



Please ask for Frances Green
Direct Line: 01246 588669
Email democratic.services@chesterfield.gov.uk

The Chair and Members of Scrutiny
Select Committee – Economic
Growth and Communities

10 January 2024

Dear Councillor,

Please attend a meeting of the SCRUTINY SELECT COMMITTEE – ECONOMIC GROWTH AND COMMUNITIES to be held on THURSDAY, 18 JANUARY 2024 at 5.00 pm in Committee Room 1, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declaration of Members' and Officers' Interests Relating to Items on the Agenda
2. Apologies for Absence
3. Budget Conversation Workshop (Pages 3 - 14)
4. Advice Agency Proposals (Pages 15 - 18)
5. Parks and Open Spaces (Presentation)
6. Scrutiny Project Groups Progress Updates
7. Scrutiny Monitoring
8. Forward Plan (Pages 19 - 28)

9. Work Programme for the Scrutiny Select Committee - Economic Growth and Communities
10. Minutes (Pages 29 - 34)

Yours sincerely,

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

Head of Regulatory Law and Monitoring Officer

For publication

Budget Conversation Workshop

Meeting:	Scrutiny Select Committee – Economic Growth and Communities
Date:	18 January 2024
Cabinet portfolio:	Deputy Leader
Report by:	Service Director Corporate

For publication

Purpose of reviewing the topic	To update on the budget challenge faced by the Council, the budget strategy implementation plan and consider the emerging themes from the budget conversation.
What are the objectives of the review?	<p>To increase scrutiny members awareness of the budget challenge and potential impact on services relevant to the Scrutiny Select Committee – Economic Growth and Communities remit.</p> <p>To explore with scrutiny members the emerging themes from the budget conversation and update on specific consultation activity relating to the remit of this scrutiny committee.</p>
Progress to date	<ul style="list-style-type: none"> • Budget Strategy agreed by Council in July 2023 • Budget Strategy implementation plan developed and approved by Cabinet in November 2023 • Budget conversation took place between November and December 2023 • Specific focused consultation activity taking place between November 2023 and February 2024

1.0 Background

- 1.1 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.
- 1.2 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.

- 1.3 Recent analysis by the Local Government Association (LGA) reveals that Councils in England face a funding gap of £4 billion over the next two years. This is a £1 billion increase since the LGA's initial analysis in July 2023 as cost and demand pressures continue to rise:

Councils are facing an "inflationary storm" which is adding unsustainable costs onto council budgets. Some councils have warned these costs are threatening their financial sustainability, not least because councils have already absorbed a 27 per cent real terms cut in core spending power since 2010/11.

- 1.4 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. 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 MTFP.
- 1.5 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.

2.0 Budget Strategy Implementation Plan

- 2.1 Following the Budget Strategy approval, a detailed approach to addressing the £2.5m budget gap was developed and approved by Cabinet in November 2023. The implementation plan was developed in line with the thematic interventions set out in the Budget Strategy:
- Identifying General Efficiencies
 - Increasing Income and Establishing Stronger Commercial Operating Principles
 - Transforming how we Deliver Services
 - Reducing Service Offers / Stop Doing
 - Statutory and Non-Statutory Services
 - Rightsizing the Organisation
 - Asset Rationalisation and Effective Asset Management
- 2.2 Given the considerable size of the budget gaps all Council services, were asked to develop savings proposals in relation to the above thematic interventions. These proposals formed the key activities within the Budget Implementation Plan.

- 2.3 Stage 1 of the plan included largely officer operational decisions or decisions delegated to portfolio holders. These are proposals that will have little or no impact on service delivery and limited policy implications if at all. They are as a direct result of in year budget reviews, the appropriate charging out of service costs to grant funding or bespoke reserves, services' behaving more commercially or implementation of limited service transformation measures.
- 2.4 £539k of new Stage 1 savings proposals have been included within the draft MTFP. Some of these proposals are one off and, as such, will fall out in future financial years. The ongoing impact of these savings proposals is £269k in 2027/28. The full list of Stage proposals is shown in Appendix 1 – Table 1. Service Directors are currently working to maximise the impact of these proposals and drive out the savings for 2024/25 and beyond.
- 2.5 Appendix 1 –Table 2 details the Stage 2 proposals. These proposals require further development, including engagement or consultation with service users, stakeholders, staff and trade unions. Officers are currently progressing these proposals through to appropriate decision-making, in line with the Council's constitution, including carrying out specific engagement and consultation activities as required to support decision making. These proposals could drive out between £1.690m and £2.460m of savings. Some of the proposals may be one off and, as such, will fall out in future financial years, others will not be implemented in full during 2024/25.
- 2.6 Based on current assumptions the forecast budget shortfall in 2024/25 is £4.066m, rising to £5.941m in 2025/26. The inclusion of the Stage 1 savings proposals of £539k would reduce the budget gap to £3.527m in 2024/25 and £5.412m in 2025/26. The Stage 2 proposals are likely to drive out savings of between £1.690m and £2.460m and, even at the top end of the range, these are still insufficient to address the gap for 2024/25. Further ongoing, sustainable savings proposals will need to be put forward at pace to address the gap for 2024/25.

