabinet to consider 	HoS/ Corporate property manager	<p>Funded staffing resource – lead from corporate property management team, with technical support from property maintenance and engineering team</p> <p>Use part of £300k budget to develop designs and decarbonisation bids, where internal capacity is not available, or expertise is not yet developed then seek to retain external expertise and capacity.</p> <p>As the major works programme is developed, funding streams will need to be identified. Primarily from capital receipts, following the</p>	<p>Ongoing programme developed as reviews are completed, to establish design programme, costs and funding.</p> <p>Top six buildings to have stock condition and net carbon assessments completed in 2024/25; with business cases and some works commencing on top three assets during 2024/25.</p>

	<p>options for decarbonising Dunston Innovation Centre with a view to commencing activity during 2024/25. (Sept onwards)</p> <ul style="list-style-type: none"> • Develop a business case to present to Cabinet to consider options for decarbonising Tapton Innovation Centre with a view to commencing activity during 2024/25. (Sept onwards) • Develop a business case to present to Cabinet to consider options for decarbonising Queen’s Park Sports Centre with a view to commencing activity during 2025/26. (Sept onwards) • Develop a business case to present to Cabinet to consider options for decarbonising the Town Hall with a view to commencing activity during 2025/26. (Sept onwards) • Develop a business case to present to Cabinet to consider options for decarbonising Stonegravels Depot with a view to commencing activity during 2025/26. (Sept onwards) 		<p>use of capital receipts policy in asset management strategy.</p>	
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Delivering a land and property rationalisation programme	Develop a phased land and property rationalisation programme, linked to the stock condition survey and net zero carbon assessments	HoS/ Asset management and estates manager	Funded staffing resource	Programme to be established by July 2024
	Produce recommendations to retain or dispose of assets based on assessment of right space, right place, best terms, taking account of stock condition surveys, net zero carbon assessments, and opportunities for renewable energy generation potential.	HoS/ Asset management and estates manager	Funded staffing resource	Aim for a review of all assets over an 18-month period, with clear recommendations on future of assets, to maximise value to the Council.
	Progress a programme of asset disposal activity, with milestone targets.	HoS/ Asset management and estates manager	Funded staffing resource	Regular reporting to CPB on progress; aiming to achieve agreed level of capital receipts per year.
	Implement the property related activities associated with delivering the approved MTFP savings	HoS/ Asset management and estates manager	Funded staffing resource	Regular reporting to CPB on progress; aiming to achieve savings targets approved in the MTFP
Maximising income and overall value from the existing commercial estate	Develop a detailed programme of work, with targets, to set out the activities to be progressed to maximise income and value.	HoS/ Asset management and estates manager	Funded staffing resource	Programme to be agreed by July 2024.

	<p>Develop a regular monitoring document for the Corporate Property Board, to set out position on the commercial estate with regards to;</p> <ul style="list-style-type: none"> • stock condition • rental income • tenancy management • challenges to maintaining the current position • identifying activities for maximising income from current estate 	HoS/ Asset management and estates manager	Funded staffing resource	Regular reporting to CPB on progress against targets.
	In line with the development of IT software, work to replace the Mentor commercial rent collection system	HoS/ Asset management and estates manager	Funded staffing resource and part of £350,000 software implementation cost.	New rent collection module in place by March 2025.
Using our land and property to maximise growth opportunities for the Council and borough	Consider the opportunities to increase the commercial estate, through acquisition or new construction to support growth opportunities, and the council's income position	HoS/ Asset management and estates manager/ links to activities of Strategic Growth internal programme board	Funded staffing resource, or through specific project budgets.	To be progressed with the Internal Strategic Growth board
	Support the delivery of the Councils Growth Strategy, which includes aspirations for housing growth, by providing commercial property advice as part of the project delivery arrangements.	HoS/ Asset management and estates manager/ links to activities of Strategic Growth internal programme board	Funded staffing resource, or through specific project budgets.	To be progressed through the Internal Strategic Growth board

<p>Consider opportunities for renewable energy development:</p> <ul style="list-style-type: none"> • Use the scoping study commissioned in 23/24 and additional research, to assess solar potential on Queen’s Park Sports Centre car park and the Enterprise Centre Council car parks by developing costed options. 	<p>HoS/ Corporate property manager/ Corporate asset management and estates manager</p>	<p>Funded staffing resource – lead from corporate property management, with technical support from property maintenance and engineering team, climate change team and service leads</p> <p>Business case development will set out the case for additional resources to implement specific projects.</p>	<p>Costed options to be developed by Autumn 2024</p>
<p>Consider opportunities for renewable energy development:</p> <ul style="list-style-type: none"> • Continue to assess renewable energy generation potential on CBC sites, including where land is considered for disposal, and develop business cases for deployment. 	<p>HoS/ Corporate asset management and estates manager</p>	<p>Funded staffing resource – lead from corporate asset management and estates team as part of the asset rationalisation programme, with a range of support from colleagues as required</p>	<p>Update on other potential sites to be completed by March 2025</p>

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For Publication

Approval of the Council Plan Delivery Plan 2024/25 (J040)

Meeting:	Cabinet
Date:	19 March 2024
Cabinet portfolio:	Deputy Leader
Directorate:	Corporate

1.0 Purpose of the report

- 1.1 To seek approval for the Council Plan Delivery Plan 2024/25 which sets out the key milestones and measures for progressing year 2 of the Council Plan 2023 – 2027.

2.0 Recommendations

- 2.1 That the Council Plan Delivery Plan for 2024/25 is approved.
- 2.2 That the Service Director Corporate in consultation with the Deputy Leader is given delegated authority to make amendments to the delivery plan should risk assessments, legislation and guidance changes impact on planned activity and operational effectiveness.

3.0 Reasons for recommendations

- 3.1 To provide a clear statement of the delivery milestones and measures required to maintain progress on our Council Plan 2023 – 2027.

4.0 Report details

- 4.1 The Council Plan 2023 – 27 was approved at Full Council on 22 February 2023. The Council Plan defines the Council’s key priorities, objectives and commitments over the next four year period. The plan is aimed at providing focus, setting out priorities that will require collected corporate effort during the period. The accompanying Performance Management Framework was also approved.
- 4.2 Alongside the four year Council Plan and Performance Management Framework there was also a commitment to develop annual delivery plans. These plans set out the key milestones and measures required to keep the Council Plan on target for delivery.

4.3 The Council Plan Delivery Plan for 2024/25 is attached at Appendix 2. This document sets out the key milestones, inputs, outputs and measures we will need to deliver during 2024/25 to maintain progress towards our four year Council Plan aspirations. The Delivery Plan has been produced through a series of discussions and workshops. Our evidence base includes performance information, demographic trends and forecasts and intelligence from our community engagement programme. Horizon scanning techniques were also used to consider key emerging challenges and opportunities.

4.4 All activities will need to be frequently risk assessed and are subject to review against any legislative and guidance changes and the need to maintain operational effectiveness. We are therefore seeking delegated authority for the Service Director Corporate in consultation with the Deputy Leader to approve further changes should these circumstances emerge.

5.0 Alternative options

5.1 No alternative options have been identified.

6.0 Implications for consideration – Financial and value for money

6.1 The Council Plan 2023 – 2027 has been developed alongside the Medium Term Financial Plan. The delivery plan for 2024/25 has been developed within the parameters of this work.

7.0 Implications for consideration – Legal

7.1 Legal implications are assessed as projects to deliver individual milestones are developed.

8.0 Implications for consideration – Human resources

8.1 Investment in our people is a key focus of the Council Plan and delivery plan and forms part of the building a resilient council priority area. This is essential to achieving the commitments across all priority areas.

9.0 Implications for consideration – Council Plan

9.1 This report enables the approval of the Council Plan Delivery Plan for 2024/25 and is a key step in delivery of the overall Council Plan for 2023 – 2027.

10.0 Implications for consideration – Climate Change

10.1 The Climate Change Strategy and year 2 Action Plan is one of the key commitments for delivery. Individual milestones are assessed for their climate change impact.

11.0 Implications for consideration – Equality and diversity

11.1 Equality and diversity have been key considerations during the development of the Council Plan, Delivery Plan and Performance Management Framework. Individual milestones are assessed for their equality and diversity impact. Overall the plans makes a significant positive impact for the community including people with protected characteristics.

12.0 Implications for consideration – Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Failure to make sufficient progress on plan delivery	H	M	Priorities, aims and projects are challenging but realistic. They provide a focus for the use of resources during the period. Performance management framework developed to provide effective challenge.	M	L
Failure to complete projects on time/budget/to quality standards.	H	M	Performance management framework developed to challenge projects and activities and develop mitigation where necessary.	M	L
Core services unable to identify contribution to the corporate priorities	M	M	Performance management framework clearly identifies the role of members, managers and staff. Directorate plans and employee performance tools	L	L

			are used to make the link between the contribution of teams and individual members of staff, and the Council Plan.		
Failure to resource priorities in the plan	M	M	The Council Plan and year 2 delivery plan are developed alongside the budget and medium term financial plan to minimise this risk.	M	L

Decision information

Key decision number	1223
Wards affected	All

Document information

Report author	
Service Director – Corporate	
Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
None	
Appendices to the report	
Appendix 1	Council Plan Delivery Plan 2024/25

Council Plan 2023 - 2027: Year 2 Delivery Plan 2024/25

Our Vision:	Putting our communities first
Our Values:	<ul style="list-style-type: none"> • Customer focused – delivering great customer service, meeting customer needs • Can do – striving to make a difference by adopting a positive attitude • One council, one team – proud of what we do, working together for the greater good • Honesty and respect – embracing diversity and treating everyone fairly

Priority – Making Chesterfield a thriving borough

Aspirations and commitments for 2023 - 2027	<ul style="list-style-type: none"> • To strengthen the distinctive character and vibrancy of our town centres • To build a competitive place infrastructure that accelerates employment and housing growth • To develop Chesterfield’s role as a visitor destination and as a base for exploring the surrounding area • To help businesses to grow and secure new investment in the borough
Key activities for 2024/25	<ul style="list-style-type: none"> • Progress the Revitalising the Heart of Chesterfield project commissioning the construction partner, start on site delivery of public realm works and defray Levelling Up grant for town centre element. • Progress the Stephenson Memorial Hall project • Staveley 21 project - Achieve planning permission, Main Contractor appointment and commence site works on the range of town centre improvements. • Staveley 21 project – successfully deliver the shop front grants scheme • Southern Gateway / Pavements Centre – Develop asset management proposals and options to phase delivery of improvements. • Refresh the Chesterfield Town Centre Masterplan, drawing upon Southern Gateway, Northern Gateway vision, Revitalising the Heart of Chesterfield project, town centre residential potential and the Chesterfield Town Centre Car parking study. • Support the delivery of ‘Long Term Plan for Towns’, seek to establish Chesterfield Long Term Plans for Towns Board, develop and Submit Long Term Plan for Towns Investment Plan • Support the delivery of the Station Link Road and establish a delivery plan for the station masterplan development plots. • Develop a business case for development of the former Chesterfield Hotel site with an options report for delivery. • Support Derbyshire County Council and other partners in developing the business case for the re-opening of the Barrow Hill Line and the delivery plan for the Chesterfield Staveley Regeneration Route • Adopt a revised masterplan to support the future development of the Chesterfield Waterside area and commence delivery of further housing and commercial development on Basin Square

	<ul style="list-style-type: none"> • With partners and landowners develop a delivery framework for development of the Staveley Growth Corridor including working with EMMCCA partners to develop the Investment • Deliver in partnership with Destination Chesterfield the 'Invest in Chesterfield', 'Made in Chesterfield', 'Love Chesterfield' and 'Inspired' campaigns to support inward investment and increase visitor numbers • Deliver a programme of speciality markets, events and festivals to attract more visitors to Chesterfield • Support the development of Peak Resort and Gateway, maximising the benefit for the economy of Chesterfield including an increase in the number of overnight stays • Support businesses to adopt new technology and processes to improve productivity via our business innovation programme • Support entrepreneurs to start and develop new businesses through our business start ups programme • Continue to support the delivery of the East Midlands Stations Growth Strategy, ensuring the Station Masterplan is well represented and maximising the benefit to Chesterfield's communities • Continue to support the delivery of the Staveley Town Deal projects including Hartington Industrial Park, Staveley Waterside, Staveley Station, Barrow Hill Memorial Hall and the restoration of the Chesterfield Canal • Support the Visitor Economy by progressing a series of public realm projects that will significantly enhance the experience of visiting Chesterfield, support the development of the independent town centre businesses, continue to hold and support high quality markets and events
Key measures for 2024/25	<ul style="list-style-type: none"> • Number of new homes in the town centre • Planning applications processed within approved timescales • Planning application decisions – quality standards met • Town centre occupancy rates • Town centre footfall • Innovation centres occupancy rates • Innovation Support Programme – number of businesses accessing support, number of businesses with improved productivity, number of businesses adopting new technology / processes • De-carbonise programme – number of businesses accessing support, number of businesses successful with grants, grant funding amount distributed, businesses with improved productivity • Number of business start-ups in the borough • Number of businesses supported to find accommodation • % local labour clauses • % jobs secured by local people on developments with local labour clauses • Number of people reached via marketing campaigns – Love Chesterfield, Made in Chesterfield, Inspired, Invest in Chesterfield • Visitor numbers
Additional data we will be using in 2024/25 to inform decision	<ul style="list-style-type: none"> • Unemployment rates • Number of young people not in work, education or training • Key economic Census data • Indices of multiple deprivation

making and priorities	
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Priority – Improving quality of life for local people

Aspirations and commitments for 2023 - 2027	<ul style="list-style-type: none"> • To progress our Climate Change target to be a carbon neutral borough by 2050 • To help people to be healthier and more active • To ensure local people have the right skills to support progression in the labour market and benefit from future employment opportunities • To help the most vulnerable in our borough and reduce inequality • To help improve housing standards for all • To help people to feel safe in their communities
Key activities for 2024/25	<ul style="list-style-type: none"> • Deliver our year two actions of the Climate Change Action Plan contributing to the 2050 carbon neutral borough target • Deliver actions in line with the UK Shared Prosperity Fund (UKSPF) intervention plan for parks, open spaces and play in accordance with the Parks and Open Space and Play Strategy • Deliver a range of accessible sport and leisure opportunities from our two leisure centres • Complete further community engagement and partnership work to deliver the Walk Derbyshire scheme • Develop and launch the skills brokerage project • Develop and deliver year two of the Skills action plan focusing on work readiness and future skills including a low carbon economy and digital skills • Complete the design and procurement stage and commence construction on the Derbyshire Rail Industry Innovation Vehicle (DRIIVE) - Achieve planning permission, complete appointment of main contractor and commence of site • With partners construct and open Construction Skills Hub • Implement key actions for 2024/25 identified in the Derbyshire Homelessness and Rough Sleeping Strategy • Deliver the year 2 community grants programme which aims to develop and improve community infrastructure, resilience and volunteering opportunities • Deliver the community and voluntary sector training programme to build expertise and resilience within the grass roots community and voluntary sector community • Support the Equality and Diversity Forum to deliver a range of educational, celebratory and commemorative community events • Deliver year two of the designing out crime neighbourhood initiatives through the UKSPF fund
Key measures for 2024/25	<ul style="list-style-type: none"> • Number of new homes in the borough • Number of new Council homes developed or acquired • Percentage of Council Homes meeting decent homes standard

	<ul style="list-style-type: none"> • Average SAP rating for CBC properties • Number of people supported via Careline and Neighbourhoods teams • Number of homeless preventions per annum • Number of community and voluntary sector groups accessing grant funding, total amount and number of volunteering places developed • Number of people engaged via community and voluntary sector training programme • Number of people engaged via equality and diversity forum activity • Number of neighbourhood improvements undertaken via designing out crime • Number of trees planted • Number of and amount of investment in parks • Number of and amount invested in play spaces • Number of and amount invested in sports facilities • Number of businesses engaged in decarbonise programme, grant amount accessed and number increasing productivity • Number of businesses supported via the skills brokerage project - • Number of people engaged with the future skills project • Number of learners gaining new qualifications via future skills project • Number of people gaining employment via workforce skills training – low carbon • Number of people supported to gain life skills via workforce skills training – digital • Number of people gaining qualifications via workforce skills training – digital • Number of people gaining basic skills via the work readiness programme • Number of people sustaining employment with support via the work readiness programme • Number of designing out crime projects completed
<p>Additional data we will be using in 2024/25 to inform decision making and priorities</p>	<ul style="list-style-type: none"> • Census data • Indices of multiple deprivation • Health profile • Child poverty measures • Equality and Diversity public sector duty data • Active lives survey • Sport and leisure surveys • Findings from community and voluntary engagement activity • Tenant Satisfaction Measures

Priority – Building a more resilient Council

<p>Aspirations and commitments for 2023 - 2027</p>	<ul style="list-style-type: none"> • To be financially sustainable • An effective and resilient workforce • To embrace new ways of working and maximise potential from our assets and partnerships, and respond to key challenges
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<p>Key activities for 2024/25</p>	<ul style="list-style-type: none"> • Deliver the Council’s medium term financial strategy to ensure we have sufficient funds to provide our core services and priorities as well as resilience to withstand emerging challenges • Ensure we have a viable, well managed 30 year business plan for the Housing Revenue Account • Refresh and adopt our People Plan • Maximise opportunities to upskill our employees and grow their technical skills and knowledge so that we can build a flexible and agile workforce • Implement technology improvements which will streamline our revenue collection processes and help us provide targeted support to residents and businesses • Implement data intelligence tools which will support the identification of service improvements and aid decision making • Implement the change activity identified in our service transformation and improvement programme, so that the efficiencies and customer benefits are realised • Deliver our year two actions of the Climate Change Action Plan contributing to the 2030 carbon neutral council target • Continue to deliver the Asset Management Plan including the development of the 10 year maintenance and carbon reduction plan
<p>Key measures for 2024/25</p>	<ul style="list-style-type: none"> • Satisfactory opinion from external auditor re VFM conclusion • Investors in People Gold accreditation is retained • At least 20 apprenticeships are being undertaken by CBC employees • Number of MyChesterfield accounts • Percentage of residents using MyChesterfield to access our services • Website hits • Twitter, Facebook, LinkedIn, You Tube and Instagram numbers
<p>Additional data we will be using in 2024/25 to inform decision making and priorities</p>	<ul style="list-style-type: none"> • Trend information from complaints • Service level consultation information • IIP employee survey • Tenant Satisfaction Measures

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For publication

Modern Slavery Statement – 2024/25 (GV000)

Meeting:	Cabinet
Date:	19.03.24
Cabinet portfolio:	Governance
Directorate:	Corporate
For publication	

1.0 Purpose of the report

1.1 To present for approval the council's modern slavery statement for 2024/25.

2.0 Recommendation

2.1 That the Chesterfield Borough Council modern slavery statement is approved for 2024/25.

3.0 Reasons for recommendations

3.1 To demonstrate and strengthen our commitment to prevent and reduce the impact of modern slavery.

4.0 Report details

4.1 Background

The Modern Slavery Act 2015 consolidates various offences relating to human trafficking and slavery. In broad terms:

- 'slavery' is where ownership is exercised over a person
- 'servitude' involves coercion to oblige a person to provide services
- 'forced and compulsory labour' is where a person works or provides services on a non-voluntary basis under the threat of a penalty
- 'human trafficking' involves arranging or facilitating the travel of a person with a view to exploiting them

- 4.2 Section 52 of the Act imposes a duty on public authorities, including district councils, to notify the Secretary of State (via the National Crime Agency) of suspected victims of slavery or human trafficking.
- 4.3 Section 54 of the Act imposes a legal duty on organisations, which supply goods and/or services from or to the UK and have a global turnover above £36 million, to publish a slavery and human trafficking statement each financial year. On the introduction of the Act it was unclear if local authorities and other public sector bodies were covered by the requirement. Additional guidance later clarified that public sector bodies do not currently need to comply with this duty.
- 4.4 Chesterfield Borough Council recognises the huge impact that this crime has on vulnerable people and in our communities so we are committed to working with partner agencies to play our part in eradicating modern slavery. To demonstrate our commitment and highlight how we can help prevent exploitation, Chesterfield Borough Council like many local authorities including Derbyshire County Council and Derby City Council volunteered to develop and implement modern slavery statements from 2018/19 onwards.

4.5 Modern Slavery Statement for 2024/25

The modern slavery statement for 2024/25 is attached at Appendix 1. The statement includes:

- Modern Slavery Act requirements
- The Modern Slavery Charter
- The standards we will meet and expect others we do business with to meet
- Procurement and supply chains
- How modern slavery links into our policies and plans
- Training and awareness raising
- Partnership working

- 4.6 In 2023/24 The Local Government Association (LGA) launched a Modern Slavery Network for local authorities. The network provides an excellent space for sharing knowledge and increasing awareness of modern slavery trends and impacts as well as experiences around identifying and supporting victims. We are actively engaged in this work and cascade learning via our internal safeguarding leads group, aspire intranet resources, online learning and through engagement in key partnerships for example Chesterfield Community Safety Partnership and Safer Derbyshire.

- 4.7 The statement will be reviewed annually and published on the council's website.

5.0 Alternative options

5.1 The development of a Modern Slavery Statement is voluntary for local authorities so we could choose not to produce and publish a statement. This however is viewed as a backward step as we have previously made a commitment to produce annual statements and undertake key work to prevent and reduce modern slavery.

6.0 Implications for consideration – Financial and value for money

6.1 Chesterfield Borough Council spends in excess of £40 million each year on supplies and services from other organisations to help us to deliver our Council Plan and provide over 50 services to our communities. Our Procurement Strategy and plans have clear commitments and actions to prevent modern slavery within our supply chains. This is part of our value for money assessment.

7.0 Implications for consideration – Legal

7.1 The Modern Slavery Act 2015 consolidates various offences relating to human trafficking and slavery with section 52 of the Act imposing specific reporting duties for public authorities. Chesterfield Borough Council currently voluntarily complies with the provisions in section 54 of the Act regarding Modern Slavery Statements.

7.2 The Government have indicated that they would like to strengthen the legislation around Modern Slavery which is likely to have an impact on the future development of Modern Slavery Statements. We continue to monitor this situation and will make adjustments to our practices and reporting to achieve compliance as new legislation and guidance is developed.

8.0 Implications for consideration – Human resources

8.1 Chesterfield Borough Council has a programme of mandatory safeguarding training for all employees and elected members. This includes content about modern slavery and human trafficking and enables them to identify and know how to report suspected or disclosed incidents.

8.2 We carry out inspections of food premises, other commercial premises, industrial buildings and domestic residential properties. Staff engaged in these activities receive a higher level of training to enable them to spot issues of concern relating to modern slavery and understand how to support and respond to concerns.

9.0 Implications for consideration – Council plan

9.1 The actions and activities within the statement support and underpin the Council Plan and are a key consideration in the delivery of priorities.

10.0 Implications for consideration – Climate change

10.1 There are no specific implications around Climate Change.

11.0 Implications for consideration – Equality and diversity

11.1 Equality analysis of our approach to reducing modern slavery and its impacts has been considered and no negative impacts for protected characteristics identified. These arrangements make significant positive contributions to all groups but in particular younger people, people with disabilities and migrants who are disproportionately affected by modern slavery. This is reviewed annually as the statements are updated.

12.0 Implications for consideration – Risk management

Failure to respond to legislative requirements of the Modern Slavery Act 2015 – section 52.	H	M	<p>Modern Slavery forms part of our Safeguarding Policy and procedures. This includes reporting responsibilities.</p> <p>Learning and development activity in place.</p> <p>Key partnership working with Derbyshire Safer Neighbourhoods Board, Derbyshire Adult Safeguarding Board and Derby and Derbyshire Safeguarding Children Board.</p> <p>Derbyshire Districts Safeguarding Partnership also in place to share intelligence, best practice and learning.</p>	M	L
Failure to comply with anticipated legislative changes – Modern Slavery Act S54.	H	M	<p>Currently voluntarily complying with legislation.</p> <p>Extensive experience of similar reporting mechanisms through Gender Pay Gap reporting systems.</p>	M	L

Decision information

Key decision number	1225
Wards affected	All

Document information

Report author
Donna Reddish – Service Director Corporate
Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.
None
Appendices to the report
Appendix 1 – Modern Slavery Statement 2024/25

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Modern Slavery and Human Trafficking Statement 2024/25

1.0 Introduction

- 1.1 Chesterfield Borough Council is committed to preventing slavery and human trafficking in its corporate activities and ensuring that its supply chains are free from slavery and human trafficking.
- 1.2 This Modern Slavery and Human Trafficking Statement sets out the Council's actions to understand potential modern slavery risks related to its business and put in place steps that are aimed at ensuring that there is no slavery or human tracking in its own business, and its supply chains.
- 1.3 This Modern Anti-Slavery and Human Trafficking Statement relates to actions and activities during the financial year 1 April 2024 to 31 March 2025.

2.0 The Modern Slavery Act 2015

- 2.1 The Modern Slavery Act 2015 consolidates various offences relating to human trafficking and slavery. In broad terms:
 - 'slavery' is where ownership is exercised over a person
 - 'servitude' involves coercion to oblige a person to provide services
 - 'forced and compulsory labour' is where a person works or provides services on a non-voluntary basis under the threat of a penalty
 - 'human trafficking' involves arranging or facilitating the travel of a person with a view to exploiting them
- 2.2 Section 52 of the Act imposes a duty on public authorities, including district councils, to notify the Secretary of State of suspected victims of slavery or human trafficking. Section 54 of the Act imposes a legal duty on organisations, which supply goods and/or services from or to the UK and have a global turnover above £36 million, to publish a slavery and human trafficking statement each financial year. The public sector is not covered by this piece of legislation however as Chesterfield Borough Council engages in commercial activities by providing services (statutory and discretionary), and its annual turnover is greater than £36million we have decided to produce an annual statement on a voluntary basis.

3.0 Standards

- 3.1 Chesterfield Borough Council will meet the following standards and also expects those with whom it does business, to meet these standards:

- To support every individual's human right to live free from abuse, servitude and inhumane treatment
- To promote ethical business and operational practices in corporate activity and the services delivered
- To take appropriate steps to ensure that slavery and human trafficking is not taking part in any of its business or supply chains
- To take reports of witnessed, suspected or disclosed concerns of slavery and human trafficking seriously
- To take appropriate steps with relevant partner agencies to address actual instances of slavery and human trafficking.

3.2 In December 2018 Chesterfield Borough Council signed up to the Co-operative Party Charter against modern slavery. The charter recognises the important role that local authorities in the UK can play in reducing modern slavery, in particular through its procurement activity and supply chains. We are using the charter as an improvement tool to strengthen our policies, procedures and practices to maximise our impact particularly in the prevention of modern slavery.

4.0 Procurement and supply chains

- 4.1 Chesterfield Borough Council spends in excess of £40 million each year on supplies and services from other organisations to help us to deliver our Council Plan and provide over 50 services for our communities. Examples of things we buy include waste collection services, energy, vehicles, catering products, building works, specialist consultancy support, seeds, equipment and IT software.
- 4.2 Chesterfield Borough Council procurement strategy sets out a clear vision and the key organisational outcomes that we aim to deliver. Our in-house procurement service strengthens the Council's capacity and expertise in procurement to successfully deliver this Strategy. Our procurement ICT system seeks to capture all the Council's procurement activity in one place to improve data quality and visibility of procurement activity and spend. Modern Slavery prevention is key throughout our strategy and systems.
- 4.3 Chesterfield Borough Council expects all suppliers of goods and services to comply with all applicable laws, statutes, regulations and codes including the Modern Slavery Act 2015. This includes having their own anti-slavery policy and statement (where applicable).

- 4.4 The Council's tendering processes require tenderers to confirm that they are compliant with the Act. Any bidder who fails to evidence their compliance with the required legislation are excluded from participating further in the tender process. Our contract terms include specific clauses to mitigate the risk of Modern Slavery in our Supply chains.
- 4.5 The Council also requires its contractors and sub-contractors engaged in activities with children and vulnerable adults to have safeguarding policies, procedures and training in place and to comply with the reporting procedures in the Council's Safeguarding Policy.

5.0 Policies and plans

- 5.1 Chesterfield Borough Council has a range of policies and plans in place which reflect its commitment to acting ethically and with integrity to prevent slavery and human trafficking in its operations:
- Vision and Council Plan - The Council's vision is 'Putting our Communities First' and our Council Plan includes a key objective of improving quality of life for our communities.
 - Safeguarding Children and Vulnerable Adults Policy and Procedure – sets out how the Council will safeguard and promote the welfare of children and vulnerable adults who come into contact with its services and activities. The policy covers how the Council should comply with the duty to notify the Secretary of State of suspected victims of slavery and human trafficking.
 - Whistleblowing Policy – encourages all its employees to report concerns about any aspect of service provision, conduct of officers and others acting on behalf of the Council, or the supply chain. The policy is designed to make it easy to make disclosures without fear of discrimination and victimisation.
 - Employee Code of Conduct – is the ethical framework that employees work to, which makes clear the actions and behaviour expected of them when representing the Council. The Council strives to maintain the highest standards of employee conduct and ethical behaviour and breaches are investigated.
 - Members Code of Conduct – this code seeks to promote and maintain high standards of conduct and ethical behaviour and breaches are investigated.
 - Recruitment Policy – sets out robust procedures for vetting new employees, which ensures they are able to confirm their identities and qualifications. To comply with the Asylum, Immigration and Nationality Act 2006, all prospective employees are asked to supply evidence of their eligibility to work in the UK. References are also requested and followed up.
 - Procurement Strategy and documentation – these include modern slavery and safeguarding requirements.

- Equality and Diversity Policy and Strategy - sets out the Council's legal obligations under the Equality Act 2010 and the various ways the Council meets its duties.

6.0 Training and awareness

- 6.1 Chesterfield Borough Council has a programme of mandatory safeguarding training for all employees and elected members. This includes content about modern slavery and human trafficking and enables them to identify and know how to report suspected or disclosed incidents. In addition, the procurement team undertakes annual training in ethical procurement and supply.
- 6.2 We carry out inspections of food premises, other commercial premises, industrial buildings and domestic residential properties. Staff engaged in these activities receive a higher level of training to enable them to spot issues of concern relating to modern slavery and understand how to support and respond to concerns. We also have key information about Modern Slavery reporting and support arrangements available via our Intranet so that staff can easily access this information while undertaking their duties.
- 6.3 Procurement training for all managers includes key content about modern slavery.

7.0 Partnership working

- 7.1 Chesterfield Borough Council has a strong track record of working in partnership with other agencies to respond to safeguarding, slavery and trafficking issues. This includes supporting the Derby and Derbyshire Modern Slavery Partnership via the Safer Derbyshire Partnership and the Organised Crime Partnership led by Derbyshire Police. We work with colleagues to develop a common understanding and partnership approach to the threats, vulnerabilities and risks relating to slavery and human trafficking. This approach is also applied to our strategic migration work locally, countywide and regionally.
- 7.2 We also work with a range of agencies to safeguard children and vulnerable adults. This includes supporting the work of the safeguarding boards, Chesterfield Children's locality partnership and district Councils safeguarding network.
- 7.3 The Local Government Association is supporting Councils to develop and improve their awareness and response to reduce modern slavery and identify and support victims of modern slavery. We are actively engaged in this work and have been making improvements to our training and guidance as we learn from other authorities and agencies.

This Modern Anti-Slavery and Human Trafficking Statement is approved by the Council's Corporate Leadership Team and endorsed by Cabinet. It will be reviewed and updated as necessary and published on an annual basis.

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For publication (GV000)

Commemorations and Flag Flying Policy

Meeting:	Cabinet
Date:	19.03.24
Cabinet portfolio:	Governance
Directorate:	Corporate
For publication	

1.0 Purpose of the report

1.1 To present for approval the commemorations and flag flying policy 2024 – 2028.

2.0 Recommendations

2.1 That the commemorations and flag flying policy is approved.

2.2 That the Cabinet member for governance is given delegated authority to approve minor amendments to the commemorations and flag flying policy in between formal review periods.

3.0 Reasons for recommendations

3.1 To reconfirm the principles and arrangements for commemoration and flag flying activity delivered or supported by Chesterfield Borough Council and to provide a clear route for additional commemoration and flag flying proposals to be submitted to the council.

4.0 Report details

4.1 Following a comprehensive review in 2020/21 and 2022/23, the Council's first commemorations policy was approved in March 2022. The policy established:

- Six guiding principles to be used when considering requests for commemorative activities
- Identifies a range of opportunities to commemorate and celebrate key individuals, organisations and historical events which have helped to shape our great borough

- Provides a clear route for both Chesterfield Borough Council services and members of the public, community and voluntary sector groups, faith organisations, businesses or other public sector agencies to submit commemoration proposals
- 4.2 The commemorations policy is now due for renewal. During the two years in which the policy has been active several forms of commemoration activity have been undertaken by the Council or supported by the Council. This includes standard street naming practices, civic and ceremonial activity and equality and diversity celebrations, awareness raising and educational events and activities. The commemorations policy has been used to assess requests including the resources required, risks and opportunities and develop a consistent approach.
- 4.3 Over the two year period, the biggest area for new external requests and comment has been around flag flying. The commemorations policy does include flag flying, but there is a more detailed flag flying policy which also required review.
- 4.4 To avoid duplication and for ease of usage, the two policies can be combined into one comprehensive commemorations and flag flying policy. The flag flying element of the policy includes:
- Confirmation that the Union Flag is the only permanent flag to be flown from Chesterfield Town Hall flag poles
 - Identifies other flag flying days
 - Details how to request additional flag flying days
 - Confirms that flags (other than the permanent Union flag) will be flown for a temporary period of – usually a day but no more than 14 days

5.0 Alternative options

- 5.1 The commemorations and flag flying policies are voluntary but the vast majority of authorities have adopted some form of policy and/or procedure to guide these functions.

6.0 Implications for consideration – Financial and value for money

- 6.1 Key principle 4 within the commemorations and flag flying policy is the requirement for the initial cost and ongoing maintenance of the commemorations policy to be established before a commitment is made and that this would need to be funded via the proposer or via external funding.

7.0 Implications for consideration – Legal

- 7.1 Legal implications will be a key consideration as part of all commemoration activity proposals. This is easier to co-ordinate with the single route for commemorations and flag flying.

8.0 Implications for consideration – Human resources

8.1 The commemoration principles and single route for proposals will reduce duplication and wasted effort if commemorations and flag flying proposals cannot meet the clear principles.

9.0 Implications for consideration – Council plan

9.1 The completion of the commemorations review and development of the policy were commitments detailed within Council Plan delivery plans in 2020/21 and 2021/22. The policy now underpins Council Plan activity across all three current priorities.

10.0 Implications for consideration – Climate change

10.1 The policy itself is considered to be neutral from a climate change perspective. However, a climate change impact assessment will need to be undertaken for each commemoration and flag flying activity to ensure that the project is not detrimental to our climate change targets and where possible can make a positive contribution through design, development and education.

11.0 Implications for consideration – Equality and diversity

11.1 A preliminary equality impact assessment has been undertaken and identified no disproportionate negative impacts.

11.2 The various types of commemorations identified offer a range of opportunities to commemorate and celebrate our diverse communities.

12.0 Implications for consideration – Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Duplication of effort and frustration due to a lack of clear commemoration guidance and route for consideration.	M	H	Commemoration and flag flying policy developed following on from a two stage review including community consultation. Policy includes a clear scope, principles and route for submitting proposals. Further development to streamline approach by including flag flying with commemoration in one policy.	L	L
Being unable to secure additional funding and/ partnerships / developer agreements to enable further commemorations.	M	H	Continue to encourage developers to take part in the percent for art scheme. Work with partners and funders to levy external funding where possible.	L	M

			Commemorations and flag flying policy encourages creativity with existing funding streams and activities to improve commemoration, celebration and education activity.		
Human resource challenges to support new commemoration development.	M	H	<p>Commemorations and flag flying policy develops a single route and process for commemoration and flag flying proposals to be submitted to the Council. This will reduce duplication of resources and also ensure human resource impacts are fully assessed before committing to and engaging in activity.</p> <p>Partnership approaches will also be encouraged where possible to maximise capacity and skills are all partners.</p>	M	L

Decision information

Key decision number	1229
Wards affected	All

Document information

Report author
Donna Reddish – Service Director Corporate
Background documents
These are unpublished works which have been relied on to a material extent when the report was prepared.
None
Appendices to the report
Appendix 1 – Commemorations and flag flying policy



Commemorations and Flag Flying Policy

Owner: Directorate Corporate

Date: March 2024

Review by: March 2028

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SECTION 1: Introduction, aim and scope

1.1 Introduction

A review in 2020 - 2021 identified a wealth of commemorative activity across the borough including flag flying, statues, monuments, plaques, events and exhibitions, all making a valuable contribution to our history, heritage and culture. It is important to current and future generations of Chesterfield residents that there are a range of opportunities to commemorate and celebrate key individuals, organisations and historical events which have helped to shape our great borough.

1.2 Policy aim

The Commemorations and flag flying policy seeks to establish the key principles for commemoration activity delivered or supported by Chesterfield Borough Council and to provide a clear route for commemoration proposals to be submitted to the council.

1.3 Policy scope

Within scope:

- Commemorations on land owned by or managed by Chesterfield Borough Council
- Commemorations in or on buildings owned by or managed by Chesterfield Borough Council
- Commemorative activities organised, supported in kind or funded by Chesterfield Borough Council. Examples include civic and ceremonial, museum and theatre programming, equality and diversity forum events programme, percent for art, plaques, commemorative gardens and parks and open spaces improvements, street naming and via regeneration schemes
- Flag flying from Chesterfield Borough Council owned and managed buildings

Out of scope:

- Individual small scale memorials at cemeteries, the crematorium or street furniture for example gravestones, commemorative trees, plaques on park benches etc.
- Commemorations on land and buildings not owned or managed by Chesterfield Borough Council

- Commemorations not organised, supported in kind or funded by Chesterfield Borough Council

While these activities are not within the scope of this policy, we would still recommend using the commemoration principles identified as a guide.

SECTION 2: Commemoration principles

2.1 The following principles were developed as part of the 2021 review of commemorations and following stakeholder and community consultation. These will be the guiding principles the Council will use when considering requests for commemorative activity.

2.2 **Principle 1: Close connection to the borough**

Commemorations supported or developed by Chesterfield Borough Council should only relate to individuals, organisations or historic events with a close connection to the borough. This could be a prominent individual who was born or lived in Chesterfield borough and/or made a significant contribution to the borough. It could be an organisation based in the borough making a significant contribution, our diverse Chesterfield communities, or a building of intrinsic value to the borough.

2.3 **Principle 2: Research and engagement**

All commemoration proposals require a research and engagement stage. This includes consultation with relevant stakeholders including statutory agencies and appropriate community and voluntary sector groups.

Engagement and checks may be required with the planning authority (Chesterfield Borough Council), highways authority (Derbyshire County Council) and heritage bodies such as Historic England.

2.4 **Principle 3: Permissions**

Where commemorations relate to a named individual, either their permission or in the case of a deceased person – their family or estate administrator's

permission should be obtained. Where commemorations relate to an organisation, they should be consulted and permission obtained. Where commemoration activity relates to buildings or land, the owner should be consulted and permission obtained.

2.5 **Principle 4: Costs**

The initial costs and ongoing maintenance of commemorations should be at the expense of the proposer (which may be Chesterfield Borough Council itself) or through external funding.

2.6 **Principle 5: Making links and maximising opportunities**

Maximising opportunities through Chesterfield Borough Council and partnership activity for commemoration. For example, through policy development, street

naming schemes, parks and open spaces investment, regeneration schemes and cultural venues programming.

2.7 **Principle 6: Communication**

Scalable communication plans should be developed for all commemoration activity to maximise opportunities for commemoration, celebration and education.

Section 3: Types of commemoration activity

3.1 **Monuments, statues and art installations**

There are a large number of monuments and statues across Chesterfield Borough which showcase our rich industrial heritage and culture. There is a particular wealth of commemorations dedicated to the mining industry, early trade unionism and railway engineering. There are also a number of first and second world war memorials.


The council has operated a 'Percent for Art' scheme since 1994 which has seen the completion of over 80 new art schemes located throughout the borough that help to create a sense of place and add character to the built environment.

Our previous Local Plan required all development schemes within the borough costing over £1 million to include a work of art to the value of 1% of the total cost of the project. Smaller schemes were also encouraged to include artworks within their design. During our last Local Plan examination in 2020 the Planning Inspector asked us to ease this requirement. This may impact on our ability to increase the number of art works and commemorations within the borough but we have, however, made a commitment to continue to encourage developers to commit to the scheme and community involvement.

3.2 **Plaques**

Chesterfield Borough Council, Derbyshire County Council and Chesterfield Civic Society place blue plaques to commemorate either the intrinsic worth of a building, or an association with people or historical events of significance to the borough. Information is available on the Chesterfield Civic Society website about current blue plaques and their historical context.

3.3 **Street names**



Derbyshire Building Control Partnership (on behalf of Chesterfield Borough Council) are responsible for all street naming and property numbering within the Chesterfield Borough Council area. The primary objective in naming streets is to facilitate easy identification of premises by, the emergency services, postal / delivery services and general visitors to the area, amongst others. All addresses form part of the National Land and Property Gazetteer (NLPG) which covers the whole of England and Wales.

In the majority of cases the developer will propose names for the new development or request suggestions from the Council. In both cases local ward members for the area will be consulted. A number of street naming conventions are followed including:

- Street names for new developments should not be duplicated within a postal district area
 - Street names should not be difficult to pronounce or awkward to spell
 - Names of living or deceased persons will not be allowed, unless agreement of the named person's family or estate administrators has been obtained
 - Street names, where possible should reflect the history or geography of the site or area
 - Street names construed as advertising will not be allowed
 - Street names that could be considered to be offensive will not be allowed
-
- Where a road is in two parts, the use of North, South, East and West in street names should be avoided (eg North Road East and North Road West). It is preferred that two different road names are used
 - Phonetically similar names within a postal town area should be avoided
 - Historic street naming and Numbering practices have often resulted in many streets in close proximity being assigned the same name but with a differing suffix, eg. Brunel Road, Brunel Avenue, Brunel Close, etc. The Department of Transport advises against this practice. Proposals to name new roads in an area using a differing suffix will normally be refused

In recent years, increased effort has been made to work with developers to create naming schemes which reflect the historical and cultural interest of the site for example wood themed names for the housing development on the former Arnold Laver Timber Company site, we support and encourage this approach.

Street naming for living or deceased people will usually not be permitted as naming permanent features after individuals presents a range of challenges and can be extremely resource intensive. It can be very challenging to undertake background checks around an individual's history and unfortunately sometimes issues of concern emerge long after street naming has taken place. Changing street names is a controversial, lengthy and complicated legal process to complete with significant statutory consultation requirements. In very exceptional circumstances the names of living or deceased people may be used but agreement of the named person or their family or estate administrators must be obtained and a case made

for the person making a significant contribution to the borough of Chesterfield or the specific area of Chesterfield borough where the development is.

3.4 **Civic and ceremonial**

Civic and ceremonial events: The Council in partnership with a range of organisations including the community and voluntary sector develop and deliver a range of civic and ceremonial activities including the annual Remembrance Sunday Service, Armistice 11th hour ceremony and Civic service. There may be additional commemoration activities developed for example World War centenaries, Royal visits, Jubilees.

Local Democracy: We work with schools to deliver an extensive local democracy programme which can include commemoration activity, recent examples include women getting the vote and our twinning anniversary with Darmstadt.

Freedom of the Borough: With the passing of the Honorary Freedom of the Boroughs Act 1885 the dignity attached to the Office of Freeman was revived and enhanced. This Act conferred upon all Municipal Corporations the power to admit as Honorary Freeman of the Borough "persons of distinction and any persons who have rendered eminent services to the Borough". Granting the Freedom of the Borough is the highest honour that the borough can confer and should only be used in exceptional circumstances.

Freedom of entry to the Borough: This honour is reserved for military regiments with a strong connection to the borough and usually granted upon return from tours of active duty. The honour allows Regiment members to march through the town with bayonets fixed and regimental standards flying.

Honorary Alderman/ Alderwoman: Section 249(1) of the Local Government Act 1972, enables the Council to confer the title of Honorary Alderman of the Borough of Chesterfield to former Chesterfield Borough Council elected members in recognition of eminent service rendered to the council.

Moments of silence: International, national, regional and local moments of silence (one or two minutes) as a period of silent contemplation and reflection as a gesture of respect for periods of mourning or tragic events are organised as appropriate. A minute's silence (subject to agreement of the family or estate administrator) will be held at the next Full Council following the death of a serving elected member or officer.

Books of condolence: A condolence book or book of condolence is a book in which people may record their condolences after a death or great tragedy. After the death of a leading figure or tragic event, condolence books may be placed in public

places such as the Town Hall for members of the public to use. We may also utilise or signpost to electronic books of condolence.

Flag flying: The Union Flag will be flown every day of the year from Chesterfield Town Hall. Throughout the year we fly flags from the Town Hall and other prominent Council buildings to symbolise the borough's support for local, national and international days and events. However, these flags are displayed for a temporary period only, usually just for one day. At the beginning of each calendar year, a list of flag flying days is produced based on the dates outlined in our Flag Flying Policy – detailed in section 4.0.

Illumination of the Town Hall: We do occasionally receive requests to illuminate the Town Hall, normally this will be declined as it does not support our climate change agenda and adds additional resource strain in terms of staff time and equipment. If there are exceptional circumstances, the Service Director – Corporate will consider the request in consultation with the Cabinet Member for Governance.

3.5 **Equality and Diversity Forum events programme**

The Equality and Diversity Forum, supported by Chesterfield Borough Council organise a range of commemorative, educational and celebratory events and activities each year. The Forum holds a planning meeting each year to develop and prioritise themes. In addition to the core Forum programme, the Forum with Chesterfield Borough Council support and promote a range of equality and diversity related activity for example Black History Month projects with the African Caribbean Association and Chesterfield Pride.

3.6 **Cultural services**

Chesterfield Museum: The Council is currently undertaking an ambitious project to remodel and refurbish Chesterfield's 'striking' Stephenson Memorial Hall extending the Pomegranate Theatre, reconfiguring and modernising Chesterfield Museum, and introducing new gallery space, a café bar, education, and community facilities. This new approach offers a significant opportunity to commemorate and display the story of Chesterfield. This will be through a combination of fixed exhibitions and a changing programme of exhibitions that look at Chesterfield in a variety of different ways including the commemoration and celebration of people, organisations and communities. Previous examples include the building of a trench to commemorate the end of World War I, hosting exhibitions from local community groups and organisations including the Chinese Big Society, Chesterfield College and Derbyshire LGBT+. There have also been exhibitions looking at the 'Great and the Good' of Chesterfield in portraits. Chesterfield Museum presents a significant opportunity for further commemoration, celebration and education.

Chesterfield Theatres: Chesterfield Theatres consists of two Grade II-listed theatres called the Pomegranate Theatre and the Winding Wheel Theatre owned

and managed by Chesterfield Borough Council. The theatres host a diverse programme of cinema, drama, dance, music, comedy and community

based activities. The theatres can also be hired. On occasions theatre programming may include special events and showings to commemorate significant historical events for example World War I centenary or celebrations such as Royal Jubilees.

- 3.7 Parks, open spaces and cemeteries:** We have worked in partnership to develop a number of memorial and commemorative spaces within our parks, open spaces and cemeteries. For example, we have worked in partnership with Chesterfield Sands (the stillbirth and neonatal death charity) to develop three memorial gardens: the Staveley Baby Garden, Boythorpe Baby Garden and the Never Land Garden at Chesterfield Crematorium.
- 3.8 Regeneration and environmental improvement schemes:** Chesterfield Borough Council and partners are developing and delivering a number of significant regeneration and environmental improvement schemes across the borough. As part of these schemes, we aim to consider how we can maximise opportunities for appropriate commemoration. This could include planting schemes, interpretation boards, sculptures, street furniture, naming etc.
- 3.9 Communication channels:** Chesterfield Borough Council manages a range of communication channels including Your Chesterfield (the Council's resident digital magazine), website and staff intranet and social media accounts including X, Facebook, LinkedIn, Instagram and YouTube. These communication channels are a vital part of commemoration proposals but can also be used to commemorate individuals, organisations and significant events or causes as stand-alone activities.

Section 4: Flag flying

- 4.1** The Council displays flags on the flagpoles on the roof of the Chesterfield Borough Council offices, Town Hall, Rose Hill, Chesterfield, S40 1LP. The purpose of flying flags at the Town Hall is to symbolise the borough's support for important local, national and international days and events. Like all symbols, flags are highly emotive and can be open to interpretation therefore the Council needs to ensure careful consideration is given to flag flying days.

4.2 At the beginning of each calendar year, a list of flag flying days is produced based on the dates outlined in this policy, guidance from the Government on designated days for flying the Union Flag and advice from the National Association of Civic Officers (NACO) on special events taking place during the year, such as anniversary events. We also develop a list of additional flag flying days for commemorative and celebratory activities relevant to support of our civic programme and community support.

4.3 All flag flying commitments are subject to the weather, safe access to the flagpoles and the availability of suitably trained staff.

4.4 Flags should not be flown in a worn, damaged or soiled condition. Staff responsible for flying the flags, namely the Town Hall caretakers, will report any damage or wear and tear to the Member and Civic Support Officer as soon as practicable. There is a small budget available for the upkeep of Civic Regalia which covers the basic maintenance of flags. Spend on new or additional flags must be approved by the Democratic and Elections Manager.

4.5 **The Union Flag**

The only permanent flag to be flown from the flag poles at Chesterfield Town Hall is the Union Flag. The Union Flag is the national flag of the United Kingdom of Great Britain and Northern Ireland, the Crown Dependencies and the Overseas Territories. It is a symbol of national unity and pride.

4.6 Since 2008, councils have had the discretion to fly the Union Flag at all times if they wish. New guidance was issued by the Department for Digital, Culture, Media and Sport in March 2021 calling for all UK Government buildings to fly the Union Flag every day. All local authorities and other local organisations were encouraged to follow this guidance. In addition, the UK Flag Protocol, produced by the Flag Institute, encourages all local authority buildings in England, Scotland and Wales to fly national flags every day of the year and this practice is being seen more frequently across the country.

4.7 The Union Flag should always be flown on the centre flagpole of the Town Hall, in accordance with Government guidance and UK flag protocol. The only exception would be during a visit from the Sovereign, in which case the Royal Standard would be flown on the centre flagpole but only after consulting with the Lord Chamberlain's Department or the Sovereign's private secretary.

4.8 The Union Flag should be flown at half-mast on the following occasions:

- On the announcement of the death of the Sovereign, except on Remembrance Day when the Flag is hoisted right up from 11am to sunset (refer to separate protocol)
- On the day of the funeral of members of the Royal Family, subject to special commands from the Sovereign or the UK Government in each case.
- Workers' Memorial Day

4.9 In the event of a national or international incident, the advice of the UK Government will be followed in respect of how and when flags will be flown at the Town Hall. This includes the Union Flag and / the flag of any other nation.

4.10 Other flag flying days

There are other dates during the year where additional flags will be flown for a temporary period – usually a day but no more than 14 days. These flags will be flown on the flagpole to the left of the principal flagpole when viewing the Town Hall from the front.

4.11 The standard annual flag flying days at the town hall are:

The additional flag flying dates are:

- Commonwealth Day (second Monday in March) – Commonwealth Flag
- St George's Day (23 April) – St George's Flag
- Annual Council Meeting (second Wednesday in May) – Borough Flag
- Mayor's Civic Service (second Saturday in May) – Borough Flag
- IDAHOBIT Day (International Day Against Homophobia, Transphobia and Biphobia) (17 May) – Rainbow Flag
- Armed Forces Day (Monday to Saturday, normally the last week in June) – Armed Forces Day Flag
- NHS, Social Care and Frontline Worker's Day (5 July) – NHS Flag
- Chesterfield Pride (July) – Rainbow Flag
- Merchant Navy Day (3 September) – Merchant Navy Flag
- Derbyshire Day (September) – Derbyshire Flag

4.12 On the occasion of the death of a serving Mayor, the Borough Flag should be flown at half-mast from the day of death to sunset on the day of the funeral.

4.13 The flags of Chesterfield's twin towns (where a town or city flag is available) will be flown alongside the Borough flag when an official delegation visits the Town Hall.

The twin towns are:

- Darmstadt, Germany
- Troyes, France
- Yangquan, China
- Tsumeb, Namibia



4.14 **Requests for additional flag flying days**

Consideration will be given to one-off additional requests for flag flying by the Service Director – Corporate in consultation with the Cabinet Member for Governance.

- 4.15 The request will be assessed against the requirements in the Council's Commemorations principles and should reflect the vision and priorities of the Council, be sensitive to the views of communities and be made in the spirit of displaying allegiance, support or respect or to celebrate or mark a significant international, national or local occasion. The submission for flag flying should follow the same submission route as other commemorations - outlined in section 5.0.

Section 5: Commemoration proposals

5.1 **Chesterfield Borough Council developed proposals**

The commemoration principles identified within section 2 of this policy should be followed for all commemoration activity developed by Chesterfield Borough Council or where Chesterfield Borough Council is a delivery partner. The lead officer should inform the Service Director – Corporate of any new or changed commemoration plans early in the process so that assurances can be made regarding the principles and assistance such as legal advice, governance matters, communications, health and safety and community engagement/consultation can be arranged. Support from other services including ICT, customer services, finance, planning development control and conservation, building control and Human Resources may also be required.

5.2 **Other proposals**

Members of the public, community and voluntary sector groups, faith organisations, businesses or other public sector agencies may wish to submit proposals for commemoration activity which fall within the scope of this policy (covered at section 1.3) for consideration by the Council. Proposals should be submitted to the Policy and Partnerships Manager for initial consideration and discussions with relevant services, partner agencies, elected members and to confirm decision making arrangements (if required).

E-mail: katy.marshall@chesterfield.gov.uk
Post: Katy Marshall – Policy and Partnerships Manager
Directorate Corporate

The following initial information will be required in order to consider your request:

- Name of the individual, organisation or event you wish to be commemorated and further relevant information such as key dates, locations etc.
- Their connection and contribution to Chesterfield borough
- Type of commemoration activity requested
- Location of the commemoration
- How the commemoration will be funded including initial costs and ongoing maintenance
- Further information about you, the proposer – are you a member of the public, business, community group etc.
- Your contact information

Please note for some types of commemoration activity there will be a long lead in period due to programming requirements, approval processes, the ordering of materials, permissions etc. so early discussions are vital.

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For publication

Member development, support and parental leave policy (GV050)

Meeting:	Cabinet
Date:	19.03.24
Cabinet portfolio:	Governance
Directorate:	Corporate
For publication	

1.0 Purpose of the report

- 1.1 To present for approval the council's member development, support and parental leave policy 2024 – 2028.

2.0 Recommendation

- 2.1 That the member development, support and parental leave policy is approved and implemented.
- 2.2 That the member development, support and parental leave policy is reviewed every four years to coincide with the findings of the independent remuneration panel and approval of the members allowance scheme.
- 2.3 That the cabinet member for Governance is given delegated authority to approve minor amendments to the member development, support and parental leave policy in between the formal review periods.

3.0 Reasons for recommendations

- 3.1 This policy sets out Chesterfield Borough Council's commitment to providing support and development for elected members. Improved support and development can contribute towards increasing the diversity of experience, age, gender and background of local authority members. It will also assist with retaining experienced members and making public office more accessible to individuals who might otherwise feel excluded from it.

4.0 Report details

4.1 Background

The member development, support and parental leave policy brings together three existing policies and practice into a single document to provide comprehensive and cohesive support for elected members.

4.2 Member development

The expectations on elected members are higher than they have ever been. To be effective in their role, they need to have skills and experience around governance, local representation, community engagement, and be knowledgeable about the services we provide. Every elected member has a responsibility to ensure their skills are regularly updated and the Council needs to effectively support them in achieving this.

4.3 This policy sets out:

- Our key principles for member development
- Identification of development needs
- The variety of learning and development opportunities available to members and how to access them
- Non-compliance with mandatory learning and development

4.4 Best practice and learning from the Local Government Association, East Midlands Councils and our member development group have helped to shape this policy.

4.4 Member support

This policy sets out the support available for members with a disability/ disabilities or during periods of ill-health, and the roles and responsibilities of members and officers. The policy includes:

- Reasonable adjustments for members and how to identify and access any support needs
- How to access support schemes including 'Access to work'
- Arrangements for periods of absence due to ill health including allowance and cover arrangements
- Support available for members experiencing ill health
- Dependant carers allowance arrangements
- How to access confidential advice and counselling services

4.5 Alongside legislative requirements via the Equality Act 2010, best practice and learning from the Local Government Association, East Midlands Councils and our member development group have helped to shape this policy. The Council's independent remuneration panel also considered and made recommendations around members ill health cover and allowance arrangements and dependant carers' allowances.

4.6 Parental leave

This Policy sets out members' entitlement to maternity, paternity, shared parental and adoption leave. Leave periods, notification, cover and allowance arrangements are considered.

- 4.7 There is at present no legal right to parental leave of any kind for anyone in elected public office. This applies to MPs as well as members. These policy proposals can therefore only currently be implemented on a voluntary basis. Our policy has been modelled on the Local Government Association's Women's Taskforce Parental Leave Policy. It aims to make it easier for prospective parents and the Council alike to plan for members taking parental leave.

5.0 Alternative options

- 5.1 These policies were due for review this year, so the opportunity was taken to combine the policies into one comprehensive member development, support and parental leave policy. We could, however, choose to refresh the three policies separately.

6.0 Implications for consideration – Financial and value for money

- 6.1 The funding for member development and support activity are included within existing budgets. Allowances including those for parental leave absence and ill health have been included in the members allowance scheme approved by Council in December 2023 for implementation from April 2024.

7.0 Implications for consideration – Legal

- 7.1 Councils are required by the Equality Act 2010 to make "reasonable adjustments" to accommodate the needs of elected members who have a disability who would otherwise be placed at a disadvantage compared to a non-disabled elected members.
- 7.2 The Council's Members' Allowances Scheme must be reviewed on a periodic basis, as required by the Local Government Act 2000 and The Local Authorities (Members' Allowances) (England) Regulations 2003. The Council appointed an independent remuneration panel in September 2023 to conduct a review of members allowances and has a legal duty under the above regulations to have regard to the panel's recommendations. The panel's recommendations which included consideration of allowances for parental leave and ill health absence and dependant carers allowance, were considered by Full Council in December 2023.

8.0 Implications for consideration – Human resources

- 8.1 There are no specific impacts relating to human resources. All support arrangements are currently in place and resourced.

9.0 Implications for consideration – Council plan

9.1 The role of Elected Member is key to ensuring the community’s needs, aspirations and views are taken into account during the development of the Council Plan. Elected members approve the Council Plan at Full Council and regularly monitor and challenge progress via Cabinet and Scrutiny Select Committees. The member development, support and parental leave policy supports this activity.

10.0 Implications for consideration – Climate change

10.1 There are no specific implications around Climate Change.

11.0 Implications for consideration – Equality and diversity

11.1 Equality analysis of the member development, support and parental leave policy indicates positive impacts for protected characteristics including age, sex, maternity and disability. Improved support and development for elected members can contribute towards increasing the diversity of experience, age, gender and background of local authority members. It will also assist with retaining experienced members and making public office more accessible to individuals who might otherwise feel excluded from it.

12.0 Implications for consideration – Risk management

Failure to provide reasonable adjustments for elected members.	M	M	The policy clarifies the responsibilities of the Council to provide reasonable adjustments. It also encourages members to have early conversations with staff on a confidential basis to make us aware of any disability or health issues so that we can work with the member to develop a suitable package of reasonable adjustments.	L	L
Unexpected financial pressures due to higher than expected allowance provisions use.	M	M	Access to the ill health allowance provision is linked to illness exemption being applied by Cabinet. This decision can also consider the financial implications and in year pressures.	M	L

Decision information

Key decision number	Non key decision
Wards affected	All

Document information

Report author
Donna Reddish – Service Director Corporate
Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.
None
Appendices to the report
Appendix 1 – Members development, support and parental leave policy

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Member development, support and parental leave policy

Owner: Democratic and Elections

Date: March 2024

Review by: March 2028



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SECTION 1: Introduction and scope

1.1 Introduction

It is vital that as an elected member, you are supported to fulfil your roles on the Council and within the community. This policy sets out Chesterfield Borough Council's commitment to providing support and development for elected members. Improved support and development contribute towards increasing the diversity of experience, age and background of local authority members. It will also assist with retaining experienced members and making public office more accessible to individuals who might otherwise feel excluded from it.

1.3 **Policy scope**

Within scope:

- Member development
- Member support including reasonable adjustments, access to work funding, ill health provisions and dependant carer allowances
- Member access to the employee assistance scheme
- Parental leave

Out of scope:

- Members allowance scheme

SECTION 2: Member development

2.1 **Member development policy introduction**

2.1.1 The expectations elected members are higher than they have ever been. Our communities want their authority to deliver high quality services, to be run and managed well and respond quickly and meaningfully to changing demands. To be effective in your role you will need knowledge about governance, local representation, relevant laws and policy and have a broad understanding of the services we provide.

2.1.2 To ensure that elected members are successful in their roles, training and development cannot be side-lined or treated as an optional activity. You

have a responsibility to ensure your skills are regularly updated and the Council needs to effectively support you to achieve this.

2.2 **Key principles of member development:**

- That a culture of learning is encouraged, that regards continuous member development as vital to the Council's success
- There will be a range of learning and development opportunities available to all members irrespective of their political group or independent status

- That member development supports and enhances the Council's vision, the Council Plan, and underpin our values
- That there is a consistency of approach to member development
- Members have ownership of the development programme via the member development group

2.3 Identification of member development needs

2.3.1 There are a number of ways in which member development needs can be identified including:

- Member induction programme – this is a comprehensive programme delivered for all new elected members and those returning to office following Borough Council elections and individually after by-elections
- Committee membership – certain committees, particularly regulatory committees, have additional mandatory development requirements identified to enable members to engage fully and ensure the quality of decision-making is maintained
- Other new mandatory or refresher training – in addition to mandatory training for committees there may also be other mandatory training requirements identified e.g. data protection, ethical standards, social media and safeguarding etc. that enable members to effectively carry out their roles and duties
- Overview and Scrutiny – the work of Scrutiny Select Committees often highlights the need for further learning and development, including briefings on specific topics. Where possible, learning and development opportunities will be made available to all elected members.
- Emerging issues identified by either the political or officer leadership – these may lead to mandatory or optional e-learning and/or briefings
- Via the political group structures – fed in via their representatives on the member development group

- By individual members accessing the Council's e-learning platform (aspire learning) and identifying core skills courses for completion
- By individual members making an application to be considered by their group leader, Democratic and Elections Manager and the learning and development team (Human Resources)

2.3.2 This information will help to build up the rolling member development programme overseen by the member development group. The member development group terms of reference are attached at Appendix 1.

2.4 Learning and development activity

2.4.1 Learning and development can be accessed in a variety of ways including:

- Member e-bulletins highlighting member resources available via the Council Local Government Association, East Midlands Councils, Centre for Public Scrutiny and other key organisations supporting the sector
- E-learning via aspire learning
- Member briefings
- Development briefings and training courses run in partnership with other authorities and/or partner organisations
- External courses and events promoted by organisations supporting the sector e.g. Local Government Association
- Members may also access support and development via their political groups

2.5 **Application for funding from the member development budget and/or a members expenses contribution**

2.5.1 We are able to source the majority of member development opportunities at no or very low cost, but we do have a small annual budget available for specialist training opportunities to respond to specific needs, e.g. media training for cabinet members. The majority of funding from this budget is pre-allocated for the annual member development plan but we retain some flexibility to respond to requests from individual members to respond to specific needs. We also need to carefully consider requests for training where members wish to claim expenses, for example for a hotel stay or train tickets even if the training itself is free.

2.5.2 There is a short application form to help us consider individual requests. The form is attached at Appendix 2. All requests are to be emailed to the Member and Civic Support Officer. Applications will be considered by the relevant group lead, Democratic and Elections Manager and the learning and development team (Human resources). Please allow at least five working days for consideration.

2.6 **Communications**

2.6.1 Successful communication is an important part of member development. We develop regular e-bulletins for members which highlight resources available to members and forthcoming learning and development opportunities. The e-bulletins may also be used to share learning from members attending external courses or events.

2.6.2 You will also receive calendar appointments and reminders about future events and activities. Group leaders and representatives of the member development group are

also asked to encourage members to access opportunities and identify further needs.

2.7 Non-compliance with mandatory training

- 2.7.1 Where training requirements have been identified as 'mandatory for particular committees', failure to comply with training requirements over a reasonable time period will result in the temporary suspension from the particular committee duties, until the relevant training is completed. This decision will be taken by the Service Director Corporate in consultation with the Monitoring Officer and relevant group lead.

SECTION 3: Member support

3.1 Member support policy introduction

- 3.1.1 This policy sets out the support available for members with a disability or during periods of ill-health, and the roles and responsibilities of members and

officers. It also confirms arrangements for accessing dependant carer's allowance.

3.2 Council's role

- 3.2.1 Chesterfield Borough Council is part of the Disability Confident scheme and continuously looks for new techniques and best practice that can help us in making the most of the talents that disabled people can bring to the organisation. The Equality Act 2010 places a legal requirement on the council to consider and implement reasonable adjustments for elected members with disabilities where it is reasonable to do so. To fail to make reasonable adjustments amounts to discrimination on the grounds of disability. To enable the council to put in place reasonable adjustments, an elected member must make the council aware of their disability.
- 3.2.2 The Equality Act defines a disability as a physical or a mental condition which has a substantial and long-term impact on a person's ability to do normal day to day activities.
- 3.2.3 The council's policy and partnerships team provide advice on the application of the Equality Act 2010 definition of disability, on reasonable adjustments and on involving the Access to Work unit. Any information disclosed to an officer under this policy will be kept confidential and not disclosed to a third party without written consent of the elected member.



3.3 Reasonable adjustments

3.3.1 Councils are required by the Equality Act 2010 to make “reasonable adjustments” to accommodate the needs of elected members who have a disability who would otherwise be placed at a disadvantage compared to a non-disabled elected members. It is an “anticipatory duty”, meaning that councils must think in advance about the needs of disabled people and make reasonable adjustments.

3.3.2 A reasonable adjustment is a practical step to remove or reduce a disadvantage – it may be a change to a working arrangement, a working practice or the provision of an aid to help give the same opportunities to a person with a disability as to a person without a disability. Many factors will be involved in deciding what adjustments to make, and they will depend on individual circumstances. Different people will need different changes, even if they appear to have similar impairments.

3.3.3 By law, the Council must consider making reasonable adjustments when:

- We know or could be expected to know that an elected member has a disability
- An elected member with a disability asks for adjustments
- An elected member with a disability is having difficulty with any part of their role
- An elected member requires sickness absence due to a disability

3.4 Process for requesting a reasonable adjustment

3.4.1 As soon as you are elected, you will be asked if you have a disability and/or long-term health condition for which you may need reasonable adjustments to support you in your role as an elected member. We can only make reasonable adjustments if we are aware that you have a disability, so we encourage disabled members to have a confidential discussion with their group leader (if they have one), and Member and Civic Support at your earliest opportunity, to discuss any potential reasonable adjustments which could assist you in your role.

3.4.2 Initially, you should have a discussion with the Member and Civic Support Officer as soon as possible after your election or, if during the term, as soon as you feel you need additional support. This initial discussion can either be over the phone, via Teams or in person. As part of the discussion, you can share relevant information about your disability and what support options could enable you to fulfil your role and minimise any impact of the role on your health.

3.4.3 It may be necessary to engage with the policy and partnerships team to seek advice on reasonable adjustments to ensure they meet your needs and are appropriate. In some cases, additional advice may be required from occupational health specialists in order to ensure that the reasonable adjustments put in place are appropriate for your needs. You may also be advised to contact the Access to Work scheme who can arrange a full assessment and notify the council of the things that could help.

- 3.4.4 The duty to make reasonable adjustments applies not solely when the elected member has formally reported a disability and has requested reasonable adjustments but also if the Council could be reasonably expected to know that an elected member has a disability and may need assistance with any part of their role.
- 3.4.5 There may be occasions when other members or officers become aware that a member may benefit from a support conversation to assist them with their duties. This may be due to an existing or new disability of which the Council has not been officially informed but it would be reasonable to believe the elected member may require assistance due to disability. In these circumstances the first step would be for officers to organise an informal conversation with the elected member to enquire if there are any areas which they feel further support may be required.
- 3.4.6 If, as an elected member, you are concerned about a fellow elected member and you believe they may require support, please raise this initially with your group leader (if you have one). If appropriate, the group leader may request a support conversation via Member and Civic Support.
- 3.4.7 Any conversations regarding concerns that a member may be in need of support will be handled sensitively and confidentially, with the goal of putting in place reasonable adjustments to remove any barriers the member may be facing due to their disability.
- 3.5 **Access to work scheme**
- 3.5.1 Elected members are eligible for support from Access to Work. Access to Work is a service that is provided by the Department of Work and Pensions. It provides advice and practical support to disabled people, people with a disability or health condition and their employers.
- 3.5.2 Access to Work provides an independent assessment to consider the individual, their health condition / disability and the role they undertake. It identifies aspects of the role or working arrangements that may be more difficult for the individual (they call these barriers) and what can be done to minimise these. After the assessment, Access to Work provides a list of recommendations that can help to reduce the barriers and make it easier for the individual to fulfil their role and / or with less impact on the individual's wellbeing.
- 3.5.3 If you have been advised to contact Access to Work, you will need to do this yourself. It is not something that the Council can do on behalf of an elected member. More information and the application form is available on the Access to Work website: <https://www.gov.uk/access-to-work>. To request support from Access to Work, visit the website above and select "Apply for an Access to Work grant" followed by "Apply online".