3.0 Budget Conversation Workshop

- 3.1 As agreed at Cabinet on 14.11.23, the Council launched a general budget conversation to assist the Council to deliver on the budget implementation plan themes listed in section 2.1.
- 3.2 The budget conversation ran from 17.11.23 to 15.12.23 and was available to complete via our website or in hard copy. The budget conversation was publicised via social media, website, posters in key venues and the Derbyshire Times also ran articles highlighting the opportunity to take part.

- 3.3 The Service Director Corporate will lead a short workshop at the Scrutiny Select Committee – Economic Growth and Communities meeting to explore some of the initial findings from the budget conversation.
- 3.4 A number of specific service consultations are currently taking place which are relevant to the remit of this scrutiny select committee including garden waste and advice agency grant funding. A verbal update will be provided to the committee on these ongoing consultation activities.

3.0 Barriers/obstacles

- 3.1 Like all local authorities, the Council’s financial position over the coming years is challenging. 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. This new economic reality has already brought and is expected to bring significant financial challenges to the Council over the medium term.
- 3.2 Further work will be undertaken to check and challenge the budget assumptions for 2024/25 and over the medium term in light of new information and the volatile environment that the Council is operating in. This work is important to enable the current budget gaps to be updated and ensure that the size and scale of the gaps represent the best estimate of the level of savings that will need to be delivered.

4.0 Suggested scrutiny activity

- 4.1 Each Scrutiny Select Committee Chair has selected a number of items from the Stage 2 proposals to take a deeper look into at their January meetings. For Scrutiny Select Committee Economic Growth and Communities this includes:
- Budget conversations / consultation consideration
 - Reducing Service Offers / Stop Doing / Statutory / Non-statutory services – Advice agencies proposal
 - Reducing Service Offers / Stop Doing / Statutory / Non-statutory services – Parks & Open Spaces and Community events & activities

Document information

Report author	Contact number/email
Donna Reddish – Service Director Corporate	Donna.reddish@chesterfield.gov.uk
Background documents	
These are unpublished works which have been relied on to a material	

extent when the report was prepared.	
<i>None</i>	
Appendices to the report	
Appendix 1	Savings proposal tables

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Table 1 – General fund budget strategy implementation plan – stage 1

Thematic intervention	Directorate	Proposal	Route to decision making	MTFP IMPACT			
				2024/25 £	2025/26 £	2026/27 £	2027/28 £
Efficiency/ alternative funding	Digital, HR and Customer Services	Streamline reception services following customer services move to town hall	<ul style="list-style-type: none"> Operational decision 	9,735	9,735	9,735	9,735
Efficiency/ alternative funding	Digital, HR and Customer Services	Reduce caretaking requirements at town hall	<ul style="list-style-type: none"> Operational decision 	10,595	10,595	10,595	10,595
Efficiency/ alternative funding	Economic Growth	Reduce contribution to local plan reserve	<ul style="list-style-type: none"> Operational decision 	3,000	3,000	3,000	3,000
Efficiency/ alternative funding	Economic Growth	Fund economic development service costs from ring-fenced business rates for two years	<ul style="list-style-type: none"> Cabinet decision 	267,280	267,280	0	0
Efficiency/ alternative funding	Leisure, Culture and Community Wellbeing	Review of recycling contract operations	<ul style="list-style-type: none"> Operational decision 	100,000	100,000	100,000	100,000
Efficiency/ alternative funding	Leisure, Culture and Community Wellbeing	Minor changes to street cleansing operational arrangements	<ul style="list-style-type: none"> Operational decision 	3,000	3,000	3,000	3,000
Efficiency/ alternative funding	Leisure, Culture and Community wellbeing	Reduce operational resources for car parking cash collection arrangements	<ul style="list-style-type: none"> Operational decision 	29,000	29,000	29,000	29,000
Efficiency/ alternative funding	Leisure, Culture and Community wellbeing	Reshape of markets service delivery linked to changes in operational requirements	<ul style="list-style-type: none"> Operational decision 	30,000	30,000	30,000	30,000
Efficiency/ alternative funding: sub-total				452,610	452,610	185,330	185,330