- 3.5.4 The form will ask you for a manager's name and contact details, please enter:
Donna Reddish – Service Director Corporate, donna.reddish@chesterfield.gov.uk
01246 345307
- 3.5.5 Once the form has been submitted, an Access to Work Advisor will contact you to discuss the application and put you in touch with an assessment organisation who will arrange a time for the assessment. The assessment is likely to be by telephone or video call. We advise that this takes place in a private place because it will involve a discussion about the health condition and the impact this has on you as an individual and your role as an elected member.
- 3.5.6 After the assessment, Access to Work will write to you and to the council contact to provide a list of recommended items. This could be equipment, software, training, coaching etc. On receipt of the letter, the Member and Civic Support Officer will arrange a meeting with you to discuss the recommendations. We will then work with the Council's procurement, policy and partnerships team and ICT services to source the recommended items as quickly as possible for you. The process can take some weeks to implement. Member and Civic Support will discuss any interim support with you that would be helpful.
- 3.5.7 Member and Civic Support will maintain an inventory of the reasonable adjustments and equipment provided to members which will be reviewed on a yearly basis. The Officers will also record where support and adjustments have been offered but the member has not engaged or taken up the support. The information will be kept confidential and not disclosed to a third party without written consent of the member.
- 3.6 Periods of absence due to ill-health**
- 3.6.1 There may be instances when, due to illness, you need to take a period of absence from your duties as an elected member. If the period of absence is expected to be over six months, you can apply to the Council for an exemption for triggering a by-election due to non-attendance. This policy does not cover absence for other reasons such as holidays.
- 3.6.2 During this period of long-term absence, you will continue to receive the Basic Allowance in full. If you are in receipt of a special responsibility allowance, the above exemption can be used to trigger cover arrangements for the area of special responsibility by another elected member. During this period you will

still receive the special responsibility allowance alongside the member undertaking cover. The following conditions would however apply:

- It is only applicable when the illness exemption has been applied following decision by Cabinet
- It is limited to the duration of the illness or the period of cover, whichever is shortest
- The one special responsibility allowance only rule will apply

3.6.3 If you need to take a period of absence you should contact the Monitoring Officer and Group Leader (where applicable) in writing for assessment as to the appropriate course of action. If the need to take a period of absence is sudden and/or you are unable to make contact yourself, the Group Leader or confirmed nominee can make the notification on your behalf. The confirmed nominee could be either another elected member who has given prior consent to act as nominee which has been communicated Member and Civic Support in advance, or the member's emergency contact.

3.7 **Support available during periods of ill health**

3.7.1 There is an expectation that if an exemption is approved, you will engage with any support that is offered and keep in regular contact with Member and Civic Support.

3.7.2 Member and Civic Support can provide the following support during a period of absence:

- Put an out of office on your email account – written confirmation is required from you (or group leader/confirmed nominee if you are unable to provide confirmation due to illness) requesting the out of office and stating which member or members should be named as the contact.
- Forward casework received by Member and Civic support to nominated members – written confirmation is required from you (or group leader/confirmed nominee if you are unable to provide confirmation due to illness) requesting that casework be forwarded to other members and providing details of who those members covering the casework are. In some circumstances, for data protection reasons, the constituent may need to be contacted by Member and Civic Support to obtain authority to forward the matter to the nominated member.
- It is prudent for all members to consider in advance who would cover their duties should they need to take a period of absence. This should be notified in writing to Member and Civic Support confirming that the named member

has authority to act on their behalf with regard to putting support arrangements in place during periods of absence due to illness.

3.8 **Resigning from Office and Elections**

3.8.1 If you decide not to return at the end of your period of absence, you must notify the Council at the earliest possible opportunity. If you are a member of a political group, you are also advised to speak to your group leader before giving notice of

your resignation. All allowances will cease from the effective resignation date. If an election is held during your period of absence and you are not re-elected, or decide not to stand for re-election, your basic allowance and special responsibility allowance (if applicable) will cease from the Monday after the election date when you would technically leave office.

3.9 **Dependant carers allowance**

3.9.1 The members allowance scheme enables an hourly rate allowance to be paid to any elected member who have dependant caring responsibilities. If you require childcare or home care assistance to enable you to take part in essential Council business such as attending committees and training, you can access this allowance. Please contact Member and Civic Support for further information.

SECTION 4: Members access to the employee assistance programme

4.1 **Employee assistance programme**

4.1.1 Chesterfield Borough Council has a comprehensive and confidential employee assistance programme which can also be accessed for free by elected members. Whether you're facing problems at work or at home, you can access impartial, confidential advice from qualified counsellors for a range of different issues including:

- Anxiety
- Bereavement
- Stress
- Depression
- Workplace Issues
- Trauma

- Relationships
- Finances
- Family Difficulties

4.1.2 The telephone helpline is available 24/7, 365 days a year and is completely confidential and free to anyone needing mental health support. To access the service, simply call 03303 800658 (calls charged at local rates) or 0800 023 9324 free from any standard UK landline or mobile phone.

4.2 **Registering for the employee assistance programme**

4.2.1 You can register at Vivup, the Council's employee assistance programme provider, via their website: https://vivup.co.uk/users/sign_in click on the register now button under the Not registered? section. Please select Chesterfield Borough Council as your organisation.

4.2.2 If you have any problems registering you can contact the Vivup Customer Services team for support:



Phone: 01252 784540

Email: customersupport@vivup.co.uk

Opening times:

Mon-Fri, 8am-6pm for phone and email and Sat-Sun, 10am-2pm for email only

SECTION 5: Parental leave

5.1 Parental leave policy introduction

5.1.1 This Policy sets out members' entitlement to maternity, paternity, shared parental and adoption leave and relevant allowances. The objective of the policy is to ensure that insofar as possible members are able to take appropriate leave at the time of birth or adoption, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio-holders and others in receipt of Special Responsibility Allowances (SRA) during any period of leave taken.

5.2 Leave period

5.2.1 As an elected member and have given birth, you are entitled to up to 6 months maternity leave from the due date, with the option to extend up to 52 weeks by agreement. In addition, where the birth is premature, you are entitled to take leave during the period between the date of the birth and the due date in addition to the 6 months' period. In such cases any leave taken to cover prematurity of 28 days or less shall be deducted from any extension beyond the initial 6 months.

5.2.2 In exceptional circumstances, and only in cases of prematurity of 29 days or more, additional leave may be taken by agreement, and such exceptional leave shall not be deducted from the total 52 week entitlement.

5.2.3 Members can also access two weeks paternity leave if they are the biological father or nominated carer following the birth of a child.

5.2.4 If you have made shared parental leave arrangements through your employer (not CBC), you are requested to advise the Council of the arrangement at the earliest possible opportunity. Every effort will be made to replicate such arrangements in terms of leave from Council. Where both parents are Members, leave may be shared up to a maximum of 24 weeks for the first six months and 26

weeks for any leave agreed thereafter, up to a maximum of 50 weeks Special and exceptional arrangements may be made in cases of prematurity.

- 5.2.5 If you adopt a child through an approved adoption agency, you will also be entitled to take up to six months' adoption leave from the date of placement, with the option to extend up to 52 weeks by agreement if required.
- 5.2.6 Any Member who takes maternity, shared parental or adoption leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six month period unless the Council Meeting agrees to an extended leave of absence prior to the expiration of that six month period.
- 5.2.7 If you take maternity, paternity, shared parental or adoption leave you will be responsible for ensuring you comply with the relevant notice requirements of the Council, both in terms of the point at which the leave starts and the point at which you return.

5.3 **Basic allowance**

- 5.3.1 You will continue to receive your Basic Allowance in full whilst on maternity, paternity or adoption leave.

5.4 **Special responsibility allowance**

- 5.4.1 If you are entitled to a Special Responsibility Allowance, you will continue to receive your allowance in full in the case of maternity, paternity, shared parental or adoption leave.
- 5.4.2 Where a replacement is appointed to cover the period of absence that person shall receive the Special Responsibility Allowance on a pro rata basis for the period of the temporary appointment.
- 5.4.3 The payment of Special Responsibility Allowances, whether to the primary holder or a replacement, during a period of maternity, paternity, shared parental or adoption leave will continue for a period of six months, or until the date of the next Annual Meeting of the Council, or until the date when the member taking leave is up for election (whichever is soonest). At such a point, the position will be reviewed, and will be subject to a possible extension for a further six month period.
- 5.4.4 If you are appointed to replace the member on maternity, paternity, shared parental or adoption leave and you already hold a remunerated position, the ordinary rules relating to payment of more than one Special Responsibility Allowances will apply.
- 5.4.5 If you are taking maternity, paternity, shared parental or adoption leave, you will return to the same special responsibility role or an alternative role of an equivalent

status as you held before the leave began. The exceptions to this are that you are removed from this role at an Annual Business Meeting of the Council or the group to which you belong loses control during your leave period.

5.5 Resigning from Office and Elections

5.5.1 If you decides not to return at the end of your maternity, paternity, shared parental or adoption leave you must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.

5.5.2 If an election is held during your maternity, paternity, shared parental or adoption leave and you are not re-elected, or decide not to stand for re-election, any allowances will cease from the Monday after the election date when you would technically leave office.

SECTION 6: Key contacts

Member and Civic Support:

Lauren Fretwell, Member and Civic Support Officer
E-mail: lauren.fretwell@chesterfield.gov.uk
Telephone: 01246 345239

Carly Church, Democratic and Elections Assistant
E-mail: carly.church@chesterfield.gov.uk
Telephone: 01246 936292

Service manager:

Bethany Fletcher, Democratic and Elections Manager
E-mail: bethany.fletcher@chesterfield.gov.uk
Telephone: 012469 36860

Monitoring Officer:

Gerard Rogers, Head of Regulatory Law and Monitoring Officer
E-mail: Gerard.rogers@chesterfield.gov.uk
Telephone: 01246 936471

Service Director:

Donna Reddish, Service Director Corporate
E-mail: donna.reddish@chesterfield.gov.uk
Telephone: 01246 345307

Appendix 1

Member development working group

Terms of Reference

Purpose

To provide strategic oversight of the council's member development arrangements and maintain progress on the member development improvement plan to ensure learning and development is effective in building elected member capacity.

Objectives

- 1) To provide oversight and challenge to the development and delivery of the member development strategy and rolling member development plan.
- 2) To support and influence the development of member induction/refresher programmes.
- 3) To monitor the member development budget and consider applications for spend.
- 4) To support group leaders in identifying member learning and development needs and promoting uptake of learning and development opportunities.
- 5) To identify and consider best practice, information and development opportunities to be considered to support future member development activity.
- 6) To consider evaluation and feedback from member development activity and develop improvement suggestions to further enhance member development activity.
- 7) To consider and offer insight into member development related issues emerging from corporate activity for example investors in people, employee surveys, customer satisfaction surveys and peer challenge.

Meeting arrangements

Meetings will take place every two months. There may be the need for e-mail discussions in between meetings for more urgent items such as member development training approval. The Member and Civic Support Officer will co-ordinate the meetings. The agenda and papers will be distributed one week before the meeting.

Membership

- Cabinet member for Governance (Chair)
- Four members
- Democratic and Elections Manager
- Member and Civic Support Officer
- Representative from Human Resources



CHESTERFIELD
BOROUGH COUNCIL

In addition, the group may co-opt additional elected members, officers and partner agencies where appropriate to particular project work or emerging issues.

We are able to source the majority of member development opportunities at a low cost but we do have a small annual budget available for specialist training opportunities to respond to specific needs e.g. media training for cabinet members. The majority of funding from this budget is pre-allocated for the annual member development plan but we retain some flexibility to respond to requests from individual members to respond to specific needs. We also need to carefully consider requests for training where you wish to claim members expenses for example for a hotel stay or train tickets even if the training itself is free. It is also important to remember that even if a course is free there may be a charge for non-attendance (typically £50 - £100).

Please answer the questions below and e-mail your request to Member and Civic Support. Applications will be considered by the relevant group lead, Democratic and Elections Manager and learning and development.

Q1 Your name:

Q2 Name of the course/activity:

Q3 Name of the training provider:

Q4 The date and location of the course/activity:

Q5 Overview of the training activity including aims and objectives:

Q6 How will you benefit from the training?

Q7 What will the wider benefit to the Council be and how will you share the learning with other elected members e.g. article for the member

Q8 Funding

Amount of funding requested from the member development budget

Funding secured from another source - Amount

Funder:

Q9 Estimate on additional costs e.g. hotel, travel expenses etc. to be claimed via member expenses:

Post application notes:

Summary of comments received:

Application approved

Reason:

Application refused

Advice Agency Future Funding

Meeting:	Cabinet
Date:	19.03.24
Cabinet portfolio:	Health and Wellbeing
Directorate:	Corporate

1.0 Purpose of the report

- 1.1 To consider the future grant funding arrangements for Chesterfield Citizens Advice Bureau, Derbyshire Law Centre, Derbyshire Unemployed Workers Centre and Links CVS.

2.0 Recommendations

- 2.1 That the core advice agency grants to Chesterfield Citizens Advice Bureau, Derbyshire Law Centre, Derbyshire Unemployed Workers Centre and Links CVS cease from the financial year 2026/27.
- 2.2 That a two year funding settlement is allocated to Chesterfield Citizens Advice Bureau with £72,165 allocated for 2024/25 and £48,110 for 2025/26.
- 2.3 That a two year funding settlement is allocated to Derbyshire Law Centre with £20,849 allocated for 2024/25 and £20,828 for 2025/26.
- 2.4 That a two year funding settlement is allocated to Derbyshire Unemployed Workers Centre with £23,809 allocated for 2024/25 and £15,872 for 2025/26.
- 2.5 That a two year funding settlement is allocated to Links CVS with £8,001 allocated for 2024/25 and £8,001 for 2025/26.
- 2.6 That Chesterfield Borough Council will consider future funding opportunities and partnership projects should suitable external funding streams become available or a significant uplift in central government funding be confirmed.

3.0 Reasons for recommendations

- 3.1 To respond to the challenging financial position of the Council and enable delivery of the approved Budget Strategy Implementation Plan.

- 3.2 To facilitate a managed phasing out of funding, which will enable the advice agencies to develop and deliver transition plans which could include service transformation and alternative funding models.

4.0 Report details

4.1 Financial challenge and budget implementation plan

Like all local authorities, Chesterfield Borough Council continues to face significant financial challenges. The sustained period of austerity since 2010, the ongoing risks and uncertainties over future funding arrangements, the budgetary impacts of the Covid-19 pandemic, the cost-of-living crisis, and a sustained period of exceptionally high inflation, have all impacted on the Council's financial position.

- 4.2 In response to these challenges, the Council has already made significant savings over many years and taken steps to manage demand and deliver services in the most economic, efficient, and effective way. Financial forecasts considered by Cabinet outlined the scale and nature of the financial challenges facing the Council. A budget shortfall of £4 million was identified for 2024/25, with further increases in the following financial years.

- 4.3 It is against this context that the Council developed its approach to balancing the 2024/25 budget and to achieving the same over the period of the Medium Term Financial Plan.

- 4.4 The Council's Budget Strategy was approved by Council in July 2023. The accompanying report detailed the need to drive out savings of at least £2.5m at pace, within a framework that was prudent, responsible, and sustainable, and optimised to secure savings in the short- and medium-term to reduce and remove reliance on reserves, stabilising the Council's financial position and establishing affordability of Council services.

- 4.5 The Budget Strategy Implementation Plan approved by Cabinet on 14 November 2023, included a detailed approach to addressing the budget gap. One of the proposals within the plan is to phase out the discretionary grants to voluntary sector advice agencies.

- 4.6 An overview of each advice agency is available at Appendix 1.

4.7 Current funding

Grants to the advice agencies are not a mandatory or a core Council service, they are entirely discretionary. Some authorities have never had these types of grant arrangements in place and others have reduced or ceased provision in recent years due to funding pressures.

- 4.8 The table below shows the 2023/24 funding provided via the advice agency grant provision. The grants are paid out in equal quarterly or half yearly instalments.

Citizens Advice Bureau	£120,375.00
Derbyshire Law Centre	£41,697.00
Derbyshire Unemployed Workers Centre	£39,681.00
Links CVS	£16,002.00
Total grant awarded	£217,755.00

4.9 Initial funding proposal

The current funding agreement runs out on 31.03.24 and we could choose to end the contract on three months' notice. However, we have sought to avoid this type of guillotine position and are seeking to establish a reasonable transition period which is both affordable to the Council and enables some adjustment time for the advice agencies.

- 4.10 The original funding proposal developed for consideration included a two year funding settlement with a 50% reduction per annum from the 2023/24 funding level. This would be paid out in quarterly instalments. The table below shows the proposal funding levels.

Advice agency	2023/24 (base year)	2024/25	2025/26	2026/27
Citizens Advice Bureau	£120,375	£60,188	£60,187	£0
Derbyshire Law Centre	£41,697	£20,849	£20,848	£0
Derbyshire Unemployed Workers Centre	£39,681	£19,841	£19,840	£0
Links CVS	£16,002	£8,001	£8,001	£0
Total grant awarded	£217,755	£108,879	£108,876	£0

4.11 Consultation

Grants to the advice agencies are entirely discretionary, however Best Value Statutory Guidance (2011) states that if an authority is intending to reduce or end funding to community and voluntary sector organisations, then certain provisions apply. This includes a 12 week consultation period and a minimum three month notice period. This is the same period committed to within the Derbyshire community and voluntary sector compact and within our contractual arrangements with the advice agencies.

- 4.12 Prior to the Budget Strategy Implementation Plan being considered by Cabinet on 14.11.23, senior officers met with the advice agencies to explain the Council's challenging financial position and that the phasing out of the advice agency grants was one of the proposals being considered. It was confirmed at the meeting the any other funding streams for specific projects e.g. UK Shared Prosperity Fund projects or the Housing Disrepair Claims project funding are unaffected.
- 4.13 Following the approval of the Budget Strategy Implementation Plan at Cabinet on 14.11.23, an open Budget Conversation was launched, running between 20.11.23 and 15.12.23. Advice agencies were encouraged to take part in the conversation and also to encourage their service users to take part. The Budget conversation responses relating to advice agencies are available at Appendix 2, alongside officer considerations. Many of the comments echoed the concerns raised by the advice agencies within the formal consultation process and have been taken into account when refining the funding proposal.
- 4.14 The first stage of the consultation included the Portfolio Holder – Health and Wellbeing and senior officers meeting with each advice agency individually to explain our initial proposal, explore the potential impact on service users and the organisation and consider alternative proposals such as different phasing arrangements. At the initial meeting we considered and confirmed:
- Consultation timescales 27.11.23 – 19.02.24
 - Next stage consultation activities – individual agency meetings, multi-agency meetings, individual agency formal submissions and multi-agency formal submissions
 - Encouraged engagement of the agency and service users in the wider Budget Conversation
 - Confirmed decision making route and date – Cabinet 19.03.24
 - Discussed evidence already gathered and any further evidence that would be useful
 - Offered the opportunity for further meetings and the ability to consider alternative proposals
- 4.15 Further meetings, telephone calls and e-mails helped to shape the final proposal, advice agency overviews and inform the equality impact assessment. Appendix 3 outlines the consultation activity, key issues raised and the lead officer response.
- 4.16 Advice agencies were also encouraged to submit formal written consultation responses, either individually or as a group. Citizens Advice Bureau, Derbyshire Law Centre and Derbyshire Unemployed Workers Centre made formal written submissions. In agreement with the advice agencies, we have included the full submissions as Appendix 4 – Citizens Advice Bureau, Appendix 5 – Derbyshire Law Centre and Appendix 6 – Derbyshire Unemployed Workers Centre and Appendix 7 – Links CVS. The issues raised within the formal submission include the areas covered at the meetings and

officer responses outlined in Appendix 3 and they were also used to inform the Equality Impact Assessment at Appendix 8. Cabinet members are however encouraged to read and consider the full responses as these submissions illustrate the impact of the funding proposal in the words of the advice agency themselves rather than through officer summaries.

4.17 Final funding proposal following consultation

The initial funding proposal has been adjusted as a result of the consultation and takes into account the funding phasing preferences of the different advice agencies.

Advice agency	2023/24 (base year)	2024/25	2025/26	2026/27
Citizens Advice Bureau	£120,375	£72,165	£48,110	£0
Derbyshire Law Centre	£41,697	£20,849	£20,848	£0
Derbyshire Unemployed Workers Centre	£39,681	£23,809	£15,872	£0
Links CVS	£16,002	£8,001	£8,001	£0
Total grant awarded	£217,755	£124,824	£92,831	£0

5.0 **Alternative options**

5.1 Continue to fund at the current level

This option would be in direct conflict to the Budget Strategy Implementation Plan agreed by Cabinet on 14.11.23 and would significantly reduce our ability to develop a balanced budget for 2024/25 and beyond. The 2024/25 savings forecast would need to be found in-year and savings plans made for future years. The size of the gap for the general fund would be £58,483 in 2024/25, £78,642 in 2025/26 and £137,123 from 2026/27 onwards.

5.2 Cease funding with the contractual 3 months notice

The preference is to facilitate a managed and steady withdrawal of funding over a two year transition period. This will enable to the advice agencies to consider service transformation options and develop alternative funding strategies.

6.0 **Implications for consideration – Financial and value for money**

6.1 The financial saving to the Council are shown below:

2024/25

Agency	2023/24 funding	2024/25 funding	Total saving	General Fund (63%)	Housing Revenue Account (37%)
Citizens Advice Bureau	120,275	72,165	48,110	30,309	17,801
Derbyshire Law Centre	41,697	20,849	20,848	13,134	7,714
Derbyshire Unemployed Workers Centre	39,681	23,809	15,872	9,999	5,872
Links CVS	16,002	8,001	8,001	5,041	2,960
Total	217,655	124,824	92,831	58,483	34,347

2025/26

Agency	2023/24 funding	2025/26 funding	Total saving	General Fund (63%)	Housing Revenue Account (37%)
Citizens Advice Bureau	120,275	48,110	72,169	45,464	26,709
Derbyshire Law Centre	41,697	20,848	20,849	13,134	7,714
Derbyshire Unemployed Workers Centre	39,681	15,872	23,809	15,000	8,809
Links CVS	16,002	8,001	8,001	5,041	2,960
Total	217,655	92,831	124,828	78,642	46,186

2026/27

Phase out completed. 2026/27 saving £217,655. General Fund = £137,123. Housing Revenues Account = £80,532. Recurring.

7.0 Implications for consideration – Legal

7.1 During this review Best Value Statutory guidance has been followed including the requirement for consultation and a three month minimum notice period for changes to funding to community and voluntary sector organisations.

8.0 Implications for consideration – Human resources

8.1 There are no Human Resource implications for Chesterfield Borough Council.

9.0 Implications for consideration – Council plan

9.1 The Council Plan includes the priority: Building a more resilient Council with an aim of deliver the Council’s medium term financial strategy to ensure we have sufficient funds to provide our core services and priorities as well as resilience to withstand emerging challenges. The Budget Implementation Strategy approved by Full council in July 2023 and the Budget Strategy Implementation Plan approved by Cabinet in November 2023 aim to deliver on this priority.

10.0 Implications for consideration – Climate change

10.1 The Climate Change impact assessment looks solely at Climate Change rather than other environmental impacts, and social, economic, wellbeing measures which are considered under other considerations. We do not consider there to be any specific climate change impacts for this funding decision.

11.0 Implications for consideration – Equality and diversity

11.1 A Full Equality Impact Assessment is attached at Appendix 8. A reduction or ceasing of funding to the advice agencies is likely to have a negative impact on two groups with protected characteristics – older people and people with disabilities. A managed and steady withdrawal of funding over a two year period will enable the advice agencies to consider and deliver service transformation and develop alternative funding plans.

12.0 Implications for consideration – Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Closure of advice agencies	H	M	Managed phased withdrawal of funding rather than the contractual 3 month notice period. Where other project based CBC funding streams are in place, these remain unaffected.	H	L
Reputational damage to Chesterfield Borough Council	M	H	Managed phased withdrawal of funding rather than the contractual 3 month notice period. Needs to be balanced against the challenging financial position and	M	M

			the need to maintain a focus on priorities and core services.		
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Decision information

Key decision number	1228
Wards affected	All

Document information

Report author
Donna Reddish – Service Director Corporate
Background documents
These are unpublished works which have been relied on to a material extent when the report was prepared.
None
Appendices to the report
Appendix 1 – Advice agencies overview
Appendix 2 – Budget conversation responses
Appendix 3 – Consultation activity summary
Appendix 4 – Citizens Advice formal consultation submission
Appendix 5 – Derbyshire Law Centre formal consultation submission
Appendix 6 – Derbyshire Unemployed Workers Centre formal consultation submission
Appendix 7 – Links CVS formal consultation submission
Appendix 8 – Equality Impact Assessment

Advice Agencies Overview

Citizens Advice Bureau

Charity Commission / Companies House records

Company number 02258106

Chesterfield Citizens Advice Bureau was incorporated on 13 May 1988 and is registered as a private company limited by guarantee without share capital. Companies limited by guarantee are widely used for charities, community projects, clubs, societies and other similar bodies.

Charity number 700481

The charity registration was completed in September 1988 with the stated aim of the prevention or relief of poverty in relation to accommodation / housing, economic / community development / employment, human rights / religious or racial harmony / equality or diversity.

The Companies House information is available [here](#).

The Charity Commission information is available [here](#).

Key governance documents

Chesterfield Citizens Advice Bureau's memorandum and articles of association incorporated 13.05.88 and amended 28.07.20.

The stated purpose of the charity is:

The promotion of any charitable purposes for the benefit of the community in the area of Chesterfield Borough Council, North East Derbyshire Council and Bolsover District Council by the advancement of education, the protection of health and the relief of poverty, sickness and distress.

Geographical area

During the consultation, the geographical area covered by Chesterfield Citizen's Advice Bureau was discussed. While the memorandum and articles of association clearly state that the organisation covers Chesterfield, North East Derbyshire and Bolsover, in practice Chesterfield Borough residents account of the vast majority of service users.

When people initially approach Citizen's Advice Bureau for advice, screening takes place. If the client lives outside the borough they will be directed to their local

services (most commonly North East Derbyshire Citizen’s Advice) unless it is an emergency.

The breakdown of service users for the past three years is shown in the table below:

District	2021/22	2022/23	2023/ 24 (up to 3rd quarter)
Chesterfield	94.9%	95.3%	95.8%
Bolsover	1.7%	0.6%	0.5%
North East Derbyshire	3.4%	4.1%	3.7%

Trustee reports and financial statements

Trustee reports and financial statements for the last five years are available [here](#).

For the financial year ending 31 March 2023 Chesterfield Citizens Advice Bureau had an income of £614,333 and an expenditure of £581,241. Income has exceeded expenditure on all the of years financial statements available 2018 – 2023.

Chesterfield Citizens advice bureau has a number of large funders including Chesterfield Borough Council, Derbyshire County Council (various funding streams), Big Lottery, East Midlands Money Advice and Trussell Trust. It also has a range of smaller funders. Some of these funds are unrestricted and some are tied to specific projects.

Between 2019 and 2023 Chesterfield BC grant funding has provided between 19% and 27% of the total income for the Chesterfield Citizens Advice Bureau.

Reserves policy

The Citizens Advice Bureau reserves policy and reserves levels were explored during the consultation. It was confirmed that ‘free’ reserves should be maintained for between three and six months normal operating expenditure. For Chesterfield Citizens Advice Bureau this is between £155,000 and £310,000. This is a national minimum requirement for Citizens Advice member organisations.

The trustees of Chesterfield Citizens Advice Bureau have undertaken further assessment work and have identified that reserves should ideally reflect a minimum of six months operating costs. This is to mitigate risks around high potential redundancy costs (staff length of service and age profiles), pension liabilities and other potential closure costs.

The financial statements over the last six years show that Chesterfield Citizens Advice Bureau is comfortably within the national minimum requirement for Citizens

Advice member organisations and has for two of the five years exceeded the six months figure.

Unrestricted free reserves have been confirmed as £277,944 (net of designated funds and tangible fixed assets) at 31.03.23.

In addition, the trustees have designated £90,000 to be set aside for enhancing staff wellbeing assistance programmes, modernising equipment and enhancing client experience.

Funds have also been designated for future service developments. In 2023/24 additional cost of living advice has been provided and mitigation required for the impact of three projects ending in 2024/25. The board has agreed a planned budget deficit of £46,000 for 2023/24, with further utilisation of funds planned in 2024/25.

Staff

Staff numbers have remained at between 17 and 19 between 2019 and 2023. These are a mix of full time and part time roles. Payroll costs currently account for approximately 70% of expenditure.

Service Users

2022/23 reported outcomes include:

- 6,558 people accessing advice and information
- 26,789 issues
- Financial gains from enquiries £4,604,608
- Debt managed £4,797,038

2023/24 so far (01.04.23 – 31.12.23) reported outcomes include:

- 4,918 people accessing advice and information
- 24,874 issues
- Financial gains from enquiries £3,545,358
- Debt managed £4,797,038

The top five advice issues for have remained for 2022/23 and 2023/24 so far:

1. Benefits and tax credits
2. Debt and money issues
3. Crisis financial support
4. Universal credit
5. Utilities

Derbyshire Law Centre

Charity Commission / Companies House records

Company number 02453081

Derbyshire Law Centre was incorporated on 15 December 1989 and is registered as a private company limited by guarantee without share capital. Companies limited by guarantee are widely used for charities, community projects, clubs, societies and other similar bodies.

Charity number 702419

The charity registration was completed in January 1990 with the stated aim of providing an independent advice agency which exists to ensure people do not suffer as a result of the ignorance of their legal rights.

The Companies House information is available [here](#).

The Charity Commission information is available [here](#).

Key governance documents

Derbyshire Law Centre Memorandum and articles of association incorporated in 1989 and amended in 1994 and 01.11.2000.

The stated purpose of the charity is:

To relieve poor persons residents or working within the area of the borough of Chesterfield and North East Derbyshire and any other geographical area as directed by the management committee by providing such persons with legal services which they could not otherwise obtain through lack of means.

To advance the education of the public by the improvement and diffusion of knowledge of the law and practice of the law and the administration of justice, having regard especially to those areas of the law which are of particular concern to poor people or are directed to the relief of poverty.

To promote such other charitable purposes as are for the benefit of the community in the borough of Chesterfield and North East Derbyshire and any other geographical area as directed by the management committee.

Geographical area

Derbyshire wide. Approximately 29% of service users are from Chesterfield Borough, 28% North East Derbyshire District and 13% Bolsover District.

Trustee reports and financial statements

Trustee reports and financial statements for the last five years are available [here](#).

For the financial year ending 31 March 2022 Derbyshire Law Centre had an income of £1,151,720 and an expenditure of £1,028,577. Income has exceeded expenditure for three of the five years financial statements available 2018 – 2022.

Derbyshire Law Centre has a number of large funders including Access to Justice, Chesterfield Borough Council, Derbyshire County Council, Bolsover District Council, Amber Valley Borough Council and North East Derbyshire District Council. It also has a range of smaller funders. Some of these funds are unrestricted and some are tied to specific projects.

Between 2018 and 2022 Chesterfield BC grant funding has provided between 4% and 8% of the total income for Derbyshire Law Centre.

Reserves policy

The Trustees have set a policy to maintain reserves at the minimum requirements if the Law Centre was to cease operations. These reserves cover redundancy costs, salaries at levels to satisfy notice periods and lease notices on rent and equipment. At current levels, this equates to £225,778. Of this requirement, £99,085 has already been set aside in the designated Staff Contingency Fund, the required level of free

reserves is £127,708 if the organisation was to immediately cease. With a managed closure, this would be reduced to £65,221.

As at 31 March 2022, free reserves are £161,639, after designated funds of £152,706, which is above the target level. The Trustees have set a financial strategy to 2025 which outlines the financial risks and actions being taken to maintain free reserves at the required level.

Staff

Staff numbers have remained at between 18 and 30 between 2018 and 2022 – there has been flex due to project work and temporary funding. Payroll costs currently account for approximately 79% of expenditure.

Service users

In 2021/22 there were 5,518 enquiries resulting in 1,455 cases. The most common cases were:

- Housing related (all tenures) – 43%
- Debt and money guidance – 33%
- Immigration and asylum issues – 12%
- Employee related – 9%
- Discrimination – 1%
- Community care – 1%

The consultation submission from Derbyshire Law Centre shows that over the last five years between 247 and 429 Chesterfield Borough residents have received help and support via Derbyshire Law Centre.

Derbyshire Unemployed Workers Centre

Charity Commission / Companies House records

The charity registration (charitable incorporated organisation) was completed in March 2016. The stated aim to prevent or relieve poverty in Derbyshire by: (i) Offering welfare/benefits rights advice/representation.(ii) Promoting employment/welfare rights (iii) Conducting/publishing the results of research (iv) Providing a resource service on welfare/benefit rights. Also to recruit/train local volunteers to increase skills/self-confidence and assist the work of the Centres.

The Companies House information is available [here](#).

The Charity Commission information is available [here](#).

Key governance documents

The community interest company registration (2016) and the Constitution (last amended 2021) describes the aim of the Derbyshire Unemployed Workers Centre as:

The relief of poverty as a result of unemployment or other social or economic circumstances among the inhabitants of Derbyshire and surrounding areas by the provision of advice, information, advocacy, training and when necessary legal representation.

Geographical area

Derbyshire wide. Approximately 30% of service users are from Chesterfield Borough. There is a central office at Chesterfield Town Hall but outreach services are also available at Hasland Hub, Brimington Community Centre, Staveley Library and Gussies Kitchen in Rother.

Trustee reports and financial statements

Trustee reports and financial statements for the last five years are available [here](#).

For the financial year ending 31 March 2023 Derbyshire Unemployed Workers Centre had an income of £440,086 and an expenditure of £419,706. Income has exceeded expenditure for four of the five years financial statements are available 2019 - 2023.

Derbyshire Unemployed Workers Centre has a number of large funders including Coalfields Regeneration Trust, National Lottery, ESF, Trussell Trust, Derbyshire

County Council, Chesterfield Borough Council, Bolsover District Council, Amber Valley Borough Council and North East Derbyshire District Council. It also has a range of smaller funders. Some of these funds are unrestricted and some are tied to specific projects.

Between 2019 and 2023 Chesterfield BC grant funding has provided between 9% and 13% of the total income for Derbyshire Unemployed Workers Centre.

Reserves policy

The current reserves policy is to maintain an unrestricted reserve equal to an amount based on the quantifiable risks faced by the organisation. The figure is at present calculated at £65,000. This reserve is to cover the redundancy costs, notice periods and lease notices with regards to rent and equipment. The trustees will continue to review the risks and level of reserves, implementing strategies to maintain and build reserves in line with future funding and expenditure projections.

Staff

Staff numbers have remained at between 11 and 13 between 2019 and 2023. These are a mix of full time and part time roles. Payroll costs currently account for approximately 77% of expenditure.

Service users

Between 01.10.22 and 30.09.23, 1,342 Chesterfield Borough residents accessed help and support from Derbyshire Unemployed Workers Centre. However, some residents had multiple concerns so there were approximately 2,376 issues. Cases resulted in awards of over £333,215 in arrears payment awards.

The most enquiry types are:

- Personal independence payments (38%)
- Universal credit (16%)
- Employment and support allowance (6%)
- Attendance allowance (5%)

Links CVS

Charity Commission / Companies House records

Company number 04294079

Links was incorporated on 26 September 2001 and is registered as a private company limited by guarantee without share capital. Companies limited by guarantee are widely used for charities, community projects, clubs, societies and other similar bodies.

Charity number – 1089963

The charity registration was completed in January 2002 with the stated aims of: providing advice, training, support and representation for voluntary and community groups.

Links currently has seven trustees.

The Companies House information is available [here](#).

The Charity Commission information is available [here](#).

Key governance documents

Links's Memorandum and articles of association incorporated 26.09.01 and amended 19.10.06.

The stated purpose of the charity is:

A - To promote any charitable purposes for the benefit of the community, in particular but not exclusively in the local government districts of Chesterfield and North East Derbyshire and the neighbourhood. And in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness.

B – To promote and organize co-operation in the achievement of the above purposes and to that end bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit.

Geographical area

Primarily Chesterfield and North East Derbyshire based but there are some projects in Amber Valley and Derbyshire wide.

Trustee reports and financial statements

Trustee reports and financial statements for the last five years are available [here](#).

For the financial year ending 31 March 2023 Links CVS had an income of £223,729 and an expenditure of £209,866. Income has exceeded expenditure for two of the five years financial statements are available 2019 - 2023.

Links CVS has a number of funders including Chesterfield Borough Council, Derbyshire County Council, Amber Valley CVS, Derbyshire Carers and Derbyshire Foundation. Some of these funds are unrestricted and some are tied to specific projects.

Between 2019 and 2023 Chesterfield BC grant funding has provided between 7% and 12% of the total income for Links CVS.

Reserves policy

Reserves are regularly reviewed to ensure that they can continue to cover redundancies of core and project staff. The designated reserve has been increased in line with the statutory minimum. Reserves are also kept for covering rent and service charge liabilities. Reserves are currently £65,208.

Staff

Staff numbers have remained at four part time employees between 2019 and 2023. Payroll costs currently account for approximately 64% of expenditure.

Service users

Links offers free advice and support to over 700 community and voluntary sector organisations operating in Chesterfield, North East Derbyshire and the wider Derbyshire area. Core activity includes:

- Information on Links website
- Daily e-bulletins to keep organisations up to date with initiatives, central government policy, local authority policy, NHS changes, funding opportunities etc,
- Face to face and online support appointments
- Advice and support includes potential funding opportunities, supporting funding bids, policy formation, budgeting advice, governance and constitutional matters

Budget conversation – advice agency linked comments and response

Budget conversation question: Are there any specific services that you think the council could reduce or stop doing?	
Comment	Response
Grant support to voluntary sector, harsh but if CBC can't afford it, they can't afford it.	<p>The Council's Budget Strategy was approved by Council in July 2023. The accompanying report detailed the need to drive out savings of at least £2.5m at pace. This would be within a framework that is prudent, responsible, and sustainable, and optimised to secure savings in the short- and medium-term to reduce and remove reliance on reserves, stabilising the Council's financial position and establishing affordability of Council services.</p> <p>Following the Budget Strategy approval, a detailed approach to addressing the £2.5m budget gap was developed and approved by Cabinet in November 2023. One of the proposals within the plan is to phase out the discretionary grants to voluntary sector advice agencies.</p> <p>The current funding agreement runs out on 31.03.24 and we could end the contract with three months notice. However, we have sought to avoid this type of guillotine position and are seeking to establish a reasonable transition period which is affordable to the Council but also enables some adjustment time for the advice agencies.</p>
You must provide statutory services. I'm unaware of 90% of the services the local government provides. I would say stop providing grants to community groups for a couple of years to rehabilitate the budget.	
It is preferable to not reduce services this year, and the budget position may change following the general election next year. It's essential to provide all central council services, including maintaining parks and open spaces, some public toilets and supporting the voluntary sector. Council need to keep what they have in services.	<p>Longer-term reform of local government funding has been delayed until the next Parliament and a structural solution is needed to meet the many statutory duties and demands placed on local authorities. Local authorities continue to lobby strongly for a long term sustainable financial settlement, but it is becoming less likely that this will occur in the short term.</p> <p>During the consultation with the advice agencies impacted, we stated that we remain open to conversations with the agencies and indeed other community and voluntary sector organisations regarding future projects and partnership opportunities. However, this relies on either external funding streams becoming available or a significant uplift in central government funding for either existing activities or new burdens.</p>

<p>Budget conversation question: Do you anticipate any issues with the council taking this approach (reducing services offer / stop doing)? Please briefly explain what they are.</p>	
<p>VCS brings HUGE financial value to the whole community...volunteers are the soft underbelly of the delivery of SO many much-needed services...VCS supports and encourages these volunteers given them confidence to continue to deliver unbelievable amounts of input for the good folk of Chesterfield</p>	<p>We recognise the value of the community and voluntary sector and have been a major supporter of the sector for many years. In addition to this particular funding stream to the four advice agencies we have assisted many groups with:</p> <ul style="list-style-type: none"> • Finding affordable accommodation • Offering advice and support in developing external funding bids • Offering advice and support around event planning and fundraising • Use of facilities including markets and parks and open spaces for activities • An extensive concessions policy with specific provisions to support community and voluntary sector groups • Sponsored events • Allocated £465,000 of UKSPF funding to enable resilience and capacity building within the local community and voluntary sector. This included a significant grant programme and training programme. <p>During the consultation with the advice agencies impacted, we stated that we remain open to conversations with the agencies and indeed other community and voluntary sector organisations regarding future projects and partnership opportunities.</p> <p>The current funding agreement with the four advice agencies runs out on 31.03.24 and we could end the contract with three months notice. However, we have sought to avoid this type of guillotine position and are seeking to establish a reasonable transition period which is affordable to the Council but also enables some adjustment time for the advice agencies.</p>
<p>Advice services provide important help to people struggling with information, rights etc. They provide such services at a lower cost than what a LA could. How would the authority cope with the public turning to them for help instead?</p>	<p>We are seeking to enable a managed transition period for funding rather than the minimum 3 months notice. This will enable service transformation (if necessary) and the opportunity to develop alternative funding plans. Chesterfield Borough Council will also have the transition period to adjust service provision if required.</p> <p>The services provided by the advice agencies are different and additional to the services</p>

	<p>provided by Chesterfield Borough Council so we cannot undertake cost comparisons.</p> <p>The provision of grants to the community and voluntary sector is a discretionary provision which many local authorities do not provide.</p>
<p>Voluntary sector services provide many services much more efficiently and at a lower cost than statutory services. Cutting their grants will be devastating both for the charities and the people they provide support to</p>	<p>As above</p>
<p>I am concerned that if support of voluntary services is reduced this could increase people's health and wellbeing and possibly lead to more crime.</p>	<p>We are seeking to enable a managed transition period for funding rather than the minimum 3 months notice. This will enable service transformation (if necessary) and the opportunity to develop alternative funding plans. Chesterfield Borough Council and other agencies will also have the transition period to adjust service provision if required.</p>
<p>Advice agencies are essential at present due to financial constraints found by many.</p>	<p>As above</p>
<p>The advice agencies are our key local provision that protects health and wellbeing. For many people they are difference between being able to eat, heat their homes, avoid mental crisis, unsustainable debt and homelessness. Cutting advice agency funding will be a false economy as more chesterfield folk will end up with more council tax arrears, face eviction, homelessness and mental health crisis. The cost to the local authority will be far greater if these key services have reduced capacity to prevent these situations happening or the services one day will not be there. Advice agencies find sources of income, grants and benefits for residents they deal with debt problems, supporting people to get by. this is also brings extra income into the local economy. Reducing grant support would be a disaster.</p>	<p>As above</p>
<p>Yes. E.g. reduction to voluntary services likely to result in reduction of access to justice for local population.</p>	<p>As above.</p>
<p>The council already relies a lot on the voluntary sector so if services were reduced I think the people who volunteer would be too stretched to be able to take up supporting these services and they would fold.</p>	<p>None of the advice agencies impacted by this funding proposal have raised concerns about the need to 'fold'. They have indicated that there will need to be a period of adjustment which may result in location changes, some reduction in services and alternative funding plans.</p>
<p>Stopping core funding to voluntary organisations means they would have to close as they cannot apply for other funding without</p>	<p>There are many community and voluntary sector groups that successfully attract a range of external funding opportunities without core</p>

<p>core funding being in place. The Council must also consider the value for money of that core funding. It is increased many fold and brings thousands of pounds back into the local community. so called discretionary provision includes vital services for the most marginalised sectors of our community. Community groups rely on funding to operate; however, there are other sources of funding. Delivery of service for customers</p>	<p>funding from their local district/ borough council including many located within Chesterfield borough.</p> <p>There are many examples from around the country of similar advice agencies operating without funding from their local district/ borough council.</p> <p>When community and voluntary groups are first forming, it can be helpful in attracting external funding if the local council is offering either financial or in-kind support. The four agencies in question have been established for many years and have developed their reputation for delivery and have strong relationships with many different funders. We therefore do not believe that the financial contribution made by Chesterfield Borough Council will inhibit future funding bids.</p>
<p>Budget conversation question: Overall, are there any services that you feel should be protected from reductions in budget?</p>	
<p>Grant funding of voluntary services</p> <p>Derbyshire Law Centre, DUWC and other local advice agencies.</p> <p>Community and Voluntary Services - it's understandable that Councils are feeling the pinch, so our community and voluntary services are more valuable and needed than ever.</p> <p>Voluntary services</p> <p>Voluntary Sector Advice Agencies as they save money, bring money into the town and protect the most vulnerable.</p> <p>Grants to voluntary sector</p> <p>Budgets for voluntary sector</p>	<p>As an alternative option Cabinet could choose to continue to fund the advice agencies to the current 2023/24 level. However, this would be in direct conflict to the Budget Strategy Implementation Plan agreed by Cabinet on 14.11.23 and would significantly reduce our ability to develop a balanced budget for 2024/25 and beyond.</p> <p>The 2024/25 savings forecast would need to be found in-year and savings plans made for 2025/26 and beyond. The savings would need to be new areas, not already considered within the current Budget Implementation Plan.</p>

Advice agency future funding consultation activity and response

Consultation activity - Pre-consultation meeting with representatives from all agencies 06.11.23. (MS Teams call with Links due to availability)	
Key issues raised	Response
Concerns expressed by agencies that it is difficult to find external funding if local authority is not a core funder.	<ul style="list-style-type: none"> • There are many community and voluntary sector groups that successfully attract a range of external funding opportunities without core funding from their local district/ borough council including many located within Chesterfield borough. • There are many examples from around the country of similar advice agencies operating without funding from their local district/ borough council. • When community and voluntary groups are first forming, it can be helpful in attracting external funding if the local council is offering either financial or in-kind support. The four agencies in question have been established for many years and have developed their reputation for delivery and have strong relationships with many different funders. We therefore do not believe that the financial contribution made by Chesterfield Borough Council will inhibit future funding bids.
Services are supporting the most vulnerable and destitute in the community – query the EIA.	Commitment to developing a full equality impact assessment for the proposal. This will be updated throughout the consultation and for the final proposal.
First formal consultation meeting with individual agencies – 27.11.23 / 29.11.23.	
<ul style="list-style-type: none"> • Discussion on the financial challenges facing the Council • Confirmed that we are doing all we can to avoid the minimum 3 month notice period on ceasing funding and want to enable a managed transition • Presented initial proposal • Confirmed that other current funding streams such as separately funded projects are unaffected. • Confirmed consultation and decision making timescales • Again encouraged advice agencies to take part in the budget conversation and encourage their service users to do so • Discussed and obtained evidence for advice agency overviews and EIA 	
Key issues raised	Response
Preventative services currently funded stop residents from needing to access Council's and others services. Issues are more likely to escalate for people without these services.	<ul style="list-style-type: none"> • Funded projects for example the Housing Disrepair Claims project are unaffected by these proposals. • Managed transition period will enable the advice agencies to undertake service

	<p>transformation (if needed) and develop alternative funding plans.</p> <ul style="list-style-type: none"> • Chesterfield Borough Council will also have the transition period to adjust service provision if required.
<p>Questions about how the transition period could work and if different arrangements were possible.</p>	<p>Confirmed that the transition period could be different depending on agency needs. Options discussed included:</p> <ul style="list-style-type: none"> • Tapered transition payment over two years payments with a sliding scale to enable a gradual transition • Transition payment made in equal quarterly payments over a two year period • Front loaded payments – more in year one, less in year two, delivered in lump sums – offered opportunity to all agencies to consider
<p>Concerns expressed by agencies that it is difficult to find external funding if local authority is not a core funder.</p>	<ul style="list-style-type: none"> • See pre-consultation meeting response • Additional transition arrangement offered – funding could be spread over a longer period – 3 to 4 years to enable agencies to continue to claim Council as a core funder for a longer period
<p>Additional specific points raised by Citizens advice bureau:</p> <ul style="list-style-type: none"> • Confirmed that although CAB registration states that it covers NEDDC and BDC areas – the service primarily serves Chesterfield residents. There is a separate North East Derbyshire and Bolsover CAB • Post covid appointment system helps Chesterfield CAB to signpost to other CABs where appropriate • Many people who attend arrive with one issues but this can turn into 4 or more once help and advice is offered 	<ul style="list-style-type: none"> • Updated advice agency overview information • Requested that the impacts are captured within the formal consultation response with examples to highlight to decision makers possible impact.
<p>Additional specific points raised by Derbyshire Law Centre:</p> <ul style="list-style-type: none"> • Will need to review service provision as some elements cannot be covered by restricted funding courses e.g. employment advice and immigration issues are not covered by current project funds • No Legal Aid from Government since 2013 has had a big impact • Currently use core funding to pay for bid writing etc. • Would like whole of the voluntary sector to be located together – this could improve services and help with costs • DLC could face increased costs due to a pay review 	<ul style="list-style-type: none"> • Requested that the impacts are captured within the formal consultation response with examples to highlight to decision makers possible impact. • Contacts provided for further discussions regarding premises for co-location – but confirmed premises would not form part of this particular consultation or decision. • Many sectors including local government are in a challenging position regarding central government funding and lobbying activity for fair funding continues • CBC is seeking to go beyond the 3 months minimum notice period for ceasing funding and is looking to develop a managed transition over a longer period with an agreed phasing approach

<p>Additional specific points raised by Derbyshire Unemployed Workers Centre:</p> <ul style="list-style-type: none"> • Currently pay rent to Chesterfield Borough Council – would need to look at alternative, cheaper premises • DUWC should be the last service that CBC should consider cutting as they are a last resort for many people • DUWC continue to offer face to face service rather than primarily digital or phone services to enable clients to engage fully • DUWC have stopped services in some places and for some services when funding has been pulled 	<ul style="list-style-type: none"> • Contacts provided for discussion regarding premises costs and potential alternative locations but confirmed premises would not form part of this particular consultation or decision. • CBC does not take any decision to reduce or cease funding lightly but the Council's financial position is so challenging that very difficult decisions now need to be made. • CBC is seeking to go beyond the 3 months minimum notice period for ceasing funding and is looking to develop a managed transition over a longer period with an agreed phasing approach
<p>Additional specific points raised by Links CVS:</p> <ul style="list-style-type: none"> • Would like to consider alternative funding potential for example UKSPF • Potential for delivery partner approach 	<ul style="list-style-type: none"> • Confirmed that any project funding e.g. UKSPF funded projects were unaffected by this consultation and decisions • CBC are open to discussions about specific projects should further external funding become available in the future
<p>A range of evidence to support the advice agency overviews was submitted by the agencies following the meeting.</p>	
<p>Second formal consultation meeting with individual agencies – 10.01.24 / 18. 01.24</p> <ul style="list-style-type: none"> • Further discussion on initial proposals and alternative phasing approaches • Considering any alternative proposals developed • Discuss evidence submitted so far 	
<p>Key issues raised</p>	<p>Response</p>
<p>Discussion regarding decision making and how members will be informed of advice agencies views.</p>	<p>Agreement made that advice agency formal submissions would be available to Cabinet, in full, as an Appendix to the report.</p>
<p>Additional specific points raised by the Citizens Advice Bureau:</p> <ul style="list-style-type: none"> • If the phasing out of funding is necessary then preference is for the phasing to be front loaded in year 1 and then payment for year 2 paid as soon as possible – this will help to reduce the negative impact on services • CAB will use the transition period to look for other funding and alternative ways to deliver services for which there is a high demand 	<p>Confirmed to CAB that front loading of payments would be possible. 60% in 2024/25 and 40% in 2025/26. We could also phase the payments as lump sums with payments in April for each year.</p>
<p>Additional specific points raised by Derbyshire Law Centre:</p> <ul style="list-style-type: none"> • If the phasing out of funding is necessary then preference is for a 50/50 split over the next two years. This will help to retain core services whilst seeking to manage the transition period 	<ul style="list-style-type: none"> • Confirmed that we can offer a two year funding agreement with a 50% per annum split • Confirmed that we can offer different payment approaches to suit including lump sum in April, half yearly, quarterly etc.

<ul style="list-style-type: none"> • Still considering the best payment sequence • Concerned that other funders could also be under pressure to reduce funding • DLC are looking to include in their formal submission examples of where the funding reduction will impact services uses – case studies will help with this 	<ul style="list-style-type: none"> • Welcomed formal submission and emphasised that we will include the full submission as an appendix to the report for Cabinet – but reminded about not including any personal details as papers are public
<p>Additional specific points raised by Derbyshire Unemployed Workers Centre:</p> <ul style="list-style-type: none"> • If the phasing out of funding is necessary then preference is for the phasing to be either paid as one lump sum or front loaded in year 1 and then payment for year 2 paid as soon as possible – this will help to reduce the negative impact on services • DUWC will need to look at possible relocation of services and options for service delivery • Also hoping for a change in the national financial position following the general election which will take place during 2024/25 so that the Council could retain funding on a permanent basis 	<ul style="list-style-type: none"> • Confirmed to DUWC that front loading of payments would be possible. 60% in 2024/25 and 40% in 2025/26. We could also phase the payments as lump sums with payments in April for each year. • Contacts provided for discussion regarding premises costs and potential alternative locations but confirmed premises would not form part of this particular consultation or decision. • CBC are open to discussions about specific projects should further external funding become available in the future
<p>Additional specific points raised by Links CVS:</p> <ul style="list-style-type: none"> • Links Board wanted to acknowledge the support and recognition given to Links over the years by the Borough Council, and their understanding that phasing out the grant would not have been done unless absolutely necessary. • If the phasing out of funding is necessary then preference is for a 50/50 split over the next two years. 	<ul style="list-style-type: none"> • Confirmed that we can offer a two year funding agreement with a 50% per annum split with lump sum payments in April each year. • Links CVS board were thanked for their understanding during this challenging period
<p>Formal written responses to the consultation</p>	
<p>Citizens Advice Bureau – Full response is available at Appendix 4. Points made in addition to those made during the meetings:</p> <ul style="list-style-type: none"> • Chesterfield Borough Council is the sole core funder – this secures other funding • Significant increase in demand due to cost of living crisis • Demonstrates benefits of volunteering • Concerns about the widening impact of health inequalities, child poverty, homelessness, access to food and emergency funding • Request that the Council considers the retention of advice agency core funding at the best possible attainable level for the benefits of local residents 	<ul style="list-style-type: none"> • There are many community and voluntary sector groups that successfully attract a range of external funding opportunities without core funding from their local district/ borough council including many located within Chesterfield borough. • There are many examples from around the country of similar advice agencies operating without funding from their local district/ borough council. • We recognise the value of the community and voluntary sector and have been a major supporter of the sector for many years. In addition to this particular funding stream to the four advice agencies we have assisted many groups with: <ul style="list-style-type: none"> - Finding affordable accommodation

<ul style="list-style-type: none"> • If this is not possible, preference if to receive money over an 18 month period, weighted to year one • Request CBC leaves the door open to further ongoing discussions as to how the authority may be able to assist CAB with support beyond the phasing out period (in kind / financial) 	<ul style="list-style-type: none"> - Offering advice and support in developing external funding bids - Offering advice and support around event planning and fundraising - Use of facilities including markets and parks and open spaces for activities - An extensive concessions policy with specific provisions to support community and voluntary sector groups - Sponsored events - Allocated £465,000 of UKSPF funding to enable resilience and capacity building within the local community and voluntary sector. This included a significant grant programme and training programme. • The current funding agreement with the four advice agencies runs out on 31.03.24 and we could end the contract with three months notice. However, we have sought to avoid this type of guillotine position and are seeking to establish a reasonable transition period which is affordable to the Council but also enables some adjustment time for the advice agencies. • Confirmed to CAB that front loading of payments would be possible. 60% in 2024/25 and 40% in 2025/26. We could also phase the payments as lump sums with payments in April for each year. • During the consultation with the advice agencies impacted, we stated that we remain open to conversations with the agencies and indeed other community and voluntary sector organisations regarding future projects and partnership opportunities.
<p>Derbyshire Law Centre – Full response is available at Appendix 5.</p> <p>Points made in addition to those made during the meetings:</p> <ul style="list-style-type: none"> • If funded phase out is necessary – confirmed that preference is to receive 2 year funding settlement with 50% per annum • Amount awarded in grant has not changed since 2016. Had the grant increased inline with inflation the amount being received in 2024/25 should be £54,242 so DLC will be taking a 78% cut • Concerns about reducing capacity to gain income from other sources • Funding is helping to subsidise legal aid contracts 	<ul style="list-style-type: none"> • As above. • Confirmed that we can offer a two year funding agreement with a 50% per annum split • Chesterfield Borough Council are feeling the impact of exceptionally high inflation rates, the cost of living crisis and we are still bearing the long term financial impact of the pandemic. This has all been compounded by historic and piecemeal Government underfunding of local councils – the money we receive has more than halved since 2010. During this time we have done all we can to maintain grant funding to the advice agencies while other provisions were reduced or cased. We now have budget gaps stretching into millions and have to consider very difficult decisions.

<ul style="list-style-type: none"> Concerned about knock on effect of phasing out funding across inter-linked advice agencies 	<ul style="list-style-type: none"> Many sectors including local government are in a challenging position regarding central government funding and lobbying activity for fair funding continues. We share DLCs concerns about inequality and underfunding by the Government with regards to Legal Aid.
<p>Derbyshire Unemployed Workers Centre – Full response is available at Appendix 6. Points made in addition to those made during the meetings:</p> <ul style="list-style-type: none"> Major impacts from welfare benefit changes nationally – particularly with move to universal credit Concerns about impact on client group, many of whom have disabilities and have experienced digital exclusion Importance and benefits of volunteering Lobbying and campaign work respected locally, regionally and nationally Asked to reconsider recommendations due to impact on vulnerable 	<p>Covered in responses above.</p>
<p>Links CVS – Full response is available at Appendix 7. Points made in addition to those made during the meetings:</p> <ul style="list-style-type: none"> Money provided is not a significant amount compared to other CBC expenditure but vital to Links Also receive core funding from Derbyshire County Council and Derby & Derbyshire ICB towards our core funding which helps to secure other project funding to develop and run compatible services to meet the needs of frontline VCS groups The initial 50% reduction of the core funding from CBC for the next two financial years will no doubt have a significant impact on capacity to provide support to groups operating or have coverage in Chesterfield There is no guarantee that the funding from DCC and DDICB will stay due to the challenging position all public bodies including local authorities and health care commission bodies are in 	<p>Covered in responses above.</p>

Submission to Chesterfield Borough Council

Response to proposals to phase out funding of Advice
Agencies



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Executive Summary

Citizens Advice Chesterfield is a key vital service for those most in need in our community.

Through quality assured free confidential and independent advice:

- We supported 6,558 people with the advice they needed in 2022-23, with growing demands on the service this year
- We improve people's lives and their health and wellbeing
- We secure financial gains of over £4 million pounds and help local people manage debts of nearly £5 million each year
- We prevent people from falling into absolute poverty and destitution when they have an urgent financial crisis
- We contribute to social justice as people have "someone on their side"

We recognise the Council's difficult financial situation, with factors outside its control, including the neglect of local government finance by central government. Nonetheless we believe that phasing out grants to the service will have a potentially devastating effect on the local community. And as a Chesterfield service, the borough has naturally been our `sole` core funder, making funding cuts particularly challenging.

If advice services are significantly reduced or lost entirely through loss of funding, we believe this will inevitably result in:

- Widening health inequalities across the borough
- More child poverty and absolute poverty
- Residents will have greater vulnerability to jeopardies such as homelessness, ill health, and mental health crisis
- A higher impact upon those already most in need; our service users are disproportionately people who are sick or disabled, poor, and live in the most deprived wards in town
- Economic disadvantage for the Borough, due to loss of income the service brings in for local residents, or in the case of a reduction in debt that we help people manage, more disposable income will leave the borough.

This submission puts the case, in detail, for why the retention of advice agency funding is so important.

1. Background to Our Service

Citizens Advice Chesterfield has been giving advice and supporting local residents since 1987. Our service was set up as a result of a political decision of Chesterfield Borough Council. The Council provided core funding for the advice service as well as tailored and specifically adapted accommodation for the advice service. Core funding has been providing our generalist advice service, face to face appointments, drop-in advice, and telephone advice.

Over time, the core service has been supplemented by us sourcing and securing additional external funding to provide specialist or project advice. We have **only** been able to secure these supplementary funds because of a foundation of strong stable core funding. In the future, it will be harder secure project funding without core funding, as grant makers are more confident when projects do not exist in a vacuum. Ultimately, loss of core funding can put organisations in jeopardy, as can be evidenced by the sad loss of an advice service in a neighbouring authority. See Guardian report <https://www.theguardian.com/uk-news/2024/feb/03/citizens-advice-closing-mansfield-council-funding>

Non-core funding is usually for *time limited short-term* projects and for us presently includes:

- Advice based in GP Surgeries for patients referred from health professionals. Community Wellness Advice for people seen at community settings (such as Birdholme Childrens Centre) or for those who need a home visit as well as those referred by Live Life Better Derbyshire and Derbyshire Discretionary Fund.
- Advice in Foodbanks - Provision of advice and support for local people in crisis who require three-day emergency food provision because of a lack of financial resources. The service provides income maximisation, debt, utility, and housing advice to help, where possible, people overcome the underlying causes of food poverty.
- Social welfare advice to Young Families (household contains a member 0-19 years) in need, directly referred by Derbyshire Community Health Service Health Visitors. It also provides advice to people living with Long Covid, directly referred by NHS Long Covid clinics.
- Money Advice - we provide specialist expert debt advice casework, to Chesterfield people who are indebted, especially those with complex multiple debts. We help people find solutions to their problems, based upon assessing and implementing a range of tailored strategies, including negotiating with creditors, debt relief orders, bankruptcy and debt write offs
- Starting in July 2021, financially supported by Big Lottery, the Money Skills for Life project has been active in developing money skills for young people

Where needed, we refer clients to our own internal specialist services such as debt casework, financial capability projects, and energy/cost of living advice. We conduct seamless onward referrals to specialist advice agencies and other third-party services if required so that clients receive support from those best placed to give it. We are aligned to common Citizens Advice quality assurance standards, we ensure that the support we provide is consistently high-quality, holding the Advice Quality Standard including at casework level. We currently employ 22 staff, with 18 volunteers. We are a local charity run by a Trustee Board, with representatives from the Borough Council.

2. Current Context and Demand for Advice

Due to the cost of living and energy crisis there has been a very high demand for our service all year. The cost-of-living crisis has not only exacerbated issues which people were already facing, but it has also seen disquieting problems arise for people needing support. These include:

- The number of people helped with crisis support increased including significant numbers who were in employment increased by 155% between 2022 and 2019.
- We helped more people who couldn't afford to top up their prepayment meter in 2022-2023 than the whole of the last 10 years combined.
- In the last three quarters of the year, the majority (80%) of people helped with debt advice were in a 'negative budget', which means the cost of essentials is more than their income, before they can even consider debt repayments. This is the first time this has happened.
- People are increasingly in debt with essential priority financial commitments such as rent and council tax.

There is an escalating crisis of destitution, debt and risk of homelessness among people on low incomes. This is already pushing food banks to breaking point, increasing strain on public services, on our own services and is causing increasing concern. When it comes to hunger, hardship, and debt, even with the chancellor's boost, universal credit simply will not meet the costs of essentials. People on low incomes still face severe difficulties, which will continue to damage health and productivity.

People are missing meals, having to unplug the fridge and freezer, living in cold, damp houses and missing hospital appointments because they cannot afford the bus fare to get there. Real household incomes are falling. More people than ever are living on empty. No matter what they do, they have more going out on essential costs than they have coming in. At Citizens Advice, we are all too familiar with the difficulties facing households in Chesterfield. The cost of living crisis is, in effect, a "cost of surviving crisis" for many.

3.What We Do

We are here to help people find a way forward. As a service we:

- help people overcome their problems through advice, information, education, and support. We advise Chesterfield people on a wide range of issues including Debt, Employment, Housing, Energy and Utilities, Benefits, Homelessness, Domestic abuse, Education, Tax and Health
- ensure information and advice is available to everyone. Structural inequalities lead to certain people facing disadvantages, making them more likely to need our help, and we prioritise their needs
- campaign on big issues when people's voices need to be heard; and
- benefit society through the way we work-The Citizens Advice network creates benefit to society through the way we deliver our services. This is in addition to the impact of our advice and education provision on clients' lives, and covers the value of working with volunteers, our support for local communities.

4.Who most relies upon our help?

Overwhelmingly, the most vulnerable and the least well off in town:

- 7/10 using the service have a long-term health condition or disability (most commonly mental health issues)
- 7/10 have an income below £1000 per month, often relying upon benefits income
- Most likely to live in wards that are deprived areas, especially Dunston, Rother, Loundsley Green, St Helens, Barrow Hill/New Whittington, Middlecroft and Poolsbrook.
- More likely to live in rented or insecure housing (77%) compared to the borough profile
- More likely to have dependent children (31%) than borough profile
- More likely to identify themselves as female (56%) compared to the borough profile
- More likely to be digitally excluded- See our report "Mind The Gap"
<https://chesterfieldcab.co.uk/wp-content/uploads/2022/11/mind-the-gap-policy-report.pdf>

Advice that makes a difference

5. Advice changes lives and improves wellbeing

5.1 People need different types of support at various times in their life. We have robust evidence on the effectiveness of our advice provision, showing that our service really works and improves people`s lives. Feedback from service users, including through independently collected client satisfaction surveys shows that, in 2022 to 2023,

- 7 in 10 people said their problem was resolved following our advice
- 8 in 10 people said we helped them find a way forward
- 9 in 10 people said they would recommend the service
- 84% of people we've helped say they wouldn't have been able to sort out their problem without our support.
- And our 2023 outcomes and impact research showed that advice does more than solve the immediate problem: it can reduce stress, improve finances, and stabilise housing or employment, and even improve physical health. 8 in 10 people said that advice improved their health and wellbeing.

5.2 Outcomes of our advice consistently show that financial gains of £4 million pounds have been secured and debt managed of over £4 million pounds annually have been secured. Evidence (WHO-Social Determinants of Health, Marmot Review) indicates that this financial support will lead to better wellbeing for residents who have had the benefit of those outcomes. Financial gains and debt managed translates to a better standard of living and increased opportunity to participate in society more fully. Increased income and greater disposable income help mitigate against inequalities in life expectancy and disability free life expectancy. A study from the Royal College of Psychiatrists found that half of all adults with a debt problem also live with mental ill-health. This ranged from a consistent feeling of anxiety and low mood to a diagnosed mental health condition. When we help households to manage debt, it is almost certainly improving mental wellbeing.

5.3 Whilst research and statistics go so far, case studies, testimonials and direct client feedback show more vividly the positive impact of advice on people lives- see **appendices 1 and 2**

6. Advice supports the most vulnerable Chesterfield residents to avoid destitution

6.1 Citizens Advice currently plays a key role in ensuring that the most vulnerable people in Chesterfield, who are in "absolute poverty" do not fall into destitution. **1 in 4** people approaching us are in **immediate financial crisis**. Without our urgent intervention, risks of not eating, not being able to heat their home, pay for medication increase, putting marginalised people at even greater risk.

6.2 In the first 9 months of 2023, Citizens Advice Chesterfield supported 771 people to access emergency food, 449 people to apply to Discretionary Funds for emergency cash, and 313 people to apply for fuel vouchers so they could access energy.

6.3 The scale of this demand reflects the level of absolute poverty currently seen and the huge gaps in statutory welfare provision and personal support that have emerged over the last 13 years. As one of our clients recently told us “we approached several official agencies for help accessing Foodbank assistance, and nobody else wanted to help”.

6.4 If our advice services are reduced or stopped, we are very concerned that more people will be left destitute and in crisis.

7. Economic and other benefits of advice to the Borough

7.1 When advice helps bring money into the borough benefiting local residents this also supports the local economy– people have greater disposable income , are better placed to meet essential costs such as council tax and additional funds enter the local economy. In 2022-23, our advice resulted in £4, 604,608 of financial gains and debt managed of £4,797,038. Money coming into or being retained in the local economy.

7.2 We bring additional funding into the borough for specialist CAB services and projects- For every **£1** Chesterfield Borough Council invests in our core service, we currently access an additional **£5** in funding from other sources, including National Lottery, Trussell Trust and the Money Advice and Pensions Service. We use our local knowledge to bid for additional money that brings extra vital services, jobs, and money into the local economy.

7.3 An employer, we add key skills to the local workforce and paid employment helps support the local economy, with income spent locally.

7.4 Our work reduces expense and strain on local authorities- when central government shrinks benefits, local Councils are forced to pay for more temporary accommodation because more people are homeless. When mental health services support services are under strain, health costs and more people needlessly go into care. With chaos currently evident throughout our social fabric, and economy, timely advice can mitigate or prevent crisis for local people through income maximisation and debt management.

8. Social Value of Volunteering opportunities at Citizens Advice

8.1 Our continual training and investment in our volunteers enables them to make a huge contribution to the community . They are vital, allowing us to reach many more people than if we were purely staff-run. In turn, volunteers benefit from gaining new skills and personal development, better wellbeing, and community engagement.

8.2 These positive effects on individual’s lives have additional value for society, through the advantages and savings associated with happier, healthier, and more productive members of the community.

8.3 The value of our volunteers contribution to the service is estimated to be worth **£146,777 per annum.**

8.4 Research has shown the power of volunteering at Citizens Advice



9 Social value of Citizens Advice to our local communities

9.1 Citizens Advice Chesterfield plays an integral role within its local community. Our trusted insight enables us **to understand, respond and adapt to local needs**. For example, by securing funding from **National Lottery for a Money Skills project for Young People** to better support them in work, study, and training, in response to known local problems of youth unemployment and social mobility. We also share this information and initiate action, working with others to develop the partnerships and services that will make communities stronger. We are a local service, working with the local people, for the benefit of the community.