Increase income/ behave commercially	Economic Growth	Enterprise centres – review commercial operating position <ul style="list-style-type: none"> Minor cost reductions Review charges to tenants Use UKSPF efficiently 	<ul style="list-style-type: none"> Operational decision 	22,000	2,000	2,000	2,000
Increase income/ behave commercially	Economic Growth	Introduce charges for plans for footpath diversions and highway diversion orders	<ul style="list-style-type: none"> Operational decision 	1,000	1,000	1,000	1,000
Increase income/ behave commercially	Leisure, Culture and Community wellbeing	Leasing out vacant floor space in Healthy Living Centre	<ul style="list-style-type: none"> Operational decision Cabinet member decision (Finance and assets) to agree detailed lease 	48,000	48,000	48,000	48,000
Increase income/ behave commercially	Leisure, Culture and Community wellbeing	Winding wheel – review charges to commercially run operations	<ul style="list-style-type: none"> Operational decision 	15,000	15,000	15,000	15,000
<i>Increase income/ behave commercially:</i>				86,000	66,000	66,000	66,000
Transform service delivery	Digital, HR and Customer Services	Implement robotics process automation to reduce administrative burdens	<ul style="list-style-type: none"> Operational decision Savings delivered from 2025/26	0	10,787	17,811	17,811
<i>Transform service delivery: Sub-total</i>				0	10,787	17,811	17,811
Stage 1 savings Total				538,610	529,397	269,141	269,141

General fund budget strategy implementation plan – stage 2

Thematic intervention	Directorate	Proposal	Annual estimated saving/ benefit	Route to decision making.
Efficiency/ alternative funding	Digital, HR and Customer Services	Reshape HR and payroll service to drive out efficiencies	Up to £10k	<ul style="list-style-type: none"> Joint Cabinet and Employment and General Committee
Efficiency/ alternative funding: sub-total			Up to 10K	
Increase income/ behave commercially	Leisure, Culture and Community wellbeing	Fees and charges increases in line with updated Fees and Charges policy. <ul style="list-style-type: none"> Car parking Leisure centres Regulatory services Trade waste 	+200k	<ul style="list-style-type: none"> Cabinet decision
Increase income/ behave commercially	Leisure, Culture and Community wellbeing	Achieving cost neutral provision of outdoor sports and leisure activities <ul style="list-style-type: none"> Bowling greens Football pitches Cricket festival Other subsidised activity 	£100k to £200k	<ul style="list-style-type: none"> Cabinet/ Cabinet member decision
Increase income/ behave commercially	Leisure, Culture and Community wellbeing	Review of cultural community/ commercial spaces – to consider suspending operations from these buildings. <ul style="list-style-type: none"> Hasland village hall Assembly rooms Revolution House 	£10k to £50k	<ul style="list-style-type: none"> Cabinet/ Cabinet member decision
Increase income/ behave commercially	Leisure, Culture and Community wellbeing	Introduction of charging for the collection of garden waste	+£200k	<ul style="list-style-type: none"> Joint Cabinet & Employment and General Committee
Increase income/ behave commercially	Leisure, Culture and Community wellbeing	Review of residents town centre car parking scheme	+£200k	<ul style="list-style-type: none"> Cabinet
Increase income/ behave commercially	Leisure, Culture and Community wellbeing	Fundamental review of sports centre operations focused on achieving at least a cost neutral budget position. To include areas such as operational management, fitness suite activities, activities coordination, facility programming.	+£200k	<ul style="list-style-type: none"> Joint Cabinet & Employment and General Committee