9.2 Chesterfield Borough Council and the community has been able to rely on Citizens Advice and the advice agencies to “step up” at times of greatest need:

COVID- providing additional advice and support at a time of national public health emergency

Cost of Living Crisis- working with Public Health and Chesterfields Health and Wellbeing Team to take cost of living advice to deprived wards

Health and Wellbeing programmes- for example, joining Boroughs programme of events, “the great get togethers” to improve social isolation and mental health

Feeding Chesterfield Network- linking emergency food provision to advice and other support services

Floods- supporting the community effort for household and business to recover

9.3 We use the evidence from the problems that people bring to change policies. This year, we have taken up the issue of Warm Home Discounts being unfairly denied to fuel poor households in Chesterfield, working closely with our MP, Toby Perkins. We have received confirmation from Toby, that the eligibility rules for Warm Home Discount and the definition of “hard to heat” homes have now been modified so that many more Chesterfield residents will have qualified this year.

10. Impact of Local Partnerships with Advice Agencies and others

10.1 Citizens Advice Chesterfield deeply values its relationship and partnerships with Derbyshire Law Centre (DLC) and Derbyshire Unemployed Workers Centre (DUWC). The advice agencies have worked closely together for over 30 years, with each organisation bringing complementary services with different offerings. All three agencies refer cases to each other. DLC brings complementary second tier legal advice/casework services that are invaluable including specialist work in immigration, employment, discrimination, housing law, housing debt including representation. DUWC advice services include specialist social security appeal tribunal representation, promoting benefit uptake and campaigns. Our holistic advice supports large numbers of people that present with multiple and complex issues. Sometimes people encounter challenges and problems that they don't know how to deal with, and they need help to overcome. The three services, working as a whole, together form a hugely important "buffer" for local residents against adversity.

10.2 In addition, the three advice agencies form a key component of other health and financial inclusion partnerships including a multi- agency Financial Inclusion Group where statutory, local authority and the third sector organisations come together in a coordinated manner to try to address emerging local needs.

10.3 We also work well with, and have excellent relationships with Council Departments, including Health and Wellbeing, Benefits and Revenues, Housing, and Homelessness sections. All parties share similar values, trying to go "the extra mile for residents" and working collaboratively to achieve best impact for local people.

10.4 We support the Council's economic development plans through membership of Destination Chesterfield and links to local business.

11. Social value of our National Citizens Advice Network

11.1 Together, we are greater than the sum of our parts. Each local Citizens Advice benefits from being part of a National Citizens Advice network that the public know and trust. Local Citizens Advice support each other by sharing knowledge of challenges and good practice, so we can best support our clients.

11.2 It is also this network that enables us to come together to do more, be it to campaign on big issues, inform national policy or connect people with society. The National Citizens Advice Office have used evidence from Citizens Advice Chesterfield to make the case and secure a ban on forcible prepayment meters for people in fuel debt and to make the case that benefits should be uprated in line with inflation.

12. Impact of reducing or ceasing funding to Citizens Advice and Advice Agencies

12.1 Reducing or stopping funding to Citizens Advice, will inevitably lead to a very diminished service (best case scenario) or overall loss (worst case scenario) of high-quality advice services and support for local residents.

12.2 This will have, in either event, the following negative impacts:

- Residents will be worse off and less able to manage their problems than they otherwise might be.
- More local people will be at risk from homelessness and mental health crisis.
- Fewer residents will have access to timely support when they lack food, fuel, or cash in an emergency, increasing chances of destitution.
- The people most negatively impacted will be the most vulnerable in our community, including those with disabilities and long-term health conditions, those with low incomes
- Local people will be less likely to adapt well to life changing events, such as onset of sickness/disability, job loss, bereavement, and domestic abuse. This impacts not only upon those households directly but adds further demands to other public services, including the council, when those people cannot manage.
- Significantly less money will come into the Chesterfield economy achieved through advice
- The Council will find more demands on its own services (in terms of number and intensity of work required) including Council tax and rent debt collection, housing and homelessness prevention, benefits team including discretionary housing payments, if people have less access to advice and their problems are not resolved at the early stage.
- The Council will find it more difficult to achieve its corporate and community goals that our service contributes to, such as improving the quality of life of local people and reducing health inequalities.
- Weakening or losing advice services means the community will have less resilience to proactively react to environmental, economic, social and health challenges in the future such as covid, floods, austerity, and cost of living crisis.
- The Council's welcome efforts to bring economic regeneration to the area will be hampered if there is a much-reduced package of advice and social support available, increasing the risk that many residents will be "left even further behind."

Summary

Citizens Advice Chesterfield recognises the exceptional financial challenges on the authority and the difficult dilemmas these pose. We have always appreciated the stable and very generous core funding offer that we receive from the Council. This combined with the strength of our relationship with the Borough, has been of inestimable benefit to the town. The Borough has a long and fine tradition of providing discretionary funding for advice and support services to assist residents most in need.

Any substantial reduction in core funding and/or phasing out of core funding, will have a significant impact on service delivery, the future sustainability of our advice service and its ability to meet the pressing needs of Chesterfield people.

It is our view that reducing or ultimately, removing all funding for advice agencies, far from saving money, will sadly worsen the financial challenges of the council and lead to further deprivation and impoverishment of our residents.

We, therefore, respectfully ask, where possible, that the Council considers the retention of advice agency core funding at the best possible attainable level for the benefit of local residents.

In the event that is not possible, noting the Council`s proposals for phasing out grants, we have confirmed that our preference would be to receive monies over an 18-month period, weighted to year one. This would give us the best possible chance of securing the future of the advice services.

We would also be grateful to the council if it would "leave the door open" for further ongoing discussions as to how the authority may be able to assist us with support (both monetary and non-monetary) sustainable to all sides to secure the provision of vital advice services beyond any phasing out period.

Appendix 1:

Client testimonials in their own words, Chesterfield resident, Mrs M:

- **How did we help?**

"Firstly, helped with my debt management. We were at risk of having our house taken off us. Helped us sort our finances out. Got it sorted out with the mortgage provider with a payment we can afford, not at risk of losing the house any more. Adviser Ivan did a home visit to my partner who is housebound for help with a Personal Independence Payments change of circumstances review as their condition has got worse.

You arranged help from the foodbank because we were struggling to make ends meet".

- **Did this resolve your problems to a significant extent?**

"The debt management did, yes. Still awaiting outcome of benefit awards. It is good to know someone can come to the house to support us, my partner has not been out of the house for eighteen months".

- **What impact did we have, including upon your health and wellbeing?**

"A hell of a lot, we were at rock bottom when we thought we would lose the house. Didn't know where to turn. We were already on anti-depressants. At the beginning we couldn't see the light at the end of the tunnel, but we are getting there. Helped with mental health, can see a future now and not having panic attacks and anxiety now".

- **What would have happened if we weren't around to help?**

"We were at the point of going to court, would have lost the house, and been evicted, god knows what would have happened.

Dread to think where we'd be without your support. Gave us a lifeline when we were at rock bottom.

We approached several official agencies for help accessing Foodbank assistance, and nobody else wanted to help.

We wonder if its fully understood how much people are in need.

Really grateful to you, good to know places like yourselves and foodbanks that can support us ".

Client testimonials in their own words, Chesterfield resident, Mr S:

- **How did we help?**

“Helped with overwhelming debts. Given me hope.

Thought that the money owed would never be paid back and that I would never be able to live reasonably. Made my sanity go back to what it was.

“You guys helped me to accept things the way they were and take things day by day, but things would get better”.

- **Did this resolve your problems to a significant extent?**

“Yes, because I was able to get a Debt Relief Order in November through you. Only qualified advisers can help people apply for this.

Also, I’m not very good on the internet and sending things, this is where you helped me in a big way”.

- **What impact did we have, including upon your health and wellbeing?**

“Still a bit stressed, but not about the money, I’m OK and live day to day.

I know I have someone to talk to and that’s you guys.

I think you guys are a tremendous help.

If others got half the help I got, they should be forever grateful”.

- **What would have happened if we weren’t around to help?**

“I would have probably been dead.

The mental stress was so much.

You think you can pay for everything when you take credit out, but then one day you can’t”.

Client testimonials in their own words: Ms C

- **How did we help?**

“ My husband left me when we had just bought a house, leaving me with nothing and nowhere to live. I had no money and a debt problem.

I was at rock bottom, and you helped set up a debt management plan and got me back on track. You were there when I needed help to claim benefits and emergency support.

I have had to move rented home several times for various reasons. I suffer with my mental health and need help filling out forms because I have a sight impairment. I have severe OCD and can't cope.

I have received support from you on and off for over 10 years. I will need further help as I have recently been diagnosed with severe asthma and need to live on a lower level. My ex-husband has finally agreed to sell the house and I`m going to need help so I can look again at all the debt management options open to me”.

- **Did this resolve your problems to a significant extent?**

“Yes, I simply wouldn't have made it without your help. Everybody has been brilliant”.

- **What impact did we have, including upon your health and wellbeing?**

“Your intervention has improved my wellbeing. I simply can't go back down to that mental health level again.

When you are on edge and have a list of challenges you must work through, it's an uneasy situation because you don't know what is going to happen”.

- **What would have happened if we weren't around to help?**

“Think I would have taken my own life.

I know I have got you all there, you are my lifeline.

I don't know what I would do if you weren't there”.

Appendix 2: Case study

Background:

Elizabeth is 38 years old and lives with her 6-year-old daughter. She has lived in rented housing in Chesterfield since September 2021. Elizabeth is unemployed due to ill health. She has sciatica which means she is in regular pain. She also suffers from anxiety and depression at times.

Elizabeth accessed support from the Foodbank because of low income and also due to deductions from benefits as well as debt repayment.

Elizabeth has debts including rent arrears, council tax arrears, energy, and water arrears. She has no savings. She owes £4785 in total. Elizabeth is unable to apply for a debt relief order at present, having previously applied when she was living outside the area.

She receives Universal Credit, Child benefit, Personal Independence payments and Council Tax Support.

How did we help?

The Advice Worker liaised with the local authority and creditors over the outstanding debt issues and helped with applications to the Big Difference Scheme and other sources of help. They advocated for Elizabeth and negotiated affordable repayments and token offers. This helped Elizabeth to maintain her housing, energy supply and avoid costly creditor enforcement action.

The Advice Worker established that Elizabeth was unable to work yet had not been claiming the limited capability for work additional element of Universal Credit (an enhanced monthly allowance).

Outcomes of Advice

- Emergency cash payment secured through local discretionary funding and additional UC entitlement claimed worth £4,680 per annum.
- Debt Managed to the value of £4,785
- Elizabeth feels more confident to manage her finances, less stressed, and better able to sustain activities to improve wellbeing and become less reliant upon forms of crisis support.

Barometer

Emerging Trends in Advice during the cost of living crisis



Top 5 Advice Issues, in order, were:

1. Benefits and Tax Credits	9,007
2. Debt and Money Issues	3,706
3. Crisis Financial Support	3,591
4. Universal Credit	2,980
5. Utilities	2,690

We helped **4,918** people with **24,874** issues in the **9 month** period April 1st 2023 to December 31st 2023



£ 3,545,358
in financial gains for local people

£3, 488,042
Debt managed for local people

”Struggling households unable to pay their energy bills, people unable to top up their prepayment meter, and record numbers coming to us for crisis support. **Another hard winter is in prospect**”

Number of People accessing advice is **34%** higher compared to the same period in 2021



Energy Problems over **4X** higher than in the same period in 2021.



Utility Debt Issues are **53%** higher compared to the same period in 2021



Number of People needing our help to access emergency food, cash or fuel vouchers was **3X** higher compared to 2019-2020



When people come to us with money concerns, **8/10** have a **negative household budget**, compared to 5/10 nationally.



Key demographics of Chesterfield people using the service

1. Where do they live in Chesterfield?

	Ward	% of CAB Users
Chesterfield	Barrow Hill and New Whittington	6
Chesterfield	Brimington North	5
Chesterfield	Brimington South	6
Chesterfield	Brockwell	4
Chesterfield	Dunston	11
Chesterfield	Hasland	5
Chesterfield	Hollingwood and Inkersall	5
Chesterfield	Holmebrook	5
Chesterfield	Linacre	1
Chesterfield	Loundsley Green	6
Chesterfield	Lowgates and Woodthorpe	4
Chesterfield	Middlecroft and Poolsbrook	6
Chesterfield	Moor	5
Chesterfield	Old Whittington	6
Chesterfield	Rother	10
Chesterfield	St Helen's	7
Chesterfield	St Leonard's	6
Chesterfield	Walton	1
Chesterfield	West	1

Analysis of people seeking our advice with particularly challenging types of problems, shows that they are most likely to live in more deprived wards:

	Debt	Fuel Debt	Council Tax Debt
1	Rother	Rother	Rother
2	Dunston	Dunston	Dunston
3	Middlecroft & Poolsbrook	Middlecroft & Poolsbrook	Middlecroft & Poolsbrook
4	Loundsley Green	St Helens	Old Whittington
5	Old Whittington	Old Whittington	Holmebrook
6	St Helens	Loundsley Green	St Helens

	Housing Debt	Energy Advice	Emergency Food needed (Foodbank)
1	Rother	Rother	Dunston
2	Loundsley Green	Dunston	Rother
3	Old Whittington	Loundsley Green	Loundsley Green
4	Dunston	St Helens	St Helens
5	St Helens	Old Whittington	Old Whittington
6	Brimington North	Barrow Hill and New Whittington	Barrow Hill and New Whittington

	Emergency Cash Payments needed (Supported application to Derbyshire Discretionary Fund)
1	Dunston
2	Rother
3	Loundsley Green
4	St Helens
5	Barrow Hill and New Whittington
6	Old Whittington

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CBC proposed funding cuts – impact on Derbyshire Law Centre

Date of report:

15th Feb 2023

Purpose of Report

To outline the impact of the proposed funding cuts on the service provided to CBC by Derbyshire Law Centre.

Background

On 6th November 2023 DLC were called to attend a meeting along with DUWC and Chesterfield Citizens Advice, where we were informed that a paper would be going to Cabinet on 14th November. The paper contained recommendations to phase out funding to our organisations. We were subsequently informed that the proposal was to phase out our grant over a 2-year period with an initial proposal of 50% per annum for the next 2 years, with an option to consider alternatives.

We were invited to take part in the consultation process and to attend further meetings on 29th November and 18th January, offers which we accepted.

We were given opportunity at these meetings to comment on the proposals and to ask questions. There was a clear recognition that the proposed cuts would have an impact on our organisations and that CBC would work with us to minimise this impact. We were given the opportunity to look at how we wanted the remaining funding to be paid.

At the meeting on 18th January, we informed CBC that we would like to receive 50% for the year 24/25 and 50% for the year 25/26, having decided that this option would have less impact than any alternatives, enabling us to plan for the next 2 years and apply for future funding in the longer term. A more drastic reduction in a short time would have had greater impact on our organisation and our ability to deliver services. That is not to say that this reduction will not impact DLC and this paper will set out in more detail how this cut and the subsequent lack of funding for year 26/27 and beyond when funding will cease will impact the organisation and the residents of Chesterfield who benefit from our service.

Core information/issues

Derbyshire Law Centre has received funding from CBC since its inception in March 1989 after Derbyshire County Council and Chesterfield Borough Council identified that there was a need for a Law Centre to be set up in response to meeting local needs. Since this time DLC has grown from 4 workers to over 30. Over the last 34 years the Law Centre has evolved and changed but our ethos and commitment to our local communities remain the same. We have grown considerably and are proud that, from our base in Chesterfield, we are now able to offer advice and assistance across the county of Derbyshire.

We are extremely grateful for the support, both financial and otherwise that the Borough has consistently given us.

We also appreciate that the Borough is facing greater pressures on its own budget.

However, we have prepared this report to highlight our concerns at Chesterfield Borough Council's proposal to phase out funding to DLC over the next 2 years, with a 50% reduction being proposed from April 24.

CBC has consistently awarded £41697 to DLC as core funding since April 2016. This has never increased, effectively being a cut each year towards our ever-increasing costs. Our salaries are based on NJC scales and so incur the same inflationary increases as CBC, so you may understand the pressures. Had income from CBC increased in line with inflation, by April 2024, we would be receiving £54252. So instead of a 50% cut, in real terms, we are looking at a cut of 78%. Page 143

We believe that the funding that the Borough provides us, in conjunction with other core funding allows us to draw in much more funding from other sources and enables us to achieve a high rate of successful outcomes for the residents of Chesterfield and assist the Borough Council in meeting key outcomes.

We would like an opportunity to highlight the related impact that these proposals will have for Chesterfield Borough's residents.

Loss of CBC funding will in general terms:

- reduce our capacity to lever in additional funding from outside Chesterfield Borough.
- put further pressure on our ability to operate legal aid contracts across Derbyshire for the benefit of residents on low and unstable incomes.
- affect future staffing levels, reducing capacity.

Core funding from Chesterfield Borough Council enables the Law Centre to:

- For every £1.00 of Local Authority Core funding, of which CBC is 25%, DLC brings in £7.22.
- Advise, assist, and represent many residents across Chesterfield Borough on social welfare law that improves their health and well-being.
- Continue to be the only Derbyshire-based legal charity to operate legal aid in Chesterfield and across Derbyshire for the benefit of residents on low and unstable incomes.
- Subsidise 3 Legal Aid Contracts across Chesterfield Borough, soon to be 4. Legal Aid has not risen in line with inflation since fixed fees were introduced in 2013 at a time when, since then, inflation has increased 31.48% cumulatively* All private practice legal firms in Chesterfield have pulled out of administering legal aid in social welfare law, save for Family law.
- Pay for overheads and management costs.
- Pay for telephone assessment service that is crucial in delivering specialist legal services in social welfare law – the fundamental basic needs that each resident with low and unstable income have in ensuring that:
 - They and their families have a roof over their heads,
 - They, as employees with unstable incomes, insecure/inferior contracts of employment, have access to free specialist legal service to enforce their rights in work including recovery of wages owed to them, holiday, redundancy, and maternity pay.
 - Income is released via help with managing complex debt matters,
 - Migrants and refugees have the right to stay and be reunited with their families in Chesterfield and Derbyshire,
 - Discrimination is averted and prevented.

Employ a specialist team of legal advisers, including 7 solicitors, supported by project staff, support staff, coordinators, and volunteers.

In addition to the above general impact, we would like to highlight the more specific impact that loss of funding will have:

The following STATS show that DLC usually achieves the targets set out by CBC in the SLA.

STATS for the last 5 years

Target	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
CBC To advise 1500 residents	1644	1185	1511	1735	1264 (to 31.12.23)
CBC To assist 350 residents	429	315	349	443	247 (to 31.12.23)

DLC would like it acknowledged that a 10% funding cut was received back in 2016 and that despite this cut, targets remained the same and have been consistently set as above.

The proposed reduction in funding would NOT impact on our ability to take enquiries and we would not turn away any CBC residents at this point.

What happens next, however, would be impacted as follows:

- We won't have the capacity to move all CBC resident enquiries to specialist advice or a full casework service. This will mean that some residents will be forced to turn to national services or local councillors for advice.

For the years 24/25 and 25/26 when we will be receiving 50% of the previous amount of grant, we would be looking to set targets at:

1. To advise 1500 residents
2. No targets for number of residents assisted – all focus will be on enquiries and caseworkers will be diverted elsewhere, except for legal aid funded or project funded cases.

For subsequent years where DLC is receiving no core funding, there will be no Service Level Agreement and so no targets. Any reporting will be carried out in line with DLC's internal requirements only.

Project monitoring will continue as per each project's SLA.

In addition, DLC has consistently met targets in schedule 1 contributing to CBC's council plan priorities.

Since some of the targets outlined in schedule 1 are not connected to DLC's core service or mission any reduction in funding from CBC would certainly impact our ability to meet these and the council would need to look for other ways of meeting these priorities. Any funding provided from CBC would be used to deliver core services in line with our mission aims and objectives.

* [UK Historical Inflation Rates - 1988 to 2024 | Inflation Rate and Consumer Price Index \(rateinflation.com\)](https://rateinflation.com/uk-historical-inflation-rates-1988-to-2024/)

See below

The highlighted areas show those actions that would cease/reduce without CBC funding.

As above reporting to CBC on the above will continue for years 23/24 and 24/25 but will cease thereafter.

**Service Level Agreement between Chesterfield Borough Council and Derbyshire Law Centre
Work Programme for Service Delivery**

Details of activity undertaken/to be undertaken in 2023/24, the Measures and Targets; Milestones; and, Actions and Achievements to date against Measures and Targets

CBC Council Plan Priority	CBC Council Plan Objectives	Measures and Targets	Milestones	Actions and achievements to date	
		<i>Please identify the measures and targets you will put in place to assist CBC in the delivery of the Council Plan objectives</i>	<i>Please identify key dates/actions/events expected in the coming year to help deliver measures and targets.</i>	<i>Please leave blank – this column will need to be completed for monitoring purposes half way through the financial year</i>	
To make Chesterfield a thriving borough Page 46	To strengthen the distinctive character and vibrancy of our town centres	N/A			
	To build a competitive place infrastructure that accelerates employment and housing growth	N/A			
	To develop Chesterfield’s role as a visitor destination and as a base for exploring the surrounding area	N/A			
	To help businesses to grow and secure new investment in the borough		<ul style="list-style-type: none"> • Use local suppliers where possible 		
			<ul style="list-style-type: none"> • Hire local locations for events and meetings 	<ul style="list-style-type: none"> • Business planning day • AGM • Away days 	

		<ul style="list-style-type: none"> Continue to rent premises in Chesterfield Town Centre 	<ul style="list-style-type: none"> Signed leases 	
		<ul style="list-style-type: none"> Continue to employ 32 staff with a view to recruiting further staff to meet service demands 		
<p>To Improve the quality of life of local people</p> <p>Page 147</p>	<p>To progress our Climate Change target to be a carbon neutral borough by 2050</p>	<ul style="list-style-type: none"> Use local suppliers where possible 		
		<ul style="list-style-type: none"> Encourage participation and hosting of online meetings and events 		
		<ul style="list-style-type: none"> Cycle to work scheme 		
		<ul style="list-style-type: none"> Continue to support staff who use public transport 		
		<ul style="list-style-type: none"> Encourage car share and use of public transport to meetings and events 		
		<ul style="list-style-type: none"> Review current policies around sustainability and commit to doing more 	<ul style="list-style-type: none"> By end of quarter 3 	

To help people to be healthier and more active	<ul style="list-style-type: none"> To improve health & well-being of the people in Chesterfield Borough through provision of free specialist legal advice service. 	<ul style="list-style-type: none"> Impact report included in annual report 	
	<ul style="list-style-type: none"> Continue to work in partnership with advice agencies to ensure that Chesterfield residents have a smooth access to advice services and services match the needs of clients 		
	<ul style="list-style-type: none"> Explore partnership work with additional agencies 		
	<ul style="list-style-type: none"> Stakeholder engagement 	<ul style="list-style-type: none"> Investigate use of focus groups 	
	<ul style="list-style-type: none"> Commitment to own staff wellbeing by providing access to online support resources and providing a dedicated support worker for each member of staff 		

		<ul style="list-style-type: none"> • Cycle to work scheme 		
	To ensure local people have the right skills to support progression in the labour market and benefit from future employment opportunities	<ul style="list-style-type: none"> • Provide volunteering opportunities 	<ul style="list-style-type: none"> • Implement a 4 year volunteering programme (dependant on securing funding from volunteering project bid) 	
		<ul style="list-style-type: none"> • Provide work experience opportunities 		
		<ul style="list-style-type: none"> • Learning and development opportunities for staff 	<ul style="list-style-type: none"> • Provide all staff with a learning budget for each financial year 	
		<ul style="list-style-type: none"> • Opportunity to join the Management committee 		
		<ul style="list-style-type: none"> • Invest in social welfare lawyers of the future and commit to employ trainee solicitors 		
	To help improve housing standards for all	<ul style="list-style-type: none"> • Work in partnership with CBC on serious disrepair issues to 	<ul style="list-style-type: none"> • Quarterly outcome report 	

		improve clients' quality of housing.	<ul style="list-style-type: none"> • Full review at 12 and 18 months to determine future funding commitment requirements 	
	To help people to feel safe in their communities	N/A		
Building a more resilient Council	To be financially sustainable	<ul style="list-style-type: none"> • Continue to secure funding from outside Chesterfield Borough for the benefit of Chesterfield's residents. 	<ul style="list-style-type: none"> • Ongoing 	
		<ul style="list-style-type: none"> • Provide value for money (every homelessness prevention saves CBC £5000) 		
	An effective and resilient workforce	N/A		
Page 150	To embrace new ways of working and maximise potential from our assets and partnerships, and respond to key challenges	<ul style="list-style-type: none"> • Continue to attend meetings with CBC housing officers and Cabinet members. 		
		<ul style="list-style-type: none"> • Provide CBC with an impact report to provide updates on the benefits of funding 	<ul style="list-style-type: none"> • Impact report included in annual report 	

		(Additional to monitoring reports)		
		<ul style="list-style-type: none"> • Inform CBC of MACRO trends and issues identified by DLC that have the potential to affect CBC residents 	<ul style="list-style-type: none"> • Information submitted to CBC as required where social trends are identified for consideration by CBC 	

Other information

It should be noted that DLC is a specialist advice agency receiving referrals from other agencies. 10% of enquiries we get from Chesterfield residents come from Chesterfield CAB referrals.

We would also like to raise concerns regarding the potential cuts to all advice agencies at the same time.

With proposed cuts to multiple agencies the knock-on effect will be even greater as each agency will have less capacity. Unable to receive help at 1 agency, people in need will try another agency and so on but with possible reduced services at each agency there will be a cumulative effect and the knock-on effect will be even greater.

Case studies

We provide the following case study to highlight the work that CBC funding allows is to carry out. Any cut in funding risks this type of work being not being able to be undertaken as it will rely on DLC being able to secure funding from elsewhere.

MM

We were made aware of MM 2023 after she was referred to DLC by Chesterfield Borough Council homeless team the same day.

We contacted MM the same day and took instructions. She is a national of Zimbabwe in the UK as a spouse. She had been experiencing prolonged domestic abuse leading to the breakdown of her relationship on . She was assisted by the police in leaving the marital home and was accommodated in a service station hotel for 2 nights.

She had been asked to leave her room as her accommodation had run out from the police.

An Immigration Caseworker visited MM the same day to complete an immigration application that would give her access to public funds and with help from the Housing Unit, it was agreed that MM would be accommodated out of goodwill by CBC whilst awaiting a decision on her application.

Following our application on her behalf MM was granted the Destitution Domestic Violence Concession allowing her access to public funds.

CBC were notified and were able to provide more long-term accommodation for MM. This enabled her to start her recovery from the traumatic experience and return to work.

MM has since been working closely with her Immigration Caseworker to submit her application for settlement as a victim of domestic violence.

All this was made possible by the unrestricted funding that DLC has.

Although DLC has a good relationship with local domestic abuse charities they were full and therefore there was at the time of greatest urgency only DLC supporting the client. Without this support it is highly likely the client/victim would have returned to the perpetrator.

DLC also deal with many queries daily that our specialist legal advisers will assist with, these may not be areas of law that we deal with however through our legal training we will recognise the area of law that applies. We have relationships with other local solicitors that we have set up through years of joint working. For example VHS solicitors specialise in criminal law and we can make quick direct referrals to them. We have a similar relationship with Vines solicitors who have agreed a fixed fee for family law advice for clients we refer.

Conclusion

We appreciate that the decision to phase out funding will not have been an easy decision for CBC and we are appreciative of the funding we have continued to receive.

We remain committed to helping the residents of Chesterfield with the resources we have and will continue to seek funding from a variety of sources.

We would like to seek assurance from the council that, should things change in the future, the council will reconsider providing funding to DLC.

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The Derbyshire Unemployed Workers' Centres and Chesterfield Borough Council

Our History

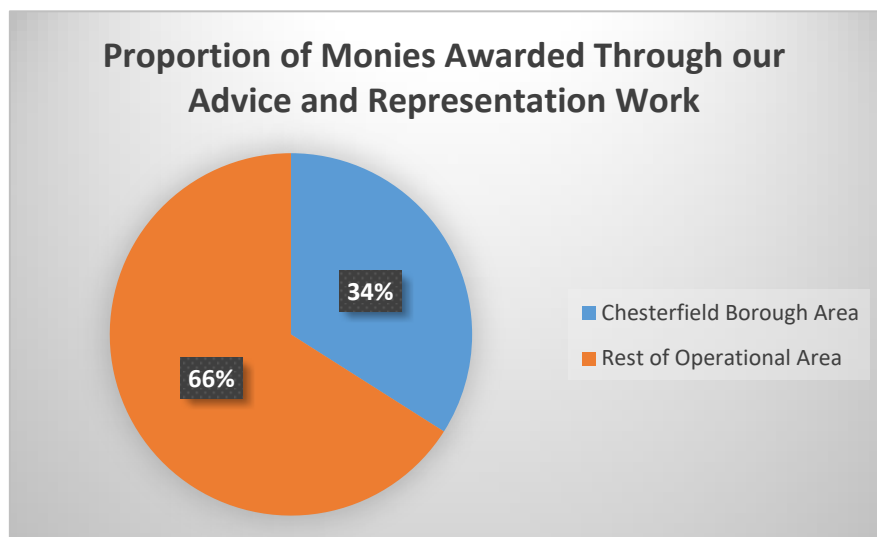
Chesterfield Borough Council was integral to the setting up of Derbyshire Unemployed Workers' Centres (Chesterfield Centre for the Unemployed), giving a small grant and the use of a Portakabin and the Goldwell Rooms back in the early 1980s. The Centre was set up as a response to the huge growth in unemployment from the late 1970s as traditional industries shed labour and youth unemployment soared.

The Chesterfield Centre quickly gained an excellent reputation for advice work, representation and support given to the families of striking miners, with the appointment of Gordon Smith, an experienced convener from Markham Engineering. As more and more people came to access the Centre's advice services, North East Derbyshire District Council and Derbyshire County Council gave financial support, recognising that people were travelling into Chesterfield to receive help and support. With the pit closure programme, Amber Valley Borough Council and Bolsover District Council committed grant aid. The centre management, staff and volunteers, successfully lobbied for the existence of complimentary services, the Derbyshire Law Centre and Citizens Advice Bureau as many people were seeking advice outside of the centres remit.

How we Operate

From the initial seed planted by the Chesterfield Borough Council the Centre for the Unemployed had become Derbyshire Unemployed Workers Centres, attracting funding from other Local Authorities, helping the most vulnerable people in the borough and wider area. We now have three main offices and operate out of 17 other outreach venues and foodbanks. In Chesterfield we work out of the Hasland Hub, Brimington Community Centre, Staveley Library and Gussies Kitchen.

The Help for Chesterfield



In Chesterfield over the last 12 months, we have assisted over 1300 people who bring on average two problems for us to help them with. This represents over 30% of the total number we see. As a result of tribunals attended, lump sum arrears £326,213 and ongoing weekly benefits £7,464.38 (over a year this equals £388,148) were awarded. Also general enquiries and take up work resulted in payments of £1,190,667. This means in the last 12 months **£1,905,028** has been won through our advice and representation services, which represents 34% of the total amount recovered for our entire operational area. This money will be predominantly be spent in the borough area so directly contributes to the economy.

In the Chesterfield area, the DWP's managed Migrations process (moving those on the older 'Legacy benefits' to Universal Credit) continues to gather pace. Since August 2023, Tax Credit claimants have been receiving Migration notices asking them to claim Universal Credit. DUWC's are already assisting claimants with the managed migration process that will move huge numbers of chesterfield residents, including the sick and disabled over to Universal Credit; the whole process is not due to end until well into 2028. Many benefit claimants will have had no previous contact with the Jobcentre, either because they have worked or have a long-term health conditions or disabilities. Many will be unaware of how different claiming Universal Credit is to receiving help through their existing benefits and credits; it is important that they are aware of their rights under the new benefit.

Claimants are likely to need different types of support as they migrate to Universal Credit. A benefit that is digital by default, throws up all kinds of problems for the vulnerable, who will encounter significant difficulties completing or managing their claim on line without support that DUWC's provides on a regular basis. For example, those with severe mental illness, learning difficulties, low-level literacy and numeracy skills, those who have no access to the internet at home, are less likely to engage with the migration process, some will fail to claim Universal Credit by their deadline date and lose transitional protection - a guarantee that they are no worse off under Universal Credit. A reduction in household income will be a catastrophe for many and put pressure on already stretched public services.

DUWC's have years of experience supporting Chesterfield residents with the many benefit changes, that have taken place in the last 40 years.

Real life – Chesterfield Case Studies

Helping ex-miners:

A woman from Old Whittington came to our Chesterfield Office. Our adviser was assisting her regarding her benefits. In the process of the case she mentioned that her husband was an ex miner and that he had problems with his knees. We advised her that he could submit a claim for Industrial injuries disablement benefit (IIDB). Subsequently we helped him to complete the form and he was awarded IIDB osteoarthritis of the knees payable at £41.52 per week. We also advised him to claim attendance allowance. Again our adviser assisted him with the claim form and he was awarded the highest rate of £101.75 per week. There

was also a back payment of £814. This meant total income maximization of £143.27 per week.

A Friends Recommendation:

A woman who lives in Boythorpe, Chesterfield, came to see us as her PIP (Personal Independence Allowance) was reviewed and consequently refused. We went through the appeal process. PIP is a points based benefit. Each question can gain points, which are added up giving a total score. The claimant had previously scored a total of 22 points thus, she was entitled to PIP. At the review she scored zero points indicating a substantial improvement. Sadly, her condition is both serious and degenerative. She cannot improve. She was shocked, dismayed and very upset as this decision made her feel 'worthless'. A friend suggested that she see us. We assisted with the whole process which concluded with a tribunal. This was successful. The claimant's previous award was restored, she received £2970 in arrears and £139 weekly.

After the Floods

After the devastating floods along Chatsworth Road in November, members of our team attended an evening meeting at Lighthouse Church to offer advice and assistance. We were able to help a number of people. Here is just one example:

A 75 year old woman who lives in central Chesterfield came to see us with a 'Social Prescriber' after hearing the co-ordinator address the meeting for flood victims at the Lighthouse Church. The client has been flooded and had to leave her home. The flooding was very severe with up to four feet of water in her house. Sadly, just 48 hours later she had a serious operation in hospital. This was unrelated to the flood. She was feeling very low and confused having lost almost everything in her home. Additionally, her health condition means that will have lifelong health impact. She needed help and support with many daily issues. We have now been able to advise and support this client with claiming Attendance Allowance, Council Tax issues, Flood Grant and an application to Derbyshire Discretionary Fund (DDF). We are now helping her to consider the Blue Badge Scheme and approach utility company's where needed.

Our Volunteers

We offer an 'open house' operation in encouraging volunteers. The majority of our staff started as volunteers, often coming to us first for advice themselves. As a result, we have trained over 30 people in the last fifteen years (over 40% from Chesterfield) who have moved on to employment in advice or related occupations.

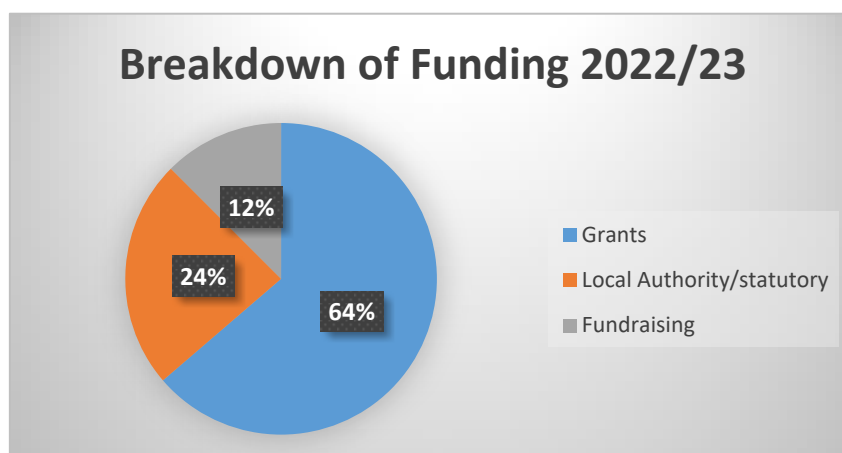
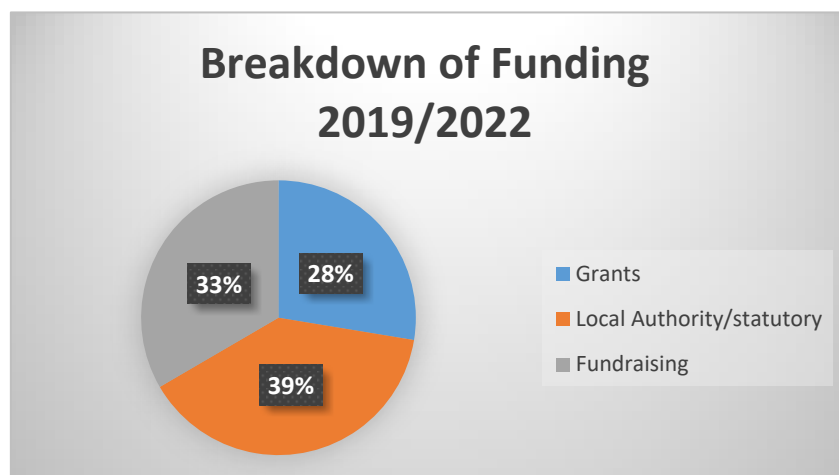
The Back Story of One of our Volunteers:

Ben: Coming from a background of customer service after the sudden death of his father Ben decided to refocus his work on social welfare. This led to him volunteering for the Centre where he was trained in welfare rights by our team. Ben now works full time for the

Centre assisting with attendance allowance, disability benefit applications, universal and pension credit, industrial injuries disablement benefit, carer's allowance, benefits checks and appeal representation.

Financing Our Operation

As local government finances became more restricted, the Centres management committee recognised the need to attract outside investment into the organisation, through charitable trusts, more extensive fundraising and through the newly established National Lottery. Crucial to our efforts was the support of the Chesterfield Borough Council. Without support from the Local Authority, the organisation would have lacked the democratic accountability to the people it served as well as the important matching funding that could draw in support from elsewhere. Vital to aid our gaining funding from charitable sources (totalling £1,385,865 since 2015) we needed the necessary stability that the Local Authority backing gave to our bids. All charitable funders, look to see that the organisation is both well governed with the necessary core funding to continue to exist for the duration of the funding period.



Above: The Changing face of our funding sources. Continuation of core LA/Stat funding is essential to ensure we have match funding and to maintain our core staff.

Chesterfield Borough Council's consistent and considerable contribution has ensured the flow of charitable grants that are of immense value to the residents of Chesterfield. Unlike other organisations we are not in a position to apply for government contracts as that would damage our independence and benefits advice representation is not legal aid fundable.

Our major external funders:

Coalfields Regeneration Trust (x2)
National Lottery – Community Fund; know your neighbourhoods; Awards for All
ESF/Lottery Partnership Project
Henry Smith Charity (x3).
Garfield Weston Trust (x2)
Tudor Trust
Alex Ferry Foundation (x3)
CISWO
Trussell Trust
Post Code Lottery

In summary, what we offer:

1. We aim to prevent or relieve poverty amongst the unemployed, underemployed, unwaged and those in receipt of or entitled to benefits and credits, as well as other disadvantaged people. This is carried out by accessible support in the claiming of benefits and credits as well as representation in court where people want to challenge decisions made by the DWP. We support people through the whole process of claiming benefits and credits.
2. We proactively make our services known to the hardest to reach and most vulnerable within our communities, through target campaigning, local advocates and supporters and via our outreach service which is delivered at 3 separate locations in Chesterfield – Hasland, Brimington and Staveley.
3. We lobby and campaign on the issues that are raised by the people using our services. Social Security Appeals Tribunals and face to face Medical Assessments are still held in Chesterfield only because of the campaigning work of the Centres. Our campaigning work is recognised and highly respected locally, regionally and nationally.
4. We work with specific groups of people claiming benefits, in precarious work, the elderly and those facing food/fuel poverty supported by charitable funding projects.

This year is our 40th anniversary and we are needed now more than ever. Any cuts to our core funding puts the organisation at great risk. The money we put back into the town will match, pound for pound many Local Authority activities, including tourism. This has been

confirmed by academic research. Any savings made today would come at a cost in future years.

We are told it is only responsible for a Council to set a balanced budget. However, we also note your commitment to '*protect essential services and support the borough's most vulnerable residents*'. In continuing your financial contribution to DUWC, we believe you are honouring that commitment. Our work is key to this pledge.

On behalf of the Trustees, staff, volunteers and users of our service I ask you to reconsider any recommendation to cut funding to DUWC.

The Impacts of CBC Funding Cut to Links CVS

Hitherto, Chesterfield Borough Council has been providing funding support towards the core costs of Links CVS. The current level of funding is £16,002 per annum. Although this is not a significant amount of money in line with the Council's other expenditures, it is nonetheless a vital lifeline for Links. The funding from CBC forms part of our limited core income. We also receive core funding from Derbyshire County Council and Derby & Derbyshire ICB towards our core funding which enables us to secure other project funding to develop and run compatible services to meet the needs of frontline VCS groups. The initial 50% reduction of the core funding from CBC for the next two financial years will no doubt have a significant impact on our capacity to provide support to groups operating or have coverage in Chesterfield. However, the most devastating effect will be the loss of core funding from CBC beyond the next two years. There is no guarantee that the funding from DCC and DDICB will stay due to the challenging position all public bodies including local authorities and health care commission bodies are in. Under the current catastrophic socio-economic climate (i.e. the long lasting impact of the cost of living crisis) and the ever-reducing funding sources available for infrastructure organisations such as Links CVS, it is extremely concerning regarding the future sustainability of Links' core service provision as a CVS.

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Chesterfield Borough Council Equality Impact Assessment - Full Assessment Form

<i>Title of the policy, project, service, function or strategy:</i>	Advice Agency Future Funding	
<i>Service Area:</i>	Corporate	
<i>Section:</i>	Policy and Partnerships	
<i>Lead Officer:</i>	Donna Reddish	
<i>Date of assessment:</i>	Updated 20.02.24	
<i>Is the policy, project, service, function or strategy:</i>		
<i>Existing</i>	<input type="checkbox"/>	
<i>Changed</i>	<input checked="" type="checkbox"/>	
<i>New / Proposed</i>	<input type="checkbox"/>	

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Section 1 – Clear aims and objectives

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

Like all local authorities, Chesterfield Borough Council continues to face significant financial challenges. The sustained period of austerity since 2010, the ongoing risks and uncertainties over future funding arrangements, the budgetary impacts of the Covid-19 pandemic, the cost-of-living crisis, and a sustained period of exceptionally high inflation, have all impacted on the Council's financial position.

The Council's Budget Strategy was approved by Council in July 2023. The accompanying report detailed the need to drive out savings of at least £2.5m at pace, within a framework that was prudent, responsible, and sustainable, and optimised to secure savings in the short- and medium-term to reduce and remove reliance on reserves, stabilising the Council's financial position and establishing affordability of Council services.

Following the Budget Strategy approval, a detailed approach to addressing the £2.5m budget gap was developed and approved by Cabinet in November 2023. One of the proposals within the plan is to phase out the discretionary grants to voluntary sector advice agencies.

2. Who is intended to benefit from the policy project, service, function or strategy and how?

Traditionally, Chesterfield Borough Council has provided or funded more services than many other district and borough councils. We are proud of this, but in the light of the serious financial challenges facing us. We cannot sustain this level of service and support in the future. This means that difficult choices need to be made and some services and provisions will need to change or cease. We are seeking to undertake this work in a managed way to enable transition periods where possible.

The current funding agreement runs out on 31.03.24 and we could choose to end the contract on three months' notice. However, we have sought to avoid this type of guillotine position and are seeking to establish a reasonable transition period which is both affordable to the Council and enables some adjustment time for the advice agencies. The original funding proposal developed for consideration included a two year funding settlement with a 50% reduction per annum from the 2023/24 funding level.

3. What outcomes do you want to achieve?

This proposal contributes towards the achievement of a balanced budget for 2024/25 and beyond. We have sought to develop proposals which are affordable for the Council and help us to maintain mandatory and core services while enabling managed transitions for services and contributions which need to be reduced or ceased.

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

During the consultation with advice agencies they submitted evidence which identified a number of concerns regarding the potential impact of the phasing out of funding which relate to protected characteristics. The agencies identified that a significant proportion of their clients are disabled and/ or have long-term health conditions. Digital exclusion is a concern due to age and disability and some of the agencies have reported that women are more likely to access services than men. This can make transformation activities to reduce costs more challenging.

5. Any other relevant background information

Grants to the advice agencies are not a mandatory or a core Council service, they are entirely discretionary. Chesterfield Borough Council has however sought to maintain funding for as long as possible to the impact on communities.

Each agency provided a formal response to the consultation which has been included in full with the report. Some of the agencies included cases studies within their submissions. Disability and ill health considerations are demonstrated within these case studies and in the information provided regarding service usage.

Section 2 – Collecting your information

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

- Advice agency websites
 - Advice agency annual reports and financial statements
 - Information gathered via the councils public budget conversation
 - Consultation meetings with the advice agencies
 - Formal submissions to the consultation by the advice agencies
-

7. Have you identified any gaps in the information/evidence that you have regarding the policy, project, service, function or strategy, which may be needed in order to give proper consideration?
It is not sufficient to say “we do not have the evidence”, you should identify gaps in the evidence and fill them in a proportionate and balanced manner.

<input type="checkbox"/> Yes, gaps have been identified	
<input checked="" type="checkbox"/> No, there are no gaps	

Section 3 – Additional engagement activities

8. Please list any additional engagement activities undertaken when developing the proposal and completing this EIA. Have those who are anticipated to be affected by the policy been consulted with?		
Date	Activity	Main findings
17.01.23 – 15.12.23	Budget Conversation	Respondents were asked to take part in a short survey and answer a series of broad questions about where and how they think CBC budgets should be spent. Information gathered during the budget conversation including comments and individual submissions are being used to inform proposals and key decision considerations.
06.11.23	Pre-consultation meeting with advice agencies.	Advice notification of proposals being developed and considered at Cabinet on 14.11.23 which included a proposal to phase out advice agency funding. Confirmed consultation approach and timescales. Advice agencies notified of budget conversation, asked to take part and encourage their service users to also take part.
27.11.23 / 29.11.23.	Individual consultation meetings with each advice agency.	<ul style="list-style-type: none"> • Discussion on the financial challenges facing the Council • Confirmed that we are doing all we can to avoid the minimum 3 month notice period on ceasing funding and want to enable a managed transition • Presented initial proposal

		<ul style="list-style-type: none"> • Confirmed that other current funding streams such as separately funded projects are unaffected. • Confirmed consultation and decision making timescales • Again encouraged advice agencies to take part in the budget conversation and encourage their service users to do so • A range of evidence to support the advice agency overviews was submitted by the agencies following the meeting. • Proposals adjusted around – additional options for phasing over longer period for agencies to consider • EIA updated
10.01.24 / 18.01.24	Individual consultation meetings with each advice agency.	<ul style="list-style-type: none"> • Further discussion on initial proposals and alternative phasing approaches • Considering any alternative proposals developed • Discuss evidence submitted so far • Agreement made that advice agency formal submissions would be available to Cabinet, in full, as an Appendix to the report so that decisions makers can see the full impact of the proposal in the agencies own words • Confirmed CBC are open to discussions about specific projects should further external funding become available in the future • Proposals adjusted around phasing preferences for each agency • EIA updated
By 19.02.24	Formal submissions made in writing by advice agencies	<ul style="list-style-type: none"> • Submissions included as appendix to report • Management responses updated • Final proposals and recommendations made • EIA updated

Section 4 – What is the impact?

9. Summary of anticipated impacts. <i>Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories eg. older people, younger people, people with hearing impairment etc.</i>			
	Positive impact	Negative impact	No disproportionate impact
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability and long term conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender and gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnant women and people on parental leave	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion and belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

10. Have all negative impacts identified in the table above been mitigated against with appropriate action?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	<p>The current funding agreement runs out on 31.03.24 and we could choose to end the contract on three months' notice. However, we have sought to avoid this type of guillotine position and are seeking to establish a reasonable transition period which is both affordable to the Council and enables some adjustment time for the advice agencies.</p> <p>The original funding proposal developed for consideration included a two year funding settlement with a 50% reduction per annum from the 2023/24 funding level. Alternative phasing options have been discussed with the advice agencies and two of the agencies have requested front loading of the</p>

	<p>payments for year one and payment availability over an 18 month period rather than two years or the alternative three/ four years also offered.</p> <p>This proposal will enable a significant transition period for the advice agencies but there will still be a significant impact on service users unless alternative funding can be sourced by the agencies during this period and/or efficiency savings can be found.</p>
--	--

11. Have you assessed the equality impact on the people who may have to implement your decision, such as staff or suppliers?				
Advice agencies	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<i>If no, please explain why</i>
Wider community	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<i>If no, please explain why</i>

Section 5 – Recommendations and monitoring

12. How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?
Confirmed CBC are open to discussions about specific projects should further external funding become available in the future.

13. Summary of the Equality Impact Assessment
The equality impact assessment and consultation have informed and shaped the final proposals for Cabinet to consider. While full mitigation is not possible the proposal to enable a significant transition period is significantly less damaging than the three month minimum period which could have been applied.
Has due regard been given to the Public Sector Equality Duty statutory guidance <u>or</u> was there a good reason why the duty, or particular parts of it, did not apply to that decision?

The general duty requires public authorities, to have due regard to the need to:

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

X Yes No N/A

Please provide further details if necessary

Section 6

– Knowledge management and publication

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

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Reviewed by Head of Service/Service Manager	Name:	Donna Reddish
	Date:	20.02.24
Reviewed by Policy Service	Name:	
	Date:	
Final version of the EIA sent to Policy Service	<input type="checkbox"/>	
Decision information sent to Policy Service	<input type="checkbox"/>	

For publication

Climate Change Delivery Plan 2024-2025 DL190

Meeting:	Cabinet
Date:	19.03.2024
Cabinet portfolio:	Climate Change, Planning, and the Environment
Directorate:	Corporate
For publication	

1.0 Purpose of the report

- 1.1 To seek Council approval for the adoption and implementation of the Climate Change Delivery Plan (2024-2025) to enable the Council to achieve its 2030 carbon neutral commitment and continue supporting activities towards the wider 2050 Borough-wide decarbonisation target in line with the corporate Climate Change Strategy.

2.0 Recommendations

- 2.1 That Cabinet approves the adoption and implementation of the Climate Change Delivery Plan, which details the Council's climate related activities for (2024- 2025).
- 2.2 To endorse the commitment within the Asset Management Strategy regarding the use of capital receipts - to reinvest capital receipts, secured through the disposals programme, into the land and property estate to fund maintenance, decarbonisation and investment activity to support the delivery of the asset management vision.
- 2.3 That Cabinet gives delegated authority to the Service Director – Corporate, in consultation with the Cabinet Member for Climate Change, Planning, and the Environment, to make amendments to the Climate Change Delivery Plan working document between the formal review periods to enable operational effectiveness.

3.0 Reason for recommendations

- 3.1 In July 2019, Chesterfield Borough Council declared a Climate Emergency. As part of the declaration, CBC made a commitment to become a carbon neutral

organisation by 2030 and to support the wider borough to become carbon neutral by 2050.

- 3.2 The Council's initial Climate Change Action Plan (2019-23) is now complete, and the proposed subsequent Climate Change Strategy 2023-2030 and accompanying delivery plans provide a framework for the Council to reach its corporate commitment to becoming carbon neutral by 2030 and take steps to support the wider Borough to reach carbon neutrality by 2050 as required by government.

4.0 Report details

Background information and activities to date

- 4.1 Following the Council's Climate Emergency declaration, CBC adopted a Climate Change Action Plan in 2020 (CCAP) detailing thirty-nine actions to be carried out by the council before 2023.
- 4.2 The Council's first Climate Change Action Plan (2019 – 2023) enabled the Council to begin its journey towards its carbon neutral target. Building on this, during 2023, the Council adopted a new Climate Change Strategy (2023 – 2030) to guide us to 2030.
- 4.3 The Strategy also enables the Council to undertake groundwork towards the wider Borough's 2050 decarbonisation target, and much activity will require long-term consideration and planning. This Strategy is supported by an annual Delivery Plan.
- 4.4 Progress in the implementation of the current Delivery Plan has been monitored quarterly and reported via the Council Plan performance monitoring arrangements, and through regular Scrutiny sessions. In addition, internal strategic workshops have been taking place quarterly to support key strands of work including asset and fleet decarbonisation, housing, and land management. The strategic workshops have focussed on the monitoring of the existing Delivery Plan and development of the 24/25 Plan. The Chesterfield Climate Change Forum has also been established to provide further engagement and challenge around the Council and wider Borough climate change activity.
- 4.5 During 23/24 progress is being made in areas such as: fleet decarbonisation, distribution of grant funding for private sector homes, decarbonising our Council Homes shared heating systems, data monitoring and engagement. However, decarbonising the Council's operational assets remains a key challenge within the existing Delivery Plan 2023-2024 in terms of capacity and funding. A summary of performance against the current Delivery Plan be

brought to Cabinet within the Climate Change Annual Report during summer 2024.

Climate Change Delivery Plan 2024 - 2025

- 4.6 The Climate Change Delivery Plan accompanies the Climate Change Strategy and is an annually reviewed working document. The proposed Delivery Plan for 2024 – 2025 contains 12 priority areas of work to be completed during this second year of the Strategy. These actions are grouped under the themes outlined in the Strategy document:
- i. Buildings and Energy
 - ii. Travel
 - iii. Green Space, Land Use and Offsetting
 - iv. Communications, Engagement and Training
 - v. Data Monitoring and Corporate Activity
 - vi. Influence and Partnership
- 4.7 It is proposed that the Delivery Plan may be updated in consultation with the Climate Change, Planning, and the Environment in between formal reviews to enable the Council to be flexible in its response to emerging technologies and approaches, funding streams, and changes in legislation to enable operational effectiveness

5.0 Alternative options

- 5.1 An alternative would be not to approve the delivery plan, however, this would greatly diminish the Council's ability to achieve its corporate commitment to becoming carbon neutral by 2030, and its wider role in supporting the Borough to reach net zero by 2050.

6.0 Implications for consideration – Financial and value for money

- 6.1 The Policy and Partnerships Team in Directorate Corporate holds a small annual budget for feasibility studies, learning and development and communication and engagement activity to deliver the Climate Change Strategy. However, the majority of funding utilised is within service budgets.
- 6.2 The lack of a national framework and funding programme for local authority climate change activity, and the extreme pressure on the Council's budget mean that identifying external funding opportunities for decarbonisation activity, particularly in relation to the Council's operational buildings, is essential.
- 6.3 There are a number of ways to fund decarbonisation work including external sources such as the Public Sector Decarbonisation Scheme. Six buildings have been identified within the Climate Change Strategy Delivery Plan 2024/25 and in the Asset Management Plan as priorities for decarbonisation. Officers have

analysed similar decarbonisation schemes from Derbyshire local authorities utilising the public sector decarbonisation fund (12% match required) and estimate that the minimum match required for our six priority buildings would be in the region of £960,000.

- 6.4 Options for securing the match funding required or self-funding schemes if external funding isn't available include:
- Directly applying capital receipts
 - using flexible capital receipts where there is a strong case for a return on investment
 - prudential borrowing
- 6.5 Business cases will be developed for each of the buildings, this will include a full financial options appraisal.

7.0 Implications for consideration – Legal

- 7.1 The UK is a signatory of the Paris Agreement which set the international target to limit global temperature rise to well below 2°C with the aim of 1.5°C above pre-industrial levels². To reach this goal, the UK has adopted a legally binding target to reach net zero GHG emissions by 2050 (as set out in the Climate Change Act 2008 amended in 2019³).
- 7.2 A range of specific regulations have a bearing on council and wider borough activities. These include Government commitments to:
- Phase out the sale of fossil fuelled vehicles⁴
 - Phase out sale of natural gas boilers⁴
 - Modify the building regulations to include the Future Homes and Buildings Standard in 2025
- 7.3 It is important to note that (as yet) second tier local authorities have very little explicit statutory obligation to conduct activities to address climate change or report on emissions. This is significant because without statutory obligations, additional funding and guidance for activity is not available from central government. Therefore, there is a wide range of different approaches, levels of activity, available funds, and reporting measures across different local authorities in the UK.
- 7.4 It is anticipated that there will soon be a requirement for Local Authorities to publish their emissions and progress towards net zero. By developing an annual report approach, the Council will be well-placed to meet this anticipated requirement, and also able to demonstrate progress towards delivering the strategy and reaching organisational targets.

8.0 Implications for consideration – Human resources

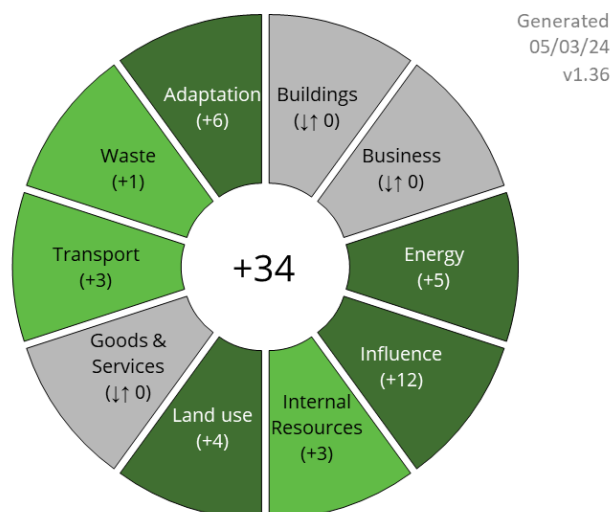
8.1 Significant progress has been made in embedding climate change activity across the Council. It remains critical that everyone within Chesterfield Borough Council takes ownership of the Climate Change Strategy and Delivery Plan. This has been supported by Tier 4 manager engagement in the development of the Delivery Plan, and through the establishment of strategic workshops on priority areas. The Council's corporate induction programme for new employees and members will be adapted to include climate change and an organisation-wide training programme is underway to ensure all staff and members have a base understanding of climate change and the Council's commitments.

9.0 Implications for consideration – Council plan

9.1 The Climate Change Strategy and Delivery Plan primarily support the Council Plan aim of 'improving the quality of life for local people', however, the widespread nature of the organisational activities within the strategy and delivery plan, and the use of the climate change impact assessment tool, result in climate change considerations and activities being embedded throughout the Council's activities. The priorities set out in the delivery plan will inform key priorities such as asset management, fleet, and delivery of energy efficient, low carbon homes.

10.0 Implications for consideration – Climate change

10.1 A Climate Change Impact Assessment has been completed. The resulting impact has been assessed as follows:



Chesterfield Borough Council has committed to being a carbon neutral organisation by 2030 (5 years and 9 months away).

- 10.2 The climate change strategy is expected to have a significant positive impact on the council's activities with relation to the climate. In particular work on the council's portfolio of buildings and fleet decarbonisation will be central to meeting our 2030 carbon neutral commitment. Wider benefits are likely to include more general environmental improvements to the local area and better engagement with the borough's residents on this issue.
- 10.3 Additional positive impacts of the Climate Change Strategy and Delivery Plan are anticipated through subsequent iterations of the Delivery Plan and as further project details are established through feasibility studies.

11.0 Implications for consideration – Equality and diversity

- 11.1 The effects of climate change are likely to disproportionately affect the most vulnerable in our society, particularly residents in areas of high deprivation, younger children, and older people. The Delivery Plan is not anticipated to disproportionately impact on any protected group, although targeted engagement and support may take place with particular groups as we move through the strategy. The EIA will therefore be periodically reviewed.

12.0 Implications for consideration – Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
The strategy and delivery plan are not delivered.	H	M	The plan has been developed in consultation with managers and directors, and the communities in the borough and comprises actions that are reasonable and achievable. In addition, the Council intends to appoint additional dedicated officer resource to champion delivery of the action plan.	H	L
The Council is not able to meet its organisational target to become carbon neutral by 2030.	H	H	Given the difficulty of addressing some emissions, it is likely that they will not be fully eliminated by 2030. As such, we expect that we will need to compensate for some remaining emissions via a programme of offsetting. The degree of offsetting required will depend on the extent to which the Council is	H	M

			successful in decarbonising its activities in the strategy and delivery plan.		
Failure to attract external funding may limit the Council's ability to undertake activities which are deemed necessary to achieve carbon neutrality.	H	H	The delivery plan makes provision for additional capacity in making business cases and bids for external funding, particularly in relation to assets.	H	M
Resource is not allocated to support the delivery of the strategy	H	H	Cost estimates are being applied to those actions that require additional resource and a mainstream budget allocated to support delivery of the Climate Change Strategy. Expenditure will be managed through existing internal budgetary control measures to ensure spend is in line with the original cost estimates and that value for money is achieved, for example, through proper recruitment and procurement processes.	M	L

Decision information

Key decision number	1126
Wards affected	All wards

Document information

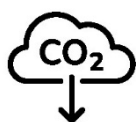
Report author
Katy Marshall, Policy and Partnerships Manager Will Rolls, Climate Change Officer
Background documents
These are unpublished works which have been relied on to a material extent when the report was prepared.
<i>This must be made available to the public for up to 4 years.</i>

Appendices to the report	
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Appendix 1	Chesterfield Borough Council Climate Change Delivery Plan 2024 - 25
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Climate Change Strategy 2023 – 2030: Year 2 Delivery Plan 2024/25

Our strategic aims	<ul style="list-style-type: none"> To decarbonise the council’s operations to become carbon neutral by 2030 To work towards decarbonising the wider borough by 2050.
Our strategic themes	<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div> <p>Buildings and Energy Use (BE)</p> </div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div> <p>Travel (T)</p> </div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div> <p>Green Space, Land Use, Offsetting and Waste (GLOW)</p> </div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div> <p>Communications, Engagement and Training (CET)</p> </div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div> <p>Data, Monitoring, and Corporate Activity (DM)</p> </div> </div> <div style="display: flex; align-items: center;"> <div> <p>Council Influence and Partnership Activity (IP)</p> </div> </div>





Estimated carbon savings have been rated Low/Medium/High in relation to Chesterfield Borough Council activity and wider borough activity.

Priority 1 – Decarbonise the Council’s commercial and operational assets		
Aspirations and commitments for 2024/25	Continue to take steps to decarbonise the Council’s commercial and operational assets, by assessing maintenance requirements with a focus on energy efficiency, decarbonisation and renewable energy generation. This will be implemented through conducting stock condition surveys, delivering maintenance plans, and applying for external funding sources to support decarbonisation activity.	 Carbon savings: CBC - High
Key activities for 2024/25	<p>(1) Asset decarbonisation skills and capacity As part of the Property and Technical Services reshape, develop / acquire asset decarbonisation specialist skills and expertise to lead on future building decarbonisation (April – August)</p> <p>(2) Assessing the condition of our operational buildings and considering business cases for decarbonisation and renewable energy generation.</p>	



	<p>(2a) During 2024/25, complete stock condition and decarbonisation surveys on the following operational assets (in priority order):</p> <ul style="list-style-type: none"> • Dunston Innovation Centre • Tapton Innovation Centre • Chesterfield Town Hall • Queens Park Sports Centre • Stonegravels Depot <p>(2b) Develop a business case to present to Cabinet to consider options for decarbonising the Healthy Living Centre following the stock decarbonisation survey completed in 23/24 and taking into consideration the external funding secured for the CHP system upgrade. (July – Sept)</p> <p>(2c) Develop a business case to present to Cabinet to consider options for decarbonising Dunston Innovation Centre with a view to commencing activity during 2024/25. (Sept onwards)</p> <p>(2d) Develop a business case to present to Cabinet to consider options for decarbonising Tapton Innovation Centre with a view to commencing activity during 2024/25. (Sept onwards)</p> <p>(2e) Develop a business case to present to Cabinet to consider options for decarbonising the Town Hall with a view to commencing activity during 2025/26. (Sept onwards)</p> <p>(2f) Develop a business case to present to Cabinet to consider options for decarbonising Queen’s Park Sports Centre with a view to commencing activity during 2025/26. (Sept onwards)</p> <p>(2g) Develop options for depot provision during 2025/26 (Sept onwards)</p>
	<p>(3) Renewable energy development</p> <p>(3a) Use the scoping study commissioned in 23/24 and additional research, to assess solar potential on Queen’s Park Sports Centre car park and the Enterprise Centre Council car parks by developing costed options.</p> <p>(3b) Continue to assess renewable energy generation potential on CBC sites, including where land is considered for disposal, and develop business cases for deployment.</p>
	<p>(4) External funding sources</p> <p>(4a) Develop a business case to present to Cabinet to consider options for decarbonising the Healthy Living Centre following the stock decarbonisation survey completed in 23/24 and taking into consideration the external funding secured through the Swimming Pool Support Fund to replace the CHP system (£275,000). (July – Sept)</p> <p>(4b) Develop business cases for improving our buildings and apply for appropriate grants (eg. Public Sector Decarbonisation Scheme, Low Carbon Skills Fund.)</p>
	<p>(5) New build decarbonisation target</p> <p>A commitment to BREEAM excellent in new development, and BREEAM very good in retrofit (or equivalent standard)</p>
Key measures for 2024/25	<ul style="list-style-type: none"> • Completion of six decarbonisation surveys 2024/25 • Subsequent costed options appraisals / bids submitted.
Additional data we will be	<ul style="list-style-type: none"> • Asset Management Strategy • Asset Management Delivery Plan



using to inform
decision
making and
priorities

- Stock condition surveys from 23/24
- Feasibility studies from 23/24
- Quarterly data monitoring - gas, electricity, water, wastewater, road fuels
- Derby and Derbyshire Strategic Partnership Climate Change group activity



Priority 2 – Decarbonise and adapt housing in the borough for climate change		
Aspirations and commitments for 2024/25	Invest £30m in our housing capital programme, including a range of activities to decarbonise and improve the energy efficiency of our Council homes, and distribute grant funding for homeowners and landlords.	 Carbon savings: CBC and Borough - High
Key activities for 2024/25	(1) Decarbonisation of new council homes (24/25) All new homes built or acquired by the Council from 2024 to be designed to achieve EPC band A	
	(2) Invest in existing council homes to improve energy efficiency ratings, as part of the 2024/25 Housing Capital Programme Deliver improvements to council homes including improvements to energy efficiency, thermal performance, and low-carbon heat sources as part of our £30m capital programme.	
	(3) Council housing decarbonisation plan Develop a medium-term plan for decarbonising heating in our council homes	
	(4) Deliver the initial phase of the shared domestic heating decarbonisation programme for Council Homes (24/25) (4a) Commence decarbonisation of Brocklehurst Court, following the recommendations of the shared domestic heating feasibility study completed during 2023/24. (4b) Develop plans to decarbonise the remaining five sites within the Council's homes that have a shared heat source serving multiple properties or communal areas. (4c) Transfer the learning from shared domestic heating decarbonisation activity and utilise it to inform future planning and assessment of district heating network decarbonisation, reporting findings to corporate property board.	
	(5) Management and distribution of grants for homeowners and landlords (24/25) (5a) Continue to manage the processes and returns required to distribute and maximise government funding for home improvements and decarbonisation initiatives e.g. phase 4, green homes grants for homeowners, private sector landlords and private sector tenants. (5b) Secure additional resources from the Devo Retrofit Fund (administered by MNZH) to extend the number of private sector homes we can improve, by August 2024.	
	(6) Housing Partnership working Continuing to engage with / maximise benefits from partnership opportunities e.g. LAEP, Derby and Derbyshire Strategic Leadership Board, EMCCA etc. to share best practice, expertise and horizon scan for opportunities relating to housing and devolved funding.	
Key measures for 2024/25	<ul style="list-style-type: none"> No. of new council homes achieving band A. Breakdown of the Council's housing stock by EPC rating. 	