Increase income/ behave commercially	Leisure, Culture and Community wellbeing	Fundamental review of Winding Wheel operations focussed on achieving a cost neutral budget position.	+£200k	<ul style="list-style-type: none"> Joint Cabinet & Employment and General Committee
<i>Increase income/ behave commercially: sub-total</i>			<i>£1.110m to £1.250m</i>	
Transform service delivery	Digital, HR and Customer Services	Implement an appointment system for customer services centre at town hall	£10k to £50k	<ul style="list-style-type: none"> Joint Cabinet & Employment and General Committee
Transform service delivery	Digital, HR and Customer Services (lead) affects all services	Move towards a cashless council approach	£10k to £50k	<ul style="list-style-type: none"> Joint Cabinet & Employment and General Committee
Transform service delivery	Leisure, Culture and Community wellbeing	Transform visitor information service to digital delivery and review use of visitor information centre	£10k to £50k	<ul style="list-style-type: none"> Joint Cabinet and Employment and General Committee
Transform service delivery	Leisure, Culture and Community wellbeing	Transform the delivery of CCTV operations using improved technology	£10k to £50k	<ul style="list-style-type: none"> Joint Cabinet and Employment and General Committee
Transform service delivery	Leisure, Culture and Community wellbeing	Transform the delivery of community safety functions across the council to improve outcomes	£50k to £100k	<ul style="list-style-type: none"> Joint Cabinet and Employment and General Committee
<i>Transform service delivery: sub-total.</i>			<i>£90k to £300k</i>	
Reduce service/ stop doing	Corporate	Phasing out Voluntary Sector Advice Agency grants	£100k to £200k	<ul style="list-style-type: none"> Cabinet
Reduce service/ stop doing	Corporate	Refocus Your Chesterfield as a digital newsletter - withdraw provision of hardcopy	£10k to £50k	<ul style="list-style-type: none"> Cabinet/ Cabinet member decision
Reduce service/ stop doing	Economic Growth	Review coach station provision	£10k to £50k	<ul style="list-style-type: none"> Cabinet/ Cabinet member decision
Reduce service/ stop doing	Leisure, Culture and Community wellbeing	Withdraw funding from Marketing Derbyshire and Peak District partnership	£10k to £50k	<ul style="list-style-type: none"> Cabinet/ Cabinet member decision
Reduce service/ stop doing	Leisure, Culture and Community wellbeing	Review and reduce costs of Chesterfield town centre events programme. <ul style="list-style-type: none"> Outdoor markets and specific events Christmas lights switch-on 	£50k to £100k	<ul style="list-style-type: none"> Cabinet/ Cabinet member decision

Reduce service/ stop doing	Leisure, Culture and Community wellbeing	Reduce grounds maintenance of highway verges to Highway Authority requirement	£10k to £50k	<ul style="list-style-type: none"> • Joint Cabinet & Employment and General Committee
Reduce service/ stop doing	Leisure, Culture and Community wellbeing	Review and reduce operational costs of managing and maintaining parks and open spaces. <ul style="list-style-type: none"> • grounds maintenance • public toilet provision • evening closures 	£50k to £100k	<ul style="list-style-type: none"> • Joint Cabinet & Employment and General Committee
Reduce service/ stop doing	Leisure, Culture and Community wellbeing	Review and reduce costs of parks-based community events and activities. <ul style="list-style-type: none"> • Stand Rd Park fireworks display. • East Midlands in Bloom competition • other parks activities 	£50k to £100k	<ul style="list-style-type: none"> • Joint Cabinet & Employment and General Committee
Reduce service/ stop doing: sub-total			£290k to £700k	
Rightsizing the organisation	All Directorates	Removal of vacant posts/ Voluntary Redundancy/ Voluntary Early Retirement	+£200k	<ul style="list-style-type: none"> • Joint Cabinet & Employment and General Committee
Rightsizing the organisation: sub-total			£200k	
TOTAL STAGE 2 SAVINGS			£1.690 to £2.460	

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For publication

Phasing out voluntary sector advice agency grants

Meeting:	Scrutiny Select Committee – Economic Growth and Communities
Date:	18 January 2024
Cabinet portfolio:	Health and Wellbeing
Report by:	Service Director Corporate

For publication

Purpose of reviewing the topic	The phasing out of voluntary sector advice agency grants is one of the proposals within the Council’s Budget Strategy Implementation Plan. Consultation with the advice agencies affected is currently taking place.
What are the objectives of the review?	To consider the approach to consultation, evidence gathering and phasing to help inform the decision making process.
Progress to date	<ul style="list-style-type: none"> • Budget Strategy agreed by Council in July 2023 • Budget Strategy implementation plan developed and approved by Cabinet in November 2023 • Budget conversation November – December 2023 • Consultation with advice agencies launched November 2023

1.0 Background

- 1.1 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.
- 1.2 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. 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 MTFP.