	<ul style="list-style-type: none"> • Work delivered during the year eg. No. of windows fitted, insulation, boiler upgrades etc. • No. of private sector housing grants distributed and impact eg. EPC–Green Homes Grant phase 4 - £440k of investment into off-gas properties by March 2025.
Additional data we will be using to inform decision making and priorities	<ul style="list-style-type: none"> • Housing stock condition – Derby and Derbyshire wide data across all stock types • Shared domestic heating feasibility study from 24/25 • Housing Annual Report to tenants



Priority 3 – Low carbon procurement		
Aspirations and commitments for 2024/25	To ensure low carbon energy purchasing and contracts with external suppliers.	 Carbon Savings: CBC - High
Key activities for 2024/25	(1) Purchase low carbon electricity for 24/25 Continue to purchase electricity generated from carbon-free sources for 24/25	
	(2) Purchase low carbon electricity for 25/26 Continue to purchase electricity generated from carbon-free sources by confirming arrangements for 25/26.	
	(3) Social value in procurement Develop a corporate Social Value Policy to support supply chain and wider borough decarbonisation during 24/25.	
Key measures for 2024/25	<ul style="list-style-type: none"> Ensure that CBC has agreed purchase of electricity from low carbon sources for 2025/26 (by September 2024) 	
Additional data we will be using to inform decision making and priorities	<ul style="list-style-type: none"> Best practice examples via sector support organisations including LGA, EMC and ASPE Derby and Derbyshire Strategic Partnership Climate Change group activity 	



Priority 4 – Decarbonise the Council's vehicle fleet		
Aspirations and commitments for 2024/25	Implement the Council's Fleet Decarbonisation Plan to remove the reliance on fossil-fuelled vehicles and equipment, develop infrastructure, and participate in trials of emerging technology and solutions.	 Carbon Savings: CBC - High
Key activities for 2024/25	<p>(1) Deliver the actions within the Council's Fleet Decarbonisation Plan for 24/25:</p> <p>(1a) Continue to trial different vehicle types as short-term hire and learn from other organisations.</p> <p>(1b) Identify heavy users of fossil fuel within the Council's fleet and consider options including a specific trial of HVO fuel for our large road sweeper.</p> <p>(1c) Undertake a feasibility study to explore the option of replacing diesel with Hydrogenated Vegetable Oil (HVO) and storing it on site.</p> <p>(2) Charge point development for Council's fleet operational needs.</p> <p>(2a) Increasing the number of sites for the Council to charge electric fleet.</p> <p>(2b) Using an analysis of CBC vehicle movements and CBC site overnight vehicle storage location to identify possible sites for decentralised vehicle charging facilities.</p> <p>(2c) Develop an assessment of the national grid infrastructure and battery storage needed at these sites to deliver a council vehicle charging network.</p> <p>(3) Identify efficiencies in fleet usage</p> <p>Work to increase efficiencies in vehicle usage to reduce overall fuel consumption and emissions, as part of the Housing Services Transformation Programme.</p> <p>(4) Prepare for future years' activity within the Fleet Decarbonisation Plan:</p> <ul style="list-style-type: none"> - replace all 'medium' sized vans (currently 45) with electric vehicles in 2026/27 - replace all 'large' sized vans and tippers (currently 119) with electric vehicles or HVO in 2027/28 - replace the 34 electric vehicles once the 2024 lease expires with a new fleet of electric vehicles in 2029 	
Key measures for 2024/25	<ul style="list-style-type: none"> • Emissions reduced as a result of electric and low carbon fleet. • Fuel consumption/reduction / miles travelled/saved • Vehicle movement analysis • Assessment of potential sites • No. electric vehicles leased / HVO compatible vehicles • No. trials taken part in of emerging technology / solutions and outcomes. 	
Additional data we will be using to inform	<ul style="list-style-type: none"> • Best practice examples via sector support organisations including LGA, EMC and ASPE • Best practice examples from contractor's pilots 	

decision making and priorities	<ul style="list-style-type: none">• Derby and Derbyshire Strategic Partnership Climate Change group activity
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Priority 5 – Support sustainable travel		
Aspirations and commitments for 2024/25	To support sustainable and active travel across the Borough.	 Carbon Savings: CBC and Borough – Med/High
Key activities for 2024/25	(1) Travel to work study (1a) Undertake a travel to work study with employees and members during September 2024 (1b) Following the Travel to work study, determine barriers and opportunities for reduced emissions and sustainable travel.	
	(2) Wider borough charge points strategy (2a) Engage with a wider piece of work being undertaken by the county council, to assess the need and capacity for electric vehicle charging points to be installed at sites within the borough (2b) Develop and consider opportunities to address gaps in charge points provision with a focus on areas with higher levels of deprivation.	
	(3) Sustainable Travel Research Engage with emerging opportunities (eg through the East Midlands Combined County Authority) to assess the future need for sustainable travel within the borough including cycling and walking, and possible future projects and funding opportunities to facilitate uptake.	
Key measures for 2024/25	<ul style="list-style-type: none"> Establish a baseline for emissions in relation to travel to work, and targets/opportunities for reduction. 	
Additional data we will be using to inform decision making and priorities	<ul style="list-style-type: none"> National Planning Policy Framework Chesterfield Local Plan Infrastructure Study and Delivery Plan Derby and Derbyshire Strategic Partnership Climate Change group activity 	



Priority 6 – Climate friendly land management		
Aspirations and commitments for 2024/25	To further develop plans for climate friendly land management including the Council's woodland, grassland, and opportunities for carbon sequestration and storage.	 Carbon Savings: CBC – Low
Key activities for 2024/25	(1) Woodland management programme Collate, identify and integrate information to provide a woodland management plan for CBC woodlands. To include a gap analysis to identify where further information, expertise, and capacity are required to progress to an UKWAS compliant management plan for CBC sites.	
	(2) Deliver tree planting (24/25) Continue to deliver the UKSPF funded tree planting programme during 24/25 planting season	
	(3) Develop approach for tree planting (25/26) Develop approach, and identify funding for a further programme of tree planting and woodland management in 2025/26 and onwards, taking into consideration and engaging with the Derbyshire Tree Strategy	
	(4) Available land audit (24/25) Establish a working group to gather and collate information on CBC-owned land to identify opportunities for carbon sequestration, BNG, renewable energy generation, and other environmental purposes. This audit will also inform the woodland management plan and flood risk adaptation (Joint working group)	
	(5) Deliver the grassland management plan (24/25) Develop a policy document describing CBC's approach to managing grassy areas with respect to management objectives and constraints	
	(6) Assess the usefulness of biochar as a carbon storage technology Use the scoping study commissioned in 23/24 and additional research, to assess potential in using biochar for carbon sequestration within the borough.	
	(7) Provide a natural burial site for the borough Subject to Cabinet approval, deliver the initial phase of the natural burial site.	
Key measures for 2024/25	<ul style="list-style-type: none"> • Number of trees planted annually, map of locations, and area (Target - at least 1000 trees planted during 24/25). • Funding / bids secured for tree planting beyond 24/25 • Land Audit for future tree planting activity. 	
Additional data we will be using to inform decision making and priorities	<ul style="list-style-type: none"> • Derbyshire Tree Strategy and Community Forests • Derby and Derbyshire Strategic Partnership Climate Change group activity 	

Priority 7 – Reduce and manage waste		
Aspirations and commitments for 2024/25	To minimise and manage waste at the Council and across the Borough, promoting waste reduction, recycling and reuse.	 Carbon Savings: CBC and Borough – Low
Key activities for 2024/25	(1) Develop recycling for CBC operational buildings Introduce recycling at CBC non-residential municipal properties	
	(2) Domestic Food Waste Collection Develop a plan for domestic food waste collection to be implemented in 2025/26	
	(3) Reduce and manage electronic waste 24/25 Work towards reducing electronic waste through repair, refurbishment, and recycling of surplus equipment	
	(4) Track printing and paper use in 24/25 Make use of MFD statistics to identify areas of high printer / paper usage within the organisation and establish reduction targets.	
Key measures for 2024/25	<ul style="list-style-type: none"> • Report number of laptops, headsets, monitors, keyboards, mice etc. disposed in 2024/25 • An annual breakdown of paper and printer usage by service area and direction of travel for high users. 	
Additional data we will be using to inform decision making and priorities	<ul style="list-style-type: none"> • Derby and Derbyshire Strategic Partnership Climate Change group activity 	



Priority 8 – Communicate climate change messages, facilitate the Chesterfield Climate Change Forum, and support wider community action on climate change.		
Aspirations and commitments for 2024/25	To continue to use climate change as a core element of CBC's communications work, and to engage with wider community and partners to deliver climate change initiatives and share best practice.	 Carbon Savings: CBC and Borough – Medium
Key activities for 2024/25	(1) Deliver the Council's climate change communications plan (24/25) Including: - Climate Change Newsletter - Your Chesterfield articles - Monthly climate change communications - Support partners in promoting wider climate change work	
	(2) Produce a digital "Your Chesterfield" resident magazine and discontinue the printed edition. Produce 3 digital editions of Your Chesterfield during 24/25.	
	(3) Support and facilitate the Chesterfield Climate Change Forum (3a) Support the Chesterfield Climate Change Forum to develop and deliver its action plan for 2024/25. (3b) Engage with the Chesterfield Climate Change Forum on the Council and wider Borough's progress towards 2030 and 2050 decarbonisation targets.	
	(4) Community grant fund support for climate projects (24/25) Support local community groups to undertake climate change projects within the borough via the Council's UKSPF and CIL Neighbourhoods £195,000 Community Grants Fund during 24/25.	
	(5) Community Development activity in relation to Climate Change (5a) Provide advice and support to local community groups to apply to the Community Grants Fund and other funding sources for climate change projects. (5b) Include climate change training and engagement as a key element of CBC support to the wider community.	
	(6) Deliver the Decarbonise programme supporting local businesses to adopt green technology (24/25) Deliver the UKSPF funded Decarbonise programme in partnership with the Chamber of Commerce by providing decarbonisation audits and awarding decarbonisation grants to local businesses.	
	(7) Continue to engage with partners and develop wider sector influence (24/25) (7a) Following on from our engagement with Derby and Derbyshire Strategic Leadership Board (Climate Change theme), engage with the new East Midlands Combined County Authority to support partnership projects with other neighbouring councils across the region.	



	<p>(7b) Engage with wider council and climate change officer networks to ensure we are following and promoting good practice.</p> <p>(8) Long-term plan for towns Maximise the opportunities for climate change related activity and funding opportunities within the long-term plan for towns.</p> <p>(9) Biodiversity Net Gain Engage and communicate with the wider community about biodiversity net gain in the wider context of climate change.</p> <p>(10) Green skills (10a) Deliver digital skills upskilling (classroom in a box model) (10b) Deliver the UKSPF Green and Digital upskilling Programme (in relation to retrofit for constructions sector and AutoCAD provision for Manufacturing sector) (10c) Provide flexible green space to demonstrate new green skills technologies in construction (i.e. air source heat pumps etc) at the Construction Skills Hub</p>
Key measures for 2024/25	<ul style="list-style-type: none"> • Digital Your Chesterfield carbon saving • Climate Fresk training sessions offered to wider community (target 2) • Development of a forum action plan for 24/25 • Number of decarbonisation plans developed with local businesses via Decarbonise project (target 29) • Number of businesses receiving decarbonisation grants (target 10) • Number of businesses adopting new green technology (target 10)
Additional data we will be using to inform decision making and priorities	<ul style="list-style-type: none"> • Long term plan for towns investment plan

Priority 9 – Embed climate change awareness and activity across the Council		
Aspirations and commitments for 2024/25	To ensure that climate change awareness and activities are embedded across the authority, by providing training, impact assessment and providing environments to discuss and collaborate on climate change activity within the Council.	 Carbon Savings: CBC– Medium
Key activities for 2024/25	<p>(1) Deliver the CBC climate change training programme for 24/25</p> <p>(1a) CBC to continue a programme of climate change training for elected members and staff</p> <p>(1b) Explore scope to deliver an online climate change awareness module for staff as part of induction.</p>	
	<p>(2) Include Climate Change Impact Assessments (CCIAs) in the Council’s decision making</p> <p>(2a) Support and advise colleagues on the completion of CCIAs.</p> <p>(2b) Embed and maximise climate considerations in the review of employee terms and conditions.</p> <p>(2c) Ensure CCIAs are reviewed if value engineering/cost reductions are required when delivering projects.</p> <p>(2d) Review, improve and update the CCIA tool as necessary</p>	
	<p>(3) Engage across all service areas and with elected members on climate change (24/25)</p> <p>(3a) Continue internal communications to engage colleagues and elected members on climate change.</p> <p>(3b) Continue quarterly strategic climate workshops for directors and operational leads.</p> <p>(3c) Develop an internal CAN campaign to highlight best practise behaviour and habits (eg. switching lights off, printing less) and to reinforce the Council’s commitment to addressing climate change.</p>	
Key measures for 2024/25	<ul style="list-style-type: none"> • All members (who have not already done so) to receive training, all new-starters to receive training as induction, continue training existing staff (at a rate of one Fresk session / 2 months, and 2 top-up sessions / year) • No. mitigating actions/CCIAs completed/impacts identified 	
Additional data we will be using to inform decision making and priorities	<ul style="list-style-type: none"> • Employee engagement initiatives including surveys, VIP, e-bulletins 	

Priority 10 – Adapt council policies and strategies to account for a changing climate		
Aspirations and commitments for 2024/25	To support extreme weather adaptation for residents and businesses, consider local climate-based risks, and incorporate climate	

	considerations into our forward planning and growth activities.	Carbon Savings: CBC– Low
Key activities for 2024/25	<p>(1) Support extreme weather adaptation for residents and businesses:</p> <p>(1a) Working with partners including the Derbyshire Local Resilience Partnership to ensure that extreme weather risks and adaptation are considered in the Derbyshire and Chesterfield Borough community risk registers and associated mitigation activity.</p> <p>(1b) Ensure that local protocols and arrangements are in place for:</p> <ul style="list-style-type: none"> - Warm spaces - Flood risk / response - Climate related vulnerabilities of rough sleepers 	
	<p>(2) Climate risk review:</p> <p>Review climate-based risks in the corporate risk register</p>	
	<p>(3) Local Plan review:</p> <p>(3a) Ensure that the local plan review includes substantial climate requirements</p> <p>(3b) Develop a new Design Code to be implemented in summer 2025 as a mandatory and enforceable part of local plan, including climate change related activity and requirements for development.</p>	
	<p>(4) Chesterfield Town Centre Masterplan review:</p> <p>Maximise opportunities for carbon reduction and climate adaptation in the Chesterfield Town Centre Masterplan review</p>	
	<p>(5) Staveley Town Centre Masterplan review:</p> <p>Maximise opportunities for carbon reduction and climate adaptation in the Staveley town centre masterplan review</p>	
	<p>(6) Southern Gateway options review:</p> <p>Maximise opportunities for carbon reduction and climate adaptation in the Southern Gateway options review</p>	

Priority 11 – Horizon scanning for new methods to address climate change and how they apply to CBC		
Aspirations and commitments for 2024/25	Undertake horizon scanning to identify decarbonisation solutions, activities, and funding opportunities which support the Council and wider Borough to meet its 2030 and 2050 targets.	 Carbon Savings: CBC– Low
Key activities for 2024/25	<p>(1) Research and development (climate change team) Exploring / commissioning feasibility to support council reaching its targets in 24/25 and working with service areas to develop plans to implement feasibility work done in 23/24.</p> <p>(2) Horizon scanning for Borough-wide decarbonisation opportunities (eg. HEAT hub)</p>	
Additional data we will be using to inform decision making and priorities	<ul style="list-style-type: none"> • Best practice examples via sector support organisations including LGA, EMC and ASPE • Derby and Derbyshire Strategic Partnership Climate Change group activity 	

Priority 12 – Report on our climate change activity and progress towards strategy delivery.		
Aspirations and commitments for 2024/25	Report on progress towards completing the Delivery Plan and Climate Change Strategy/ 2030 and 2050 decarbonisation targets.	 Carbon Savings: CBC – Low
Key activities for 2024/25	(1) Report usage Report use of Electricity, Gas, Water, and Road fuels. Report wastewater generated	
	(2) Report waste Report Borough-wide recycling rates and waste volume values to gauge the success of activities promoting waste reduction, recycling and reuse.	
	(3) Annual Report Publish an annual report to monitor progress against the Delivery Plan and Climate Change Strategy	
	(4) Monitoring reports Produce regular update reports on progress to Cabinet, Scrutiny, Cabinet Member (and shadow portfolio holder), members bulletin, Climate Change Forum.	
Key measures for 2024/25	<ul style="list-style-type: none"> • Monitor gas, electricity, water, wastewater, and road fuels quarterly • Waste volume / mass, and recycling % quarterly 	
Additional data we will be using to inform decision making and priorities	<ul style="list-style-type: none"> • Tracking the carbon reduction from implementation of the Council’s budget strategy. 	

For publication

Markets Fees and Charges 2024-25

Meeting:	Cabinet
Date:	19 March 2024
Cabinet portfolio:	Town Centre and Visitor Economy
Directorate:	Leisure, Culture and Community Wellbeing
For publication	

1.0 Purpose of the report

- 1.1 To set the fees and charges for the Chesterfield Open Markets for 2024-25.

2.0 Recommendations

- 2.1 That the fees and charges for the Chesterfield Open Markets for 2024-25 be as detailed in Appendix 1.
- 2.2 That the agreed 2024-25 rates of Fees and Charges be put in place from Monday 1 April 2024.
- 2.3 That as part of the market reconfiguration (part of Revitalising the Heart of Chesterfield) a review of the pricing structure be undertaken, following best practice adopted nationally and ensuring a value for money approach is taken to realise the full income potential of the market, the results of which will inform the pricing structure for the new market configuration.
- 2.4 That the Service Director for Leisure, Culture and Community Wellbeing, through delegated authority with the Cabinet Member for Town Centre and Visitor Economy, apply appropriate negotiated fees for new activities and opportunities that are introduced during the period covered by this report.

3.0 Reason for recommendations

- 3.1 Supporting the town centre economy is at the heart of our approach and continues to be a key priority for the Council. It is necessary to sensitively increase stall fees to ensure the cost-effectiveness of the Markets operation in relation to increases being seen in

maintenance costs, energy costs and staffing costs. Prior to the increase in April 2023 there had been no increase in Fees since 2016

- 3.2 As part of the Revitalising the Heart of Chesterfield project, the open market is set to benefit from a £1.5 million intervention alongside a wider Northern Gateway and public realm scheme. It is anticipated that this will help support, strengthen and re-invigorate the market area ensuring it is ready to meet the future demands of the town centre.

4.0 Report details

Approach to setting fees and charges

- 4.1 In accordance with the Medium-Term Financial Strategy, fees and charges are required to be reviewed on an annual basis to ensure that the cost of providing the service is recovered.
- 4.2 The Medium-Term Financial Plan is constructed on the basis that additional income will be generated from fees and charges, the process being followed for the review of income to be realised includes an assessment of each fee to identify how it meets the Council's strategic purposes and the level of increase that is proposed as well as taking into account of present economic conditions. The fees have been based on a robust estimate of the impact of cost increases and demand within the services and the Council's overall financial position. This includes assessing the affordability of any of these increases to our residents and customers. Cost pressures and changes in demand include:
- Increase in energy costs.
 - Inflationary increases resulting in increases in supply costs and materials.
 - NJC Pay Claim for 2023-24 which has resulted in a higher than budgeted for pay increase for staff.
 - Any specific service issues around cost increases or service usage.

Service specific context

- 4.3 Any review of fees and charges needs to be sensitive to any impact it may have on the current trader base, which is fragile and is in decline. The impact of the cost of living, the economic downturn and Trader's retiring are all key factors in this downturn in Trader numbers. Any increase that is viewed as un-realistic or un-sustainable regarding the current trading patterns could have a negative effect on trader numbers and result in further losses. The proposed increase can be seen at Appendix 1 and is viewed as sensitive enough to not impact on current occupancy.
- 4.4 A review of other fees and charges in towns similar in size to Chesterfield would indicate that the proposed fees remain realistic and comparable. A benchmarking exercise is detailed at Appendix 2.

- 4.5 The National Association of British Market Authorities (NABMA) released the 2022 National Market Survey in December 2022. The headlines nationally were that:
- Nationally occupancy levels (outside London) were continuing to decline annually from 2017.
 - There was a significant reduction in stalls available which further masked the occupancy decline, noted as thousands.
 - The national average stall price was £22.97.
 - Trader numbers had reduced from 46,000 in 2021 to 32,000 in 2022.
 - Less traders were working on traditional markets, switching to part-time market working and focussing on speciality event markets.
 - Only 40% of the 241 markets surveyed were delivering a surplus, 27% were in deficit and 23% were at break-even.
 - The full report can be seen at Appendix 3.
- 4.6 At the Markets Consultative Committee held on 27 February 2024, the Trader representatives were informed that the Council were looking to introduce a sensitive rise of Market Fees & Charges, they were informed the average rise would be between £1.10 and £3.10 per stall depending on size, location and trading day. A Trader made the comment that Chesterfield offered the “best and most flexible” trading options on Markets locally and that stall rents were “not a barrier” to standing on Chesterfield Market. There was general acceptance from the committee of the intention to raise fees from 1 April 2024.
- 4.7 The council is committed to providing a good quality, well maintained, safe and vibrant market. The sensitive increase being suggested for 2024-25 helps ensure these standards are maintained and further future investment in our Market through the Revitalising the Heart of Chesterfield project is evidence of the commitment.

5.0 Alternative options

- 5.1 A larger increase than proposed could be applied to the current fees and charges. It is felt that the proposed fees which are being proposed are sensitive and sustainable. Any increase above this is viewed as potentially having a detrimental impact on Trader occupancy.
- 5.2 To not raise stall fees, however this is not viewed as realistic due to the Council’s current financial circumstances.

6.0 Implications for consideration – Financial and value for money

- 6.1 Current occupancy levels continue to fall. Monday – 22 traders occupying 45 stalls, Thursday 109 traders occupying 120 stalls, Friday 27 traders occupying 55 stalls and Saturday 45 traders occupying 80 stalls. As such around 300 stalls let each week.

- 6.2 The budgeted income for 2023-24 is £218,000, and it is currently forecast that income achieved for the year will be circa £210,000. The proposed fees and charges as outlined in Appendix 1 are anticipated to realise income growth for 2024/25 of £18,000. This includes a further occupancy and attrition decline of around 10% in total.
- 6.3 The proposed 20p increase in electricity recharged for stall lighting is anticipated to cover the uplift in energy costs of around a 10% increase.
- 6.4 These raises combined would see stall price increases of between £1.10 and £3.10 per stall. This makes an average stall price on Monday and Friday £19.70, Thursday £29.00 and Saturday £29.40.

7.0 Implications for consideration – Legal

7.1 The recommendations have no negative Legal implications.

8.0 Implications for consideration – Human resources

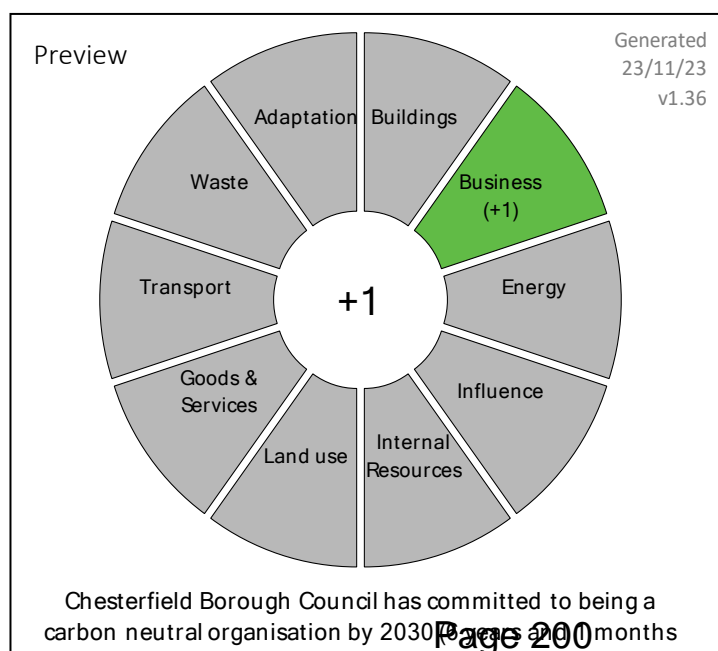
8.1 The recommendations have no negative Human Resources implications.

9.0 Implications for consideration – Council plan

9.1 A sensitive increase in fees continues to support the Council Plan by assisting in the three key objectives, making Chesterfield a thriving Borough, Improving the quality of life for local people and providing value for money services.

10.0 Implications for consideration – Climate change

10.1 It is viewed that the proposed fees and charges increase have no material change from a climate perspective on the market’s operation. The Climate Change Impact Assessment can be seen at Appendix 4.



11.0 Implications for consideration – Equality and diversity

11.1 A Preliminary Equalities Impact Assessment has been undertaken and as a result of this it has been identified that there is no disproportionate impact for protected groups. The completed equality impact assessment can be found at Appendix 5.

12.0 Implications for consideration – Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Increase in charges may result in trader losses and a reduction in income	M	M	Sensitive assessment to ensure minimum financial impact on existing Trader base. Communications plan to all users outlining the Council's need to increase fees sensitively	L	L
Damage to Council's reputation	H	M	Sensitive assessment to ensure minimum financial impact on existing Trader base. Communications plan to all users outlining the Council's need to increase fees sensitively	L	L

Decision information

Key decision number	<i>All key decisions must be in the Forward Plan at least 28 days in advance. There are constitutional consequences if an item is not in the Forward Plan when it should have been. Contact Democratic Services if in doubt.</i>
Wards affected	All

Document information

Report author	
Andy Bond, Town Centre Operations Manager, Leisure, Culture and Community Wellbeing.	
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 1	Open Market Fees and Charges 2024-25
Appendix 2	Benchmarking Exercise.
Appendix 3	NABMA National Market Survey 2022
Appendix 4	Climate Change Impact Assessment
Appendix 5	Equality Impact Assessment

Service and Charge	Detail	Current charge 2023/24				Proposed charge 2024/25				Overall Increase	
		£	£	£	£	£	£	£	£		
Markets Fees & Charges		Rent	Light	Pub	Total	Rent	Light	Pub	Total	£	%
MONDAY & FRIDAY	12' (3.65m) Top & Bottom Row	£ 20.20	£ 2.00	£ 0.20	£ 22.40	£ 22.20	£ 2.20	£ 0.20	£ 24.60	£ 2.20	9.82%
	10' (3.04m) Top & Bottom Row	£ 19.00	£ 2.00	£ 0.20	£ 21.20	£ 21.00	£ 2.20	£ 0.20	£ 23.40	£ 2.20	10.38%
	8' (2.43m) Top & Bottom Row	£ 17.80	£ 2.00	£ 0.20	£ 20.00	£ 19.60	£ 2.20	£ 0.20	£ 22.00	£ 2.00	10.00%
	12' (3.65m) End Row & Centre Aisle	£ 17.80	£ 2.00	£ 0.20	£ 20.00	£ 19.60	£ 2.20	£ 0.20	£ 22.00	£ 2.00	10.00%
	8' (2.43m) End Row & Centre Aisle	£ 14.00	£ 2.00	£ 0.20	£ 16.20	£ 15.40	£ 2.20	£ 0.20	£ 17.80	£ 1.60	9.88%
	12' (3.65m) Inside	£ 12.60	£ 2.00	£ 0.20	£ 14.80	£ 13.90	£ 2.20	£ 0.20	£ 16.30	£ 1.50	10.14%
	8' (2.43m) Inside	£ 8.80	£ 2.00	£ 0.20	£ 11.00	£ 9.70	£ 2.20	£ 0.20	£ 12.10	£ 1.10	10.00%
THURSDAY	12' (3.65m) Top & Bottom Row	£ 29.10	£ 2.00	£ 0.20	£ 31.30	£ 32.00	£ 2.20	£ 0.20	£ 34.40	£ 3.10	9.90%
	10' (3.04m) Top & Bottom Row	£ 26.40	£ 2.00	£ 0.20	£ 28.60	£ 29.00	£ 2.20	£ 0.20	£ 31.40	£ 2.80	9.79%
	8' (2.43m) Top & Bottom Row	£ 23.10	£ 2.00	£ 0.20	£ 25.30	£ 25.40	£ 2.20	£ 0.20	£ 27.80	£ 2.50	9.88%
	12' (3.65m) End Row	£ 28.90	£ 2.00	£ 0.20	£ 31.10	£ 31.80	£ 2.20	£ 0.20	£ 34.20	£ 3.10	9.97%
	8' (2.43m) End Row	£ 23.00	£ 2.00	£ 0.20	£ 25.20	£ 25.30	£ 2.20	£ 0.20	£ 27.70	£ 2.50	9.92%
	12' (3.65m) Centre Aisle (Main Sq)	£ 26.40	£ 2.00	£ 0.20	£ 28.60	£ 29.00	£ 2.20	£ 0.20	£ 31.40	£ 2.80	9.79%
	8' (2.43m) Centre Aisle (Main Sq)	£ 21.60	£ 2.00	£ 0.20	£ 24.80	£ 23.80	£ 2.20	£ 0.20	£ 26.20	£ 1.40	5.65%
	12' (3.65m) Inside	£ 22.40	£ 2.00	£ 0.20	£ 24.60	£ 24.60	£ 2.20	£ 0.20	£ 27.00	£ 2.40	9.76%
8' (2.43m) Inside	£ 16.80	£ 2.00	£ 0.20	£ 19.00	£ 18.50	£ 2.20	£ 0.20	£ 20.90	£ 1.90	10.00%	
SATURDAY	12' (3.65m) Top & Bottom Row	£ 32.40	£ 2.00	£ 0.20	£ 34.60	£ 35.60	£ 2.20	£ 0.20	£ 38.00	£ 3.40	9.83%
	10' (3.04m) Top & Bottom Row	£ 27.80	£ 2.00	£ 0.20	£ 30.00	£ 30.60	£ 2.20	£ 0.20	£ 33.00	£ 3.00	10.00%
	8' (2.43m) Top & Bottom Row	£ 23.00	£ 2.00	£ 0.20	£ 25.20	£ 25.30	£ 2.20	£ 0.20	£ 27.70	£ 2.50	9.92%
	12' (3.65m) End Row	£ 32.30	£ 2.00	£ 0.20	£ 34.50	£ 35.50	£ 2.20	£ 0.20	£ 37.90	£ 3.40	9.86%
	8' (2.43m) End Row	£ 22.60	£ 2.00	£ 0.20	£ 24.80	£ 24.90	£ 2.20	£ 0.20	£ 27.30	£ 2.50	10.08%
	12' (3.65m) Centre Aisle (Main Sq)	£ 26.70	£ 2.00	£ 0.20	£ 28.90	£ 29.40	£ 2.20	£ 0.20	£ 31.80	£ 2.90	10.03%
	8' (2.43m) Centre Aisle (Main Sq)	£ 19.60	£ 2.00	£ 0.20	£ 21.80	£ 21.60	£ 2.20	£ 0.20	£ 24.00	£ 2.20	10.09%
	12' (3.65m) Inside	£ 21.60	£ 2.00	£ 0.20	£ 23.80	£ 23.80	£ 2.20	£ 0.20	£ 26.20	£ 2.40	10.08%
8' (2.43m) Inside	£ 15.30	£ 2.00	£ 0.20	£ 17.50	£ 16.80	£ 2.20	£ 0.20	£ 19.20	£ 1.70	9.71%	
Other Pitches (+ 20p Publicity Fee)		Current charge 2023/24		Plus Electricity or Metered	Total	Proposed charge 2024/25		Plus Electricity or Metered	Total proposed charge	Overall Increase	
MONDAY/FRIDAY	Burlington Street	£ 23.70	£ 2.00	£ 25.70	£ 26.00	£ 2.20	£ 28.20	£ 2.50	9.7%		
	Fairground Ride	£ 31.80	£ -	£ 31.80	£ 35.00	£ -	£ 35.00	£ 3.20	10.1%		
	Ice Cream	£ 24.10	£ -	£ 24.10	£ 26.50	£ -	£ 26.50	£ 2.40	10.0%		
	Catering Unit Main Sq	£ 39.60	£ 2.00	£ 41.60	£ 43.60	£ 2.20	£ 45.80	£ 4.20	10.1%		
	Storage per Week	£ 12.30	£ -	£ 12.30	£ 13.50	£ -	£ 13.50	£ 1.20	9.8%		
THURSDAY	Burlington Street	£ 23.70	£ 2.00	£ 25.70	£ 26.00	£ 2.20	£ 28.20	£ 2.50	9.7%		
	Fairground Ride	£ 31.80	£ -	£ 31.80	£ 35.00	£ -	£ 35.00	£ 3.20	10.1%		
	Ice Cream	£ 24.10	£ -	£ 24.10	£ 26.50	£ -	£ 26.50	£ 2.40	10.0%		
	Catering Unit Main Sq	£ 39.60	£ 2.00	£ 41.60	£ 43.60	£ 2.20	£ 45.80	£ 4.20	10.1%		
	Storage per Week	£ 12.30	£ -	£ 12.30	£ 13.50	£ -	£ 13.50	£ 1.20	9.8%		
SATURDAY	Burlington Street	£ 23.70	£ 2.00	£ 25.70	£ 32.90	£ 2.20	£ 35.10	£ 9.40	36.6%		
	Fairground Ride	£ 31.80	£ -	£ 31.80	£ 35.00	£ -	£ 35.00	£ 3.20	10.1%		
	Ice Cream	£ 24.10	£ -	£ 24.10	£ 26.50	£ -	£ 26.50	£ 2.40	10.0%		
	Catering Unit Main Sq	£ 39.60	£ 2.00	£ 41.60	£ 43.60	£ 2.20	£ 45.80	£ 4.20	10.1%		
	Storage per Week	£ 12.30	£ -	£ 12.30	£ 13.50	£ -	£ 13.50	£ 1.20	9.8%		

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Appendix 2

Markets Benchmarking 2024-25

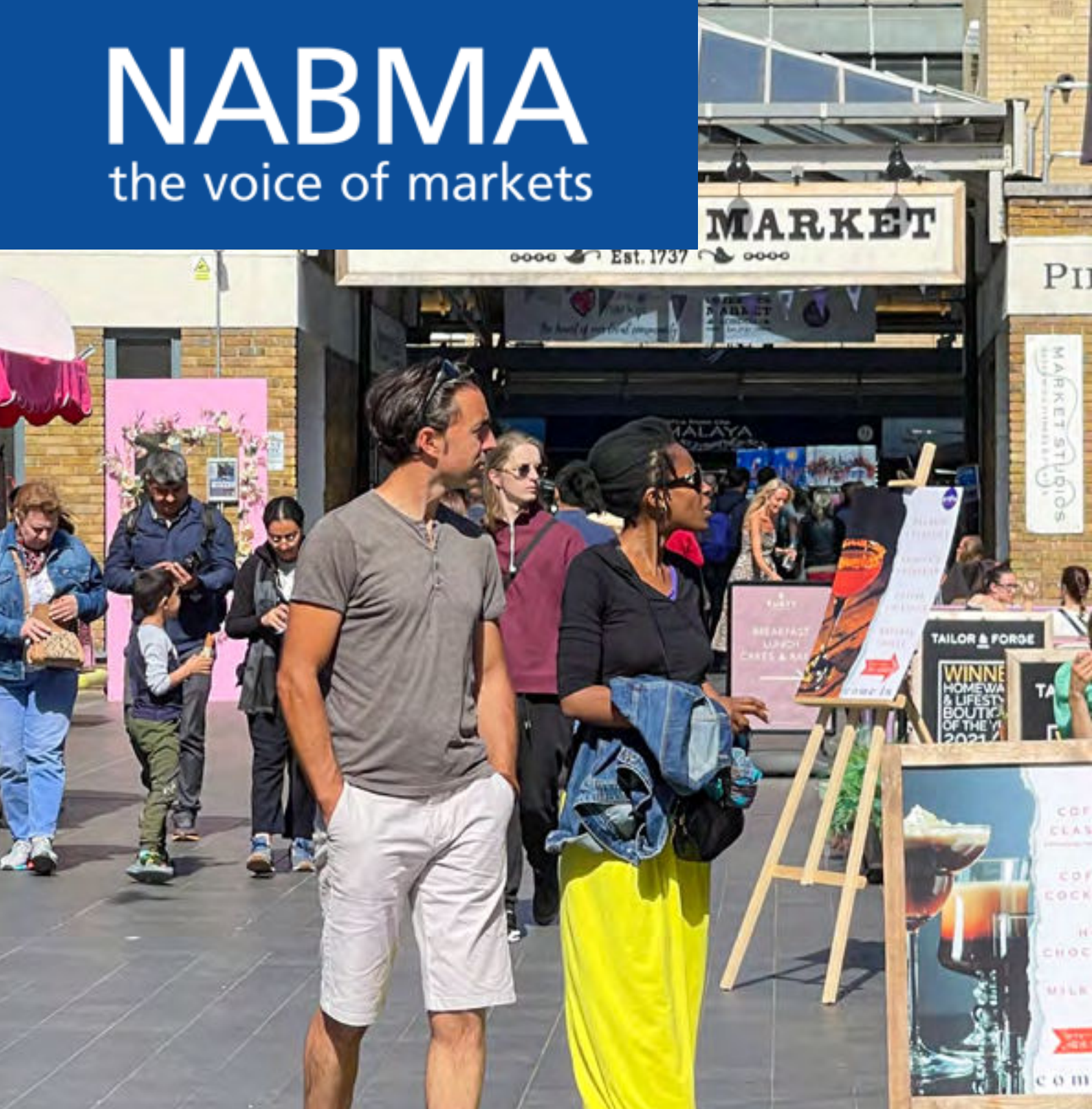
Town	Lowest Price	Average Price
Chesterfield	£12.10	£26.00
Mansfield	£7.00	£22.00
Newark	£14.80	£21.00
Worksop	£14.50	£15.00
Barnsley	£15.00	£21.00
Loughborough	£28.00	£28.00
Leeds (market barrow)	£25.00	£25.00
Doncaster	Negotiable on application	

All prices taken from the operator's on-line website pages, Nov '23

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NABMA

the voice of markets



NATIONAL MARKETS SURVEY 2022

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INTRODUCTION

Over the last seventeen years NABMA has produced several Surveys on the state of the Retail Markets Industry. The latest 2021/22 Survey is particularly important because it is the first meaningful Survey that has been conducted following the devastating impact of the Covid 19 pandemic. NABMA is particularly grateful to Colin Wolstenholme of Bradford Council who has been responsible for the collection of data used in the Survey and the translation of the data into a range of conclusions.