- 1.3 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.
- 1.4 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.
- 1.5 The table below shows the current annual funding provided via the advice agency grants provision. The grants are paid out on a quarterly basis and are not adjusted for inflation etc.

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

2.0 Advice agency consultation

- 2.1 The 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.
- 2.2 Prior to the Budget Strategy Implementation Plan being considered on 14.11.23, senior officers met with the affected 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. We confirmed that any other funding streams for specific projects for example UK Shared Prosperity Fund projects or Housing Disrepair Claims funding are unaffected. These proposals relate purely to the un-ringfenced annual grants detailed in the table at 1.7. We also notified elected members who sit on the advice agency boards via the outside bodies scheme. These members will be kept up to date with progress as we move through the consultation process and towards decision making.
- 2.3 Following the approval of the Budget Strategy Implementation Plan at Cabinet on 14.11.23, an open Budget Conservation was launched,

running between 20.11.23 and 15.12.23. We encouraged the advice agencies to take part in the conversation and to encourage their service users to also take part. The formal 12 week consultation with advice agencies was launched on 27.11.23 and will run until 19.02.24.

- 2.4 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
 - Encouraging 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
- 2.5 We also confirmed that we are seeking to avoid a guillotine position, which would remove the funding with just the minimum three notice period being applied. Authorities which move into a Section 114 notice position fulfil contractual commitments but cannot enter into new agreements requiring a cost and also have to reduce / stop non-essential spend. The current advice agency contracts end on 31.03.24. We are seeking to establish a transition period which is affordable to the Council but enables some adjustment time for the advice agencies.
- 2.6 The transition period could be different depending on agency needs but the arrangements discussed with the agencies so far include:
- 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
 - Transition payment allocated as a lump sum
 - Spreading the transition payment over a longer period of time – three / four years
- 2.7 During the consultation period we are also gathering a range of information which will help inform decision making. This includes:
- Constitution and company / charitable status
 - Confirmation of geographical area covered
 - Financial statements for the last five financial years. This includes information on sources of funding including local authorities grants
 - Reserves policy and current reserves level
 - Staffing and volunteering data

- Services offered
- Case / customer data including geographical spilt and any protected characteristics considerations

3.0 Barriers/obstacles

3.1 As noted in paragraph 2.7 we have identified a range of data that is important for our evidence base and will help to inform decision making. Prior to the consultation starting we identified a number of data gaps and have been working with the advice agencies to gather this evidence.

4.0 Suggested scrutiny activity

4.1 The consultation with advice agencies does not close until 19.02.24. Comments and suggestions are welcomed on the consultation approach so far, this will help inform future consultation activity. Members may also have suggestions around additional evidence to consider as part of the decision making process or additional options around phasing approaches.

Document information

Report author	Contact number/email
Service Director Corporate – Donna Reddish	Donna.reddish@chesterfield.gov.uk
Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
None	
Appendices to the report	
None	

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 FEBRUARY 2024 TO 31 MAY 2024

What is the Forward Plan?

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

What is a Key Decision?

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

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

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

Are any other decisions included on the plan?

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

How much notice is given of forthcoming decisions?

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

What information is included in the plan?

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

How is consultation and Community Engagement carried out?

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

Notice of Intention to Conduct Business in Private

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

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

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

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

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

Huw Bowen
Chief Executive

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



CHESTERFIELD
BOROUGH COUNCIL

Meeting Dates 2023/24

<u>Cabinet</u>	<u>Council</u>
23 May 2023	15-May-2023 17 May 2023
20 June 2023 20 June 2023*	
18 July 2022 18 July 2023*	19 July 2023
19 September 2023 19-September 2023*	
17 October 2023 17-October-2023*	18 October 2023
14 November 2023 14 November 2023*	
12 December 2023 12 December-2023*	13 December 2023
16 January 2024 16-January-2024*	
6 February 2024 6-February 2024* 20 February-2024 20-February-2024*	21 February 2024
19 March 2024 19-March-2024**	
16 April 2024 16 April 2024*	24-April-2024
14 May 2024 14 May 2024*	15 May 2024