There is much to be learnt from the 2021/22 Survey and issues raised that the markets industry needs to address going forward. While, for example, there is evidence of substantial future investment in new and redeveloped Market buildings there are concerns, in particular, about trader numbers and financial viability for many Markets.

NABMA's first serious attempt to assess the state of the Markets in the UK was undertaken in 2005 with the commissioning of "The Rhodes Report" which made a significant contribution to the work of the House of Commons Communities and Local Government Committee looking at "Market Failure? Can the traditional Market Survive?" Nick Rhodes, at the time with Leicester City Council, was responsible for producing this important Survey.

Subsequently the first comprehensive Survey of Retail Markets was commissioned in 2009 by NABMA on behalf of the Retail Markets Alliance. It was undertaken by the late Krys Zasada who, at the time, was NABMA's Policy and Development Officer. Markets 21 was described as "A landmark Report providing a snapshot of the Markets Industry". Interestingly Markets 21 was produced in the aftermath of another crisis but this time financial not health. In the years following Markets 21 there have been further Surveys produced by NABMA. Between 2011 and 2014 annual Retail Market Surveys were produced. In 2014/15, 2015/16 and 2017/18 the Surveys were

produced by NABMA in partnership with NMTF as part of the 'Mission for Markets' campaign. Mission for Markets was a joint campaign run by NABMA and the NMTF.

In 2015/16 it was decided to move to a bi-annual basis. A further Survey was planned for 2019/20 but sadly had to be deferred because of the Covid-19 pandemic. This makes to 2021/22 Survey the first for four years.

This publication highlights some of the headline issues arising from the 2021/22 Survey and giving these issues further focus by comparing some of the headlines from the earlier Surveys. You can access all the results from the 2021/22 Survey by visiting the [NABMA website](#).

241 Markets contributed to the production of the 2021/22 Survey. They are made up of the following:

- 114 Outdoor Markets**
- 63 Indoor Markets**
- 35 Street Markets**
- 12 Outdoor Covered Markets**
- 9 Other Types of Markets**

(Combination of Indoor/Outdoor Markets, Covered Markets with shops/fixed lockups and Markets Incorporating Shop Units)

- 8 Specialist Markets**

You will find a list of key findings at the end of this publication.

David Preston (BA Hons)
NABMA Chief Executive

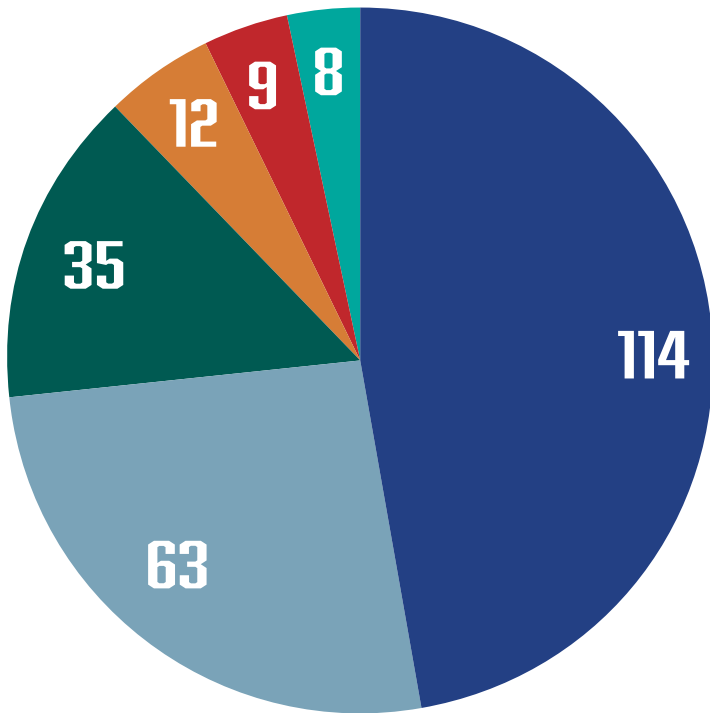








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241 MARKETS IN TOTAL



-  SPECIALIST MARKETS
-  OTHER TYPES OF MARKETS
-  OUTDOOR COVERED MARKETS
-  STREET MARKETS
-  INDOOR MARKETS
-  OUTDOOR MARKETS



NUMBER OF RETAIL MARKETS

The Rhodes Report in 2005 suggested that over 1150 Retail Markets operate in the UK.

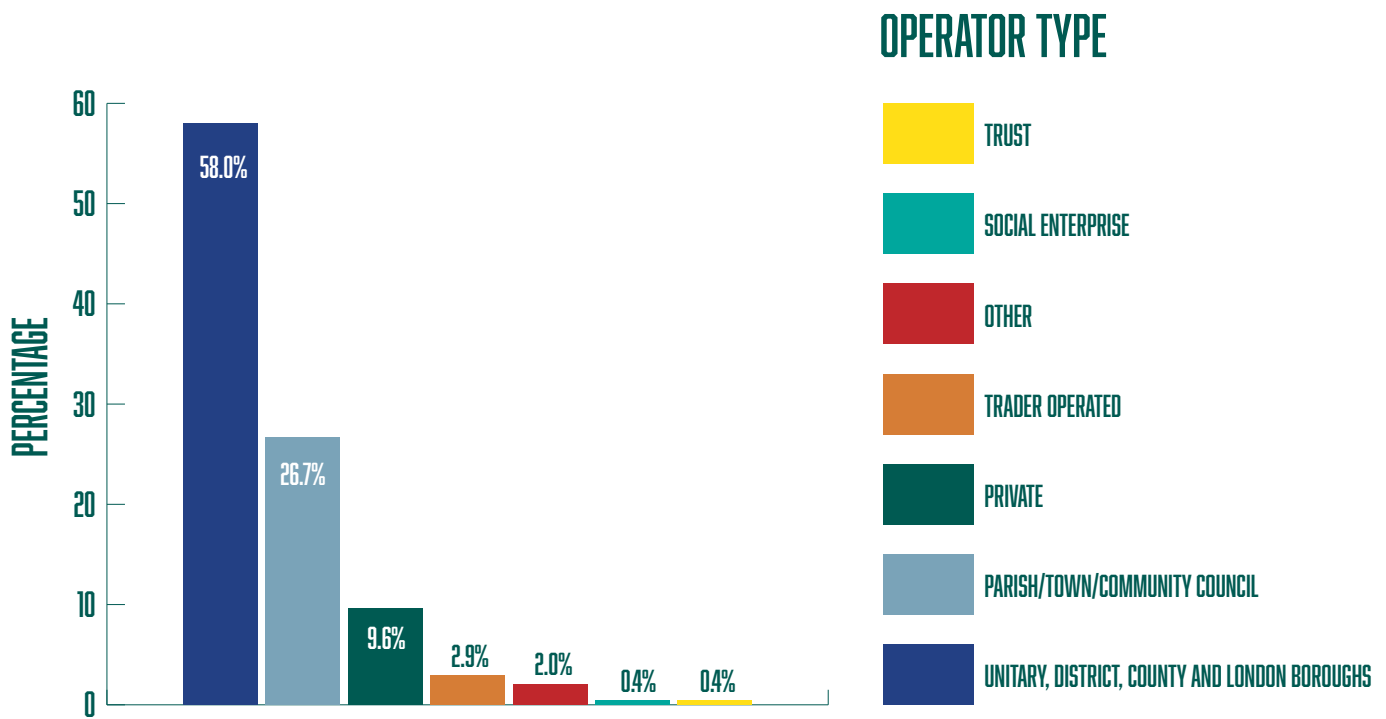
Markets 21 reported in 2009 that there were 1124 traditional Retail Markets in the UK.

This number seems to have changed little in the last thirteen years.

The 2017/18 Survey reported that the figure had slightly increased to 1173.

The only other authoritative source of information on the number of Retail Markets, around the same time, is probably to be found in “Understanding London’s Markets”. Published by the Mayor of London in 2017, it states that “There are currently around 280 Retail Markets in London a rise from 163 mapped in 2010”.

The large increase in London has certainly not been matched anywhere else in the country, but the increase recorded has compensated for the loss of Markets in other parts of the country and kept the overall figure at approximately the same level.



MARKET OPERATOR ARRANGEMENTS

The 241 Markets included in the 2021/2022 Survey are managed as follows:

58%	Unitary, District, County and London Boroughs
26.7%	Parish/Town/Community Council
9.6%	Private
2.9%	Trader Operated
2%	Other
0.4%	Social Enterprise
0.4%	Trust

The Survey reveals that currently 84.7% of the 241 Markets are managed by local authorities. This means that Markets are managed directly by local authorities and under the auspices of their management arrangements. This is the highest

percentage local authority control in the last thirteen years. Markets 21 suggested the figure was approximately 60%. With the three Surveys undertaken by NABMA and NMTF averaging the local authority management figures at around 75%. Markets 21 recorded that around 29% were managed by the private sector.

It appears the gain in local authority management over the last thirteen years has come primarily at the expense of the private sector. Is this as a result of the lack of engagement from the private sector or Councils taking them back into their control?

NABMA's view is that outside of London the number of private operators has not increased.

TRADER NUMBERS

The Rhodes Survey and Markets 21 both suggested trader numbers of around 45/46000 with an estimated 95,000 people working in Retail Markets in 2009.

By the time the three NABMA/NMTF Surveys were carried out (2014/2018) trader numbers had dropped to around 32,000 with people employed in the industry down to 57,000.

The latest of the three NABMA/NMTF Surveys highlighted an increasing number of traders going to Market Events rather than standing at traditional Markets and traders working only on a part time basis.

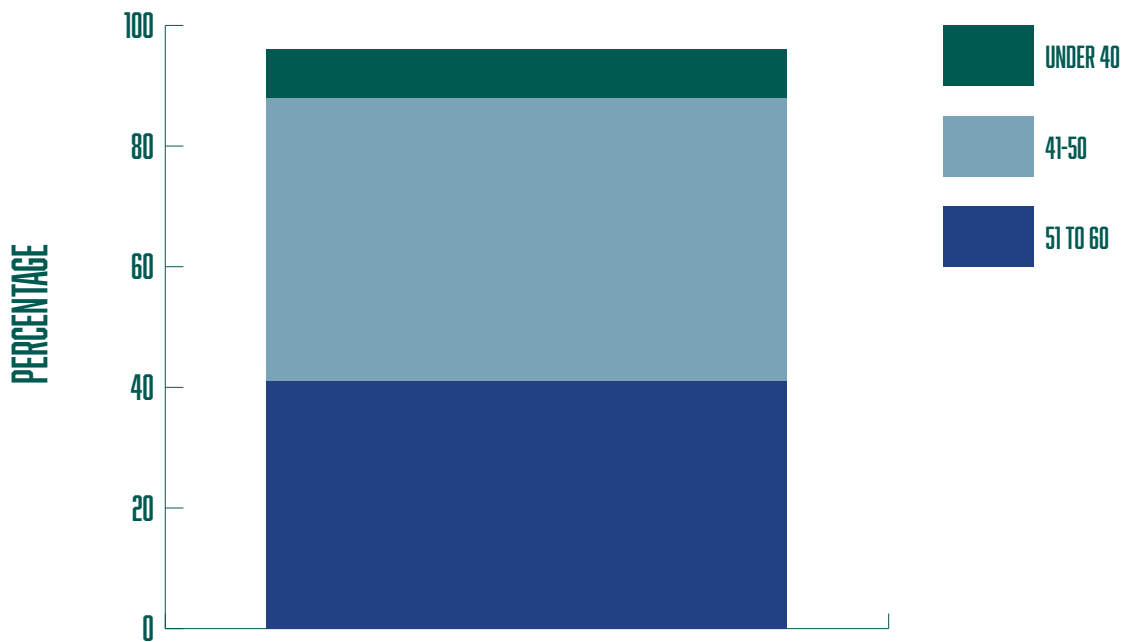
This latest Survey has not sought to identify the number of traders still operating on traditional Markets but it is safe to suggest that the number has declined further from the 32000.



TRADER AGE PROFILE

The age profile of traders remains high. The Survey revealed that currently 47% of traders are in the 41-50 category and 41% of traders are in 51-60 category. Only 8% of traders are under 40. At the time of the last Survey in 2017/18 70% of traders were aged 50 or over. The results from our latest Survey suggest the situation has shown little change.

TYPICAL TRADER AGE PROFILE



STALL OCCUPANCY LEVELS

Occupancy levels are down overall. The figure in 2017/18 was 77% and it is now down to an average of 72% as shown in the table below:

78% Indoor Markets

71% Outdoor Markets

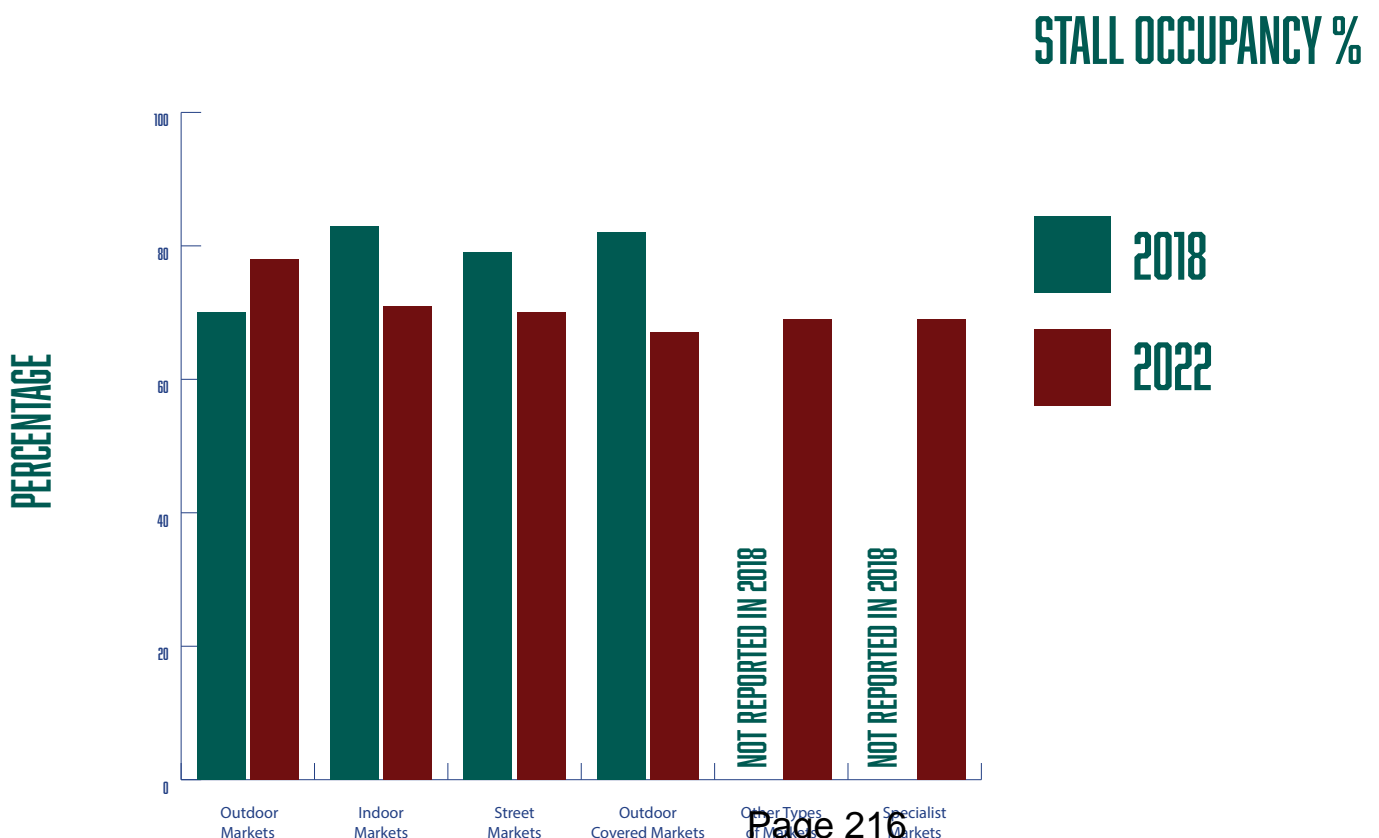
70% Street Markets

67% Outdoor Covered Markets

69% Other

69% Specialist

The figure of 72%, however, must be viewed with caution as in recent years many Markets have been reducing the number of stalls. This has been done in a variety of ways but what is clear is that since the last Survey was undertaken in 2017/18 several thousand stalls have been removed and therefore while the occupancy figure of 72% is an accurate reflection of current occupancy levels it is assessed against a substantially lower number of stalls. This is another reflection of the reducing number of market traders.



MARKET CHARGES

The current typical single stall charge is as follows:

Outdoor Markets - National Daily Average £22.97 (£9-£74) (Average of £19.36 in 2017/18)

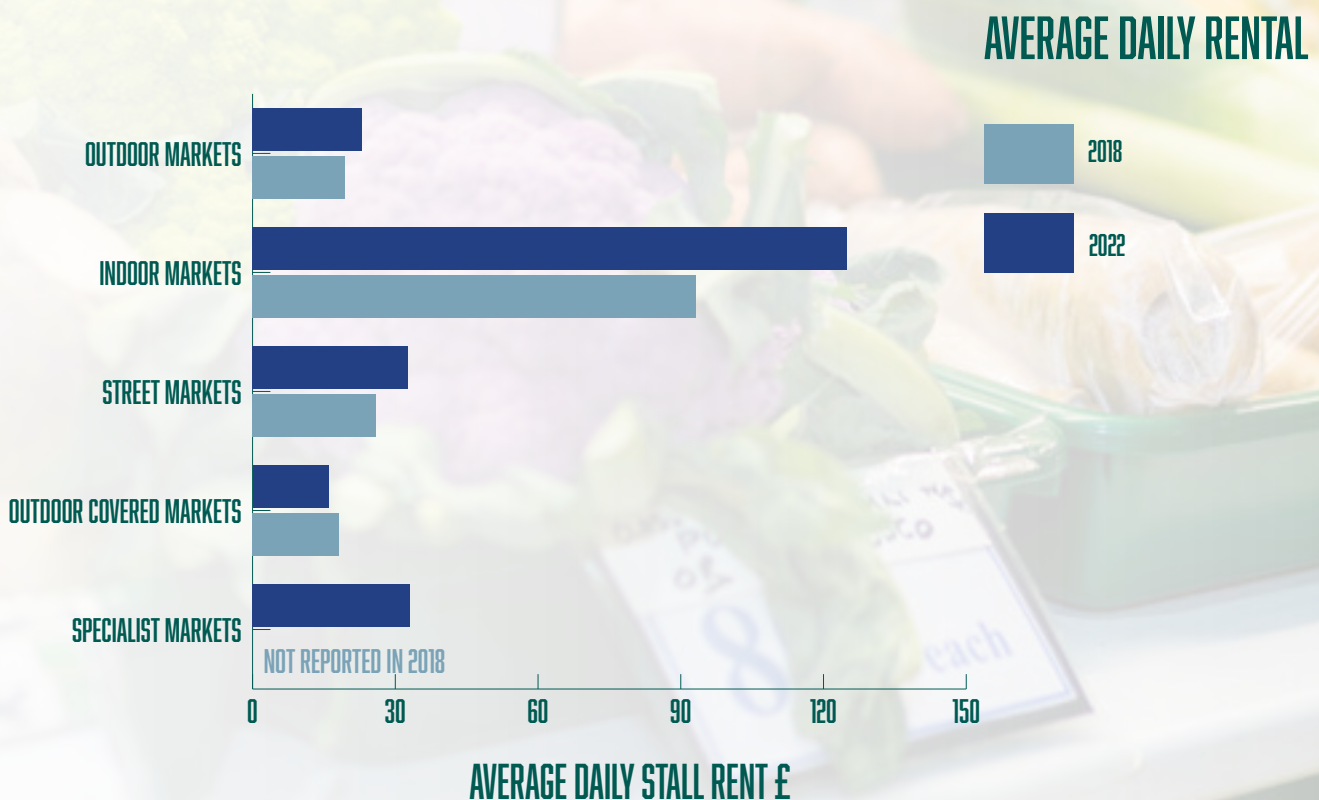
Street Markets - National Daily Average £32.62 (£9-£70) (Average of £26.00 in 2017/18)

Outdoor Covered Markets-National Daily Average £15.95 (£10-£28) (Average of £18.17 in 2017/18)

Specialist Markets- National Daily Average £33.60 (£23-£50) (Did not appear in 2017/18)

Indoor Markets -National Daily Average £125.00 (£65-£330 per week) (Average 93.14 in 2017/18)

The research identified many different ways of assessing charges meaning that comparison was very difficult.



FINANCIAL PERFORMANCE OF MARKETS

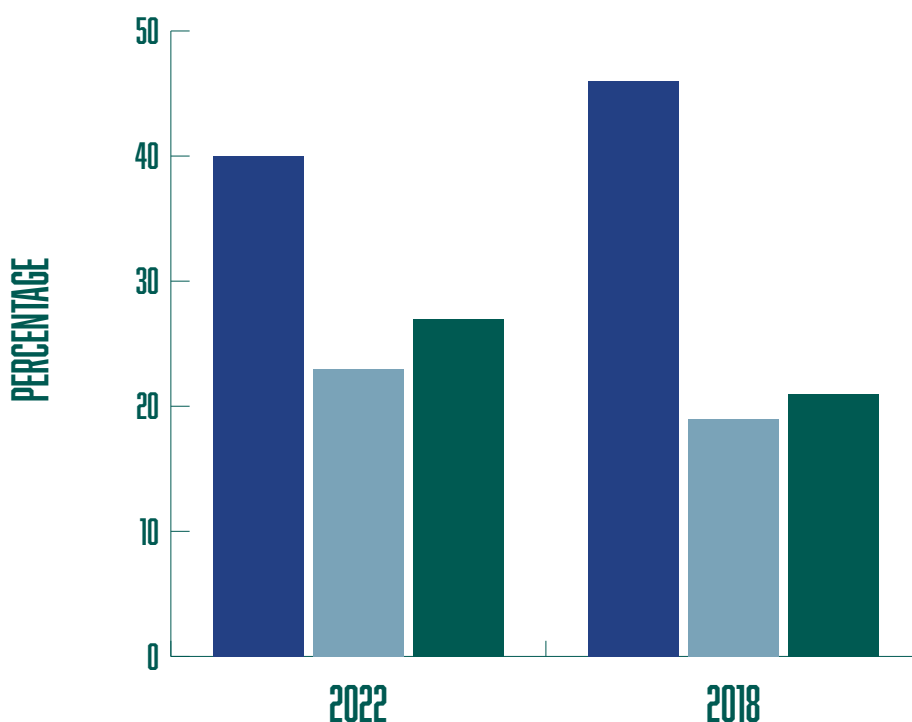
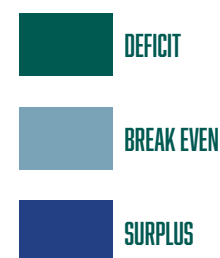
This is one of the most important areas of our Survey and yet 10% of those who provided information on their Market(s) do not know how the Market(s) is/are performing financially. Of the remaining 90% less than half are running at a surplus:

Surplus 40% (95 Markets) (46% in 2017/18)
 Deficit 27% (64 Markets) (21% in 2017/18)
 Break Even 23% (57 Markets) (19% in 2017/18)

While it is disappointing to record 10% of those returning the Survey in 2021/22 could not give an indication of the financial performance of their Market(s) this is a better result than 2017/18 when 14% indicated they did not have this information. The number of Markets recording a surplus has fallen by 6% while Markets in deficit has risen by 6%.



FINANCIAL PERFORMANCE %
 BY NUMBER OF MARKETS



MARKET FOOTFALL

Only 32 or 13% of the Markets who took part in the Survey record footfall. Only 22 or 35% of Indoor Markets have automatic footfall counters or cameras. 96% of Outdoor Markets do not record footfall. The 32 Markets that record footfall provide a combined total of 88.4 million annual visits.

The figures reported in 2021/22 are worse than 2017/18 when 25% of Markets indicated they had footfall counting measures. The situation on Outdoor Markets is almost exactly replicated in both Surveys with 93% of Outdoor Markets reporting they did not gather footfall information in 2017/18 against 96% in 2021/22. Indoor Markets responding to the 2017/18 Survey suggested that 51% had footfall counting measures. This represents a significant difference between the two Surveys but even at 51% Markets the markets industry is well behind Shopping Malls where there is a 90% plus coverage for footfall counting.

Technology through the introduction of footfall counting cameras now provides further opportunities for outdoor markets to record their footfall more easily.



MARKET OPERATIONS

Only 66 Markets (27%) that took part in the 2021/22 Survey reported they have a Trader Association. Almost half meet on a quarterly basis with their Trader Association. 175 Markets (73%) do not have a Trader Association.

The 2021/22 Survey also looked at trader payment methods:

Cash payments are accepted by 44% of Markets

Debit card payments are accepted by 69% of Markets

Direct Debit payments are accepted by 75% of Indoor Markets

Cash collection from stalls is no longer undertaken by around 50% of all Markets

There is an average promotional spend across Markets of £16841 but only 33% of market operators employ a dedicated Marketing and Promotional Officer or use an external agency. 91% of Market operators use social media.

MARKETS AND VAT

The Survey results provide significant differences between Outdoor and Indoor Markets:

Outdoor Markets – 114 Markets with 104 charging no VAT and 9 charging VAT (1 no indication)

Indoor Markets – 63 Markets with 34 charging VAT and 27 not charging VAT (2 no indication)

Street Markets - 35 Markets with only one charging VAT (1 no indication)

Outdoor Covered – 12 Markets with 4 charging VAT and 7 not charging VAT (1 no indication)

Specialist – 7 Markets with 1 charging VAT and 6 not charging

Other – 9 Markets with 4 charging VAT and 5 not charging VAT.

MANAGEMENT ARRANGEMENTS

The Survey reveals that 198 Markets (82%) are content to continue with current management arrangements. The main reasons for doing this are:

Market Successful (44%)

The operator wishes to remain in control (24%)

No political or management support (23%)

The figures in 2017/18 are very similar with around 183 (78%) indicating that they wanted to maintain existing management arrangements.

Currently 43 Markets (18%) are indicating a desire to consider an alternative management model. The main reasons for this:

Improve trading/performance – 47%

Lack of staffing resources – 20%

Budget cuts – 14%

Market operating at a loss - 7%



MARKET INVESTMENT

51 Markets invested a total of £10.6 million in 2020/21 in redevelopment works

44 Markets expect to carry out major development works over the next couple of years.

25 Markets have received £127 million from Government:

£42 million from Future High Street Fund

£26 million from Levelling Up Fund

£54 million from Towns Fund

£5 million Welsh Government Fund

SURVEY FINDINGS

Stall Occupancy

National average of 77% reported in 2017/18 and fallen to 72%. Street Markets and outdoor covered markets have seen the greatest decline. However, the figures are masked due to some markets reducing the number of stalls through rationalisation. How can we reverse the decline?

Market Charges

A kaleidoscope of different charges making comparisons very difficult. This may be a factor in preventing some market reviewing their charges. Administrative to manage. Difficult for traders to understand or be able to compare rental costs as part of selecting which market to trade from. Requires a separate study!

Markets Finances

More markets are reporting they are operating at a loss - a 6% increase from 2017/18. Is this sustainable going forward and how can this be reversed?

Market Investment

Markets feature heavily as part of town/city centre remodelling following successful central government funding. How can the funding be used to deliver a successful market? What does a modern market look like and are there the skills and experience in the markets industry to successfully deliver these new markets?

Footfall

Only 13% of all market record footfall with 65% of indoor markets not knowing how many customers use their market. Why do operators not see the value in footfall counters? How can we improve take up and what are the barriers? Technology is making counting customers cheaper even in outdoor markets.

Traders Association

175 or 73% on markets do not formally consult with traders through an active trader association. Is this a good or bad thing? Why do traders or the market operators see no value in partnership working?

Trader Age Profile

How does the market industry attract younger traders? What are the barriers? Traditional family businesses are declining, especially those specialist businesses such as butchers, fishmongers and fruiterers.



NABMA

the voice of markets

OUR THANKS

NABMA wishes to place on record its sincere thanks to:

Colin Wolstenholme
Bradford Council

Graham Wilson OBE
NABMA Legal and Policy Advisor

Chris New
NABMA Member Services Consultant

Ian Holmes & Rob Wilkinson
Square Cactus

For all their work in compiling, analysing and presenting the Survey.

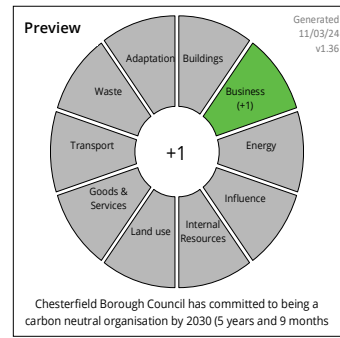
Also to all Market Managers who cooperated in providing information and the NABMA Team that helped in its collection.

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Climate Change Impact Assessment Tool (v1.36)

Developed by Chesterfield Borough Council 2021

Report Name	Markets Fees and Charges 2024-25
Report date	22/11/23
Report author	Andy Bond
Project Notes	To set the fees and charges for the Open Market- 2024-25
Export filename	Markets Fees and Charges 2024-25 CCIA 22.11.2023.png



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Category	Impact	Notes / justification for score / existing work (see guidance sheet or attached notes for more information)	Score (-5 to +5)
Buildings	Building construction		
Buildings	Building use		
Buildings	Green / blue infrastructure		
Buildings			
Business	Developing green businesses	Market Trading encourages shopping local	+1
Business	Marketable skills & training		
Business	Sustainability in business		
Business			
Energy	Local renewable generation capacity		
Energy	Reducing energy demand		
Energy	Switching away from fossil fuels		
Energy			
Influence	Communication & engagement		
Influence	Wider influence		
Influence	Working with communities		
Influence	Working with partners		
Influence			
Internal Resources	Material / infrastructure requirement		
Internal Resources	Staff time requirement		
Internal Resources	Staff travel requirement		
Internal Resources	External funding		
Internal Resources			
Land use	Carbon storage		
Land use	Improving biodiversity adaptation		
Land use	Natural flood management		
Land use			
Goods & Services	Food & Drink	Encourages local producers of food to sell locally	
Goods & Services	Products		
Goods & Services	Single-use plastic	Less single use plastics required in packaging	
Goods & Services	Services		
Goods & Services			
Transport	Decarbonising vehicles		
Transport	Improving infrastructure		
Transport	Supporting people to use active travel	Encouraging people to reduce their travel miles when shopping by shopping more local	
Transport			
Waste	End of life disposal / recycling		
Waste	Waste volume		
Waste			
Adaptation	Drought vulnerability		
Adaptation	Flooding vulnerability		
Adaptation	Heatwave vulnerability		
Adaptation			
Other	Other 1		
Other	Other 2		
Other	Other 3		
Other	Other 4		

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Chesterfield Borough Council Equality Impact Assessment - Full Assessment Form

<i>Title of the policy, project, service, function or strategy:</i>	Markets Fees and Charges 2024-25	
<i>Service Area:</i>	Leisure Culture and Community Wellbeing	
<i>Section:</i>	Town Centre Operations	
<i>Lead Officer:</i>	Andy Bond	
<i>Date of assessment:</i>	22/11/23	
<i>Is the policy, project, service, function or strategy:</i>		
<i>Existing</i>	<input checked="" type="checkbox"/>	
<i>Changed</i>	<input type="checkbox"/>	
<i>New / Proposed</i>	<input type="checkbox"/>	

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Section 1 – Clear aims and objectives

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

To agree the fees and charges applied to users of the service

2. Who is intended to benefit from the policy and how?

Visitors, businesses and Market Traders in the town centre, by setting fees that are sustainable and both encourage and support Market Traders to trade at Chesterfield, this helps to ensure the Market is well occupied, used and viable. Further supports the wider town centre offer as the Market drives visitor footfall for other retailers to benefit from. Supports the Council by ensuring a reasonable return on a valuable asset, which ultimately will assist in facilitating a balanced budget.

3. What outcomes do you want to achieve?

To ensure a fair and appropriate charging rate for services provided.

Section 2 – What is the impact?

4. Summary of anticipated impacts. *Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories eg. older people, younger people, people with hearing impairment etc.*

	Potentially positive impact	Potentially negative impact	No disproportionate impact
Age	<input type="checkbox"/>	<input type="checkbox"/>	✓
Disability and long term conditions	<input type="checkbox"/>	<input type="checkbox"/>	✓
Gender and gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	✓
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	✓
Pregnant women and people on parental leave	<input type="checkbox"/>	<input type="checkbox"/>	✓
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	✓
Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	✓
Religion and belief	<input type="checkbox"/>	<input type="checkbox"/>	✓

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Section 3 – Recommendations and monitoring

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.

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

Yes No

Please explain the reasons for this decision: nothing within this report adversely effects any protected characteristic groups or individuals

Section 6 – Knowledge management and publication

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

Reviewed by Head of Service/Service Manager	Name:	Andy Bond
	Date:	22/11/23.
Reviewed by Policy Service	Name:	
	Date:	
Final version of the EIA sent to Policy Service		
Decision information sent to Policy Service		