*Joint Cabinet and Employment and General Committee

Cabinet members and their portfolios are as follows:	
Leader and Cabinet Member for Economic Growth	Councillor Tricia Gilby
Deputy Leader and Cabinet Member for Finance and Asset Management	Councillor Amanda Serjeant
Cabinet Member for Business Transformation and Customers	Councillor Gavin Baldauf-Good
Cabinet Member for Climate Change, Planning and Environment	Councillor Martin Stone
Cabinet Member for Governance	Councillor Judy Staton
Cabinet Member for Health and Wellbeing	Councillor Jonathan Davies
Cabinet Member for Housing	Councillor Jean Innes
Cabinet Member for Town Centres and Visitor Economy	Councillor Kate Sarvent
Minority Member without portfolio	Councillor Paul Holmes

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

Councillor Peter Innes
Councillor Maureen Davenport
Councillor Glenys Falconer
Councillor Bob Brock
Councillor Dave Culley
Councillor Gavin Baldauf-Good

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

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decisions							
Key Decision 398	Sale of CBC Land/Property	Deputy Leader	Cabinet Member - Finance and Asset Management	Not before 1st Feb 2024	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3	No
Key Decision 584	Purchase of Property under Strategic Acquisitions and Right of First Refusal Policy	Service Director - Housing	Cabinet Member for Housing	Not before 1st Feb 2024	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Exempt 3	No
Key Decision 1140	Collection Fund Revised Estimates 2022/23	Cabinet	Deputy Leader	24 Jan 2023	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Public	No
Key Decision 1182	Period 2 Budget Monitoring	Cabinet	Deputy Leader	17 Oct 2023	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Public	No
Key Decision	Staveley 21: Procurement and Appointment of a Main Contractor (two stage design and build)	Cabinet Member for Town Centres and Visitor Economy	Cabinet Member - Economic Growth, Cabinet Member - Town Centres and Visitor Economy	4 Sep 2023	Abbie Miladinovic, Stephen Wenlock abbie.miladinovic@chesterfield.gov.uk, stephen.wenlock@chesterfield.gov.uk	Confidential 3	No

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Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 1187	Tapton Park Golf Course	Cabinet	Cabinet Member - Health and Wellbeing	6 Feb 2024	Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk	Public	No
Key Decision 1189	Derbyshire Strategic Leadership Board	Council	Cabinet Member - Economic Growth	21 Feb 2024	Huw Bowen Chief Executive Tel: 01246 936466 huw.bowen@chesterfield.gov.uk	Public	No
Key Decision 1196	Changes to Careline and Independent Living Service	Joint Cabinet and Employment & General Committee	Cabinet Member - Housing	23 Jan 2024	Jane Davies Service Director - Housing jane.davies@chesterfield.gov.uk	Confidential 1	No
Key Decision 1199	Introduction of charging for the collection of garden waste	Joint Cabinet and Employment & General Committee	Cabinet Member - Health and Wellbeing	23 Jan 2024	Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk	Public	No
Key Decision 1200	Housing Rents and Service Charges	Cabinet	Cabinet Member - Housing	16 Jan 2024	Jane Davies Service Director - Housing jane.davies@chesterfield.gov.uk	Public	No
Key Decision 1201	Car Parks Study	Cabinet	Cabinet Member - Town Centres and Visitor Economy	16 Jan 2024	Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk	Public	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 1202	Car Park Fees and Charges 2024/25	Cabinet	Cabinet Member - Town Centres and Visitor Economy	16 Jan 2024	Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk	Public	No
Key Decision 1203	Cultural Service Review - Hasland Village Hall, Assembly Rooms and Revolution House	Cabinet	Cabinet Member - Town Centres and Visitor Economy	5 Feb 2024	Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk	Public	No
Key Decision 1204	Property and technical services reshape	Joint Cabinet and Employment & General Committee	Deputy Leader	5 Feb 2024	Neil Johnson Service Director - Economic Growth Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Confidential 1	No
Key Decision 1205	HR and payroll reshape	Joint Cabinet and Employment & General Committee	Cabinet Member - Business Transformation and Customers	5 Feb 2024	Rachel O'Neil Service Director - Digital, HR and Customer Services rachel.oneil@chesterfield.gov.uk	Confidential 1	No
Key Decision 1206	Customer services and support services reshape	Joint Cabinet and Employment & General Committee	Cabinet Member - Business Transformation and Customers	5 Feb 2024	Rachel O'Neil Service Director - Digital, HR and Customer Services rachel.oneil@chesterfield.gov.uk	Confidential 1	No

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Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 1207	Transform visitor information service to digital delivery and review the use of visitor information centre	Joint Cabinet and Employment & General Committee	Cabinet Member - Town Centres and Visitor Economy	5 Feb 2024	Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk	Confidential 1	No
Key Decision 1208	Sport and leisure fees and charges 24/25	Cabinet	Cabinet Member - Health and Wellbeing	5 Feb 2024	Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk	Confidential 1	No
Key Decision 1209	Transform the delivery of CCTV operations using improved technology	Joint Cabinet and Employment & General Committee	Cabinet Member - Town Centres and Visitor Economy	20 Feb 2024	Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk	Confidential 1	No
Key Decision 1210	Environmental Services and Parks and Open Spaces Service changes	Joint Cabinet and Employment & General Committee	Cabinet Member - Health and Wellbeing	20 Feb 2024	Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk	Public	No
Key Decision 1211	Asset Management Delivery Plan	Cabinet	Deputy Leader	5 Feb 2024	Christine Durrant Executive Director christine.durrant@chesterfield.gov.uk	Public	No
Key Decision 1212	Corporate Landlord Policy	Cabinet	Deputy Leader	5 Feb 2024	Christine Durrant Executive Director christine.durrant@chesterfield.gov.uk	Public	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 1213	Cultural Services fees and charges 24/25	Cabinet	Cabinet Member - Town Centres and Visitor Economy	5 Feb 2024	Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk	Public	No

Private Items (Non Key Decisions)

Non-Key 374	Outstanding debts for write off	Cabinet Member for Business Transformation and Customers	Cabinet Member for Business Transformation and Customers	Not before 1st Feb 2024	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Exempt 3	No
Non-Key 363	Application for Home Repairs Assistance	Cabinet Member for Housing	Cabinet Member for Housing	Not before 1st Feb 2024		Exempt 1, 3	No
Non-Key 367	Lease of Commercial and Industrial Properties	Deputy Leader	Cabinet Member - Finance and Asset Management	Not before 1st Feb 2024	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3	No
Non-Key 368	Application for Discretionary Rate Relief	Cabinet Member for Business Transformation and Customers	Cabinet Member for Business Transformation and Customers	Not before 1st Feb 2024	Damon Bruce Head of Customer Services damon.bruce@arvato.co.uk	Exempt	No

Non Key Items

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Non-Key	Housing Services Complaints Performance Report	Cabinet	Cabinet Member - Housing	5 Feb 2024	Jane Davies Service Director - Housing jane.davies@chesterfield.gov.uk	Public	No

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SCRUTINY SELECT COMMITTEE – ECONOMIC GROWTH AND COMMUNITIES

Thursday, 7th December, 2023

Present:-

Councillor Flood (Chair)

Councillors Bagley
Dyke
Jacobs

Councillors Ogle
Twigg
Yates

*Matters dealt with under the Delegation Scheme

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

Councillors Dyke, Jacobs and Ogle declared an interest in Agenda item 3.

21 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Hollingworth, Niblock and Wheeldon.

22 UKSPF PROJECTS UPDATE (DIGITAL PRESENTATION)

The Policy Officer, Health and Wellbeing Officer and Community Development Worker presented a report detailing the Community Development Activities funded by UKSPF. These fall into three categories:

- Community Grants Programme
- Community Development Worker Project
- Capacity Building Project.

It was noted that all targets set were well on the way to being met.

In the area of the Community Grants Fund, in Tranche One £59,900 was awarded. This was split between 16 organisations – 11 UKSPF and 5 Community Infrastructure Levy Neighbourhoods (CIL). A range of causes was supported from small constituted groups to local and national charities.

In Tranche Two £54,272 has been awarded. This has been split between 18 organisations – 13 UKSPF and 5 Community Infrastructure Levy Neighbourhoods (CIL).

Within 2023/2024 there will continue to be ongoing monitoring and evaluation of the 44 funded projects. In 2024/2025 organisations will be supported to apply for further funding, with a focus on priority areas.

The area of Community Capacity Building focuses on building expertise and resilience within the voluntary sector particularly at a grassroots level and in areas with higher levels of deprivation which may require more support. Two organisations will be worked with who can deliver training on:

- Searching for relevant grant funding and writing grant funding applications
- Recruiting and supporting volunteers in a community setting
- Marketing and promoting services and activities to residents and communities
- Health and safety for services and activities delivered in a community setting.

Three areas have been identified within Chesterfield, using the Indices of Deprivation 2019, for the Community Development Workers to focus on. These are:

- Duckmanton (decile 2)
- Poolsbrook (decile 1)
- Old Whittington (decile 2)

Each area has recently been introduced to the Community Development Team and relationships with local schools and community groups are being built. Plans are in place to link communities with local businesses.

Members praised the work completed thus far and asked for Officers to return in 6 months' time to present an update on progress.

23 TRAVELLERS (VERBAL REPORT)

The Service Director – Leisure, Culture and Community Wellbeing, Head of Community Safety & Regulatory Services and Head of Streetscene & Environmental Services presented a verbal update reflecting on Illegal Encampments within the borough earlier in the year and the processes and plans in place to lessen their impact on local communities and resources should these occur again.

It was reported that Target Hardening has been taking place in order to prevent access in the first instance. This includes padlocks hidden under metal sheaths, boulders, lockable barriers and Ditch and Dive banks. There is a programme of constant review of possible sites.

In the case of an Illegal Encampment being set up, the landowner, usually CBC, has to start by asking them formally to move. Health and wellbeing checks then have to be done before the court can be applied to for eviction. This is a lengthy and costly process. It was reported that a Memorandum of Understanding was being developed with Derbyshire Police. This would ensure that there is a single point of contact within the Police force. The notice to move would be served within the first 12 hours. A joint visit would take place within 24 hours to complete welfare checks. This would also give the opportunity to identify vehicles and Individuals as well as safeguarding checks on any children. Within 36-48 hours a community survey should be conducted by CBC and the Police. This is a process to identify all crimes and incidences that occur within that community. If the encampment is still there after 48 hours the Police may be able to use their Section 61 powers. Proactive visits would continue every 24 hours until the encampment moves on. Mobile CCTV cameras may also be utilised within those areas to monitor criminality.

It was noted that within the local plan the planning policy needs to be looked at in order to identify areas for the provision of temporary sites and negotiated stopping sites. This will put the Police in a much stronger position if they are able to move the encampment on to other arranged sites.

Members thanked the officers for their thorough report. It was requested that when the Memorandum has been finalised that is shared with Members. It was noted that all information about how to report an Illegal Encampment will be available on the CBC webpage. Members asked for the officers to return in a year's time so that activity over the Spring and Summer could be reviewed in light of the new processes in place.

24 SCRUTINY PROJECT GROUPS PROGRESS UPDATES

There were no Scrutiny Project Groups updates to be presented.

25 SCRUTINY MONITORING

This is a standard agenda item for the Committee to consider the scrutiny recommendations implementation monitoring schedule.

Members discussed the planned reports for up-coming meetings.

Different approaches to completing Budget Scrutiny were identified as this will be taking place in January.

RESOLVED –

There was no scrutiny monitoring schedule to be noted.

26 FORWARD PLAN

The Committee considered the Forward Plan for the period 1 December 2023 to 31 March 2024. Members were reminded to check this document regularly as dates are changeable. As this Committee can complete pre-decision scrutiny it is timely to scrutinise areas before they go to Cabinet for decision.

RESOLVED –

That the Forward Plan be noted.

27 WORK PROGRAMME FOR THE SCRUTINY SELECT COMMITTEE - ECONOMIC GROWTH AND COMMUNITIES

There is no current formulated plan but new items have been identified which will become part of the work programme for the Scrutiny Select Committee – Economic Growth & Communities.

These are:

- UKSPF - what happens once the funding ends in 18 months.
- Illegal Encampments – Planning for Temporary sites and Negotiated Stopping sites.
- NHS Referral changes.

RESOLVED –

That the action be noted.

28 MINUTES

RESOLVED –

That the Minutes of the meeting Scrutiny Select Committee – Economic Growth & Communities on 26th October 2023 be approved as a correct record and signed by the Chair.

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