

**CABINET****Tuesday, 19th March, 2024**

Present:-

Councillor Gilby (Chair)

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

\*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

**83 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**84 MINUTES****RESOLVED –**

That the minutes of the meetings of Cabinet held on Tuesday 20th February be approved as a correct record and signed by the Chair.

**85 FORWARD PLAN**

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

**\*RESOLVED –**

That the Forward Plan be noted.

## 86 **ASSET MANAGEMENT DELIVERY PLAN**

The Deputy Leader of the Council presented a report seeking approval of the asset management delivery plan for 2024/25. The plan detailed a range of activities aimed at achieving the objectives set out in the Asset Management Strategy 2023-2027, which had been approved by Full Council in July 2023.

The proposed delivery plan was set out in Appendix A of the officer's report. The key priority areas to be progressed were:

- Developing 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.

The report also sought approval for resources to progress the implementation of a new asset management software system, support service transformation, and progress stock condition surveys, net-zero carbon assessments and business cases to enable the development of a comprehensive asset maintenance and decarbonisation programme.

The approval of a staffing reshape was also critical to the delivery of the asset management delivery plan. This reshape would be the subject of a separate report to the Joint Cabinet and Employment and General Committee.

It was noted that additional resources would be required to procure and implement the new asset management software system. Monitoring of the delivery plan would be carried out by the Corporate Property Board, which was an internal officer board set up to provide corporate oversight in relation to the property activities of the council and focussed on achieving the aims and objectives set out in the asset management strategy. Regular briefings would be provided to appropriate Cabinet portfolio holders.

**\*RESOLVED –**

1. That the asset management strategy delivery plan for 2024/25 as set out in Appendix A of the officer's report, which aims to move forward delivery of the strategic objectives set out in the Council's Asset Management Strategy, be approved.
2. That funding of up to £350,000 be approved to progress the procurement and implementation of a new asset management software system, to be funded through the use of capital receipts.
3. That funding of up to £300,000 be approved, to be funded over two financial years from the property renewals fund and through the use of bespoke commercial property reserves, to progress a programme of stock condition surveys, net-zero carbon assessments and business cases leading to delivery of a fully funded asset maintenance and decarbonisation programme.
4. That the capital receipts policy be endorsed, 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 asset maintenance, decarbonisation and investment activity.
5. That it be noted that successful delivery of the recommendations set out in this report is dependent upon approval of the proposed reshape of the property and technical services team that is being presented to Joint Cabinet and Employment and General Committee on 19 March 2023.
6. That authority be delegated 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 financial year 2024/25 to optimise operational effectiveness.

**REASON FOR DECISIONS**

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 Council's overall vision and priorities.

## 87 **COUNCIL PLAN DELIVERY PLAN 2024/25**

The Deputy Leader of the Council presented a report seeking approval for the Council Plan Delivery Plan for the financial year 2024/25. The Plan set out the key milestones and measures for progressing year 2 of the Council Plan 2023-27.

The Council Plan Delivery Plan for 2024/25 was attached at Appendix 2 of the officer's report.

### **\*RESOLVED –**

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

### **REASON FOR DECISIONS**

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

## 88 **MODERN SLAVERY STATEMENT 2024/25**

The Cabinet Member for Governance presented a report seeking approval for the Council's modern slavery statement for the financial year 2024/25.

It was reported that the Modern Slavery Act 2015 consolidated various offences relating to human trafficking and slavery. For example,

- '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

Chesterfield Borough Council recognised the huge impact that these crimes had on vulnerable people and in our communities and so were committed to working with partner agencies to eradicate modern slavery.

The Council’s Modern Slavery Statement for 2024/25 was attached at Appendix 1 of the officer’s report. The Statement included:

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

The Statement would be reviewed annually and published on the Council’s website.

#### **\*RESOLVED –**

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

#### **REASON FOR DECISION**

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

#### **COMMEMORATIONS AND FLAG FLYING POLICY**

The Cabinet Member for Governance presented a report seeking approval for a new commemorations and flag flying policy for the period 2024 through 2028.

Following a comprehensive review, the Council's first commemorations policy was approved in March 2022. This policy established:

- Six guiding principles to be used when considering requests for commemoration activities.
- Identified a range of opportunities to commemorate and celebrate key individuals, organisations, and historical events.
- Provided a clear route for both Chesterfield Borough Council services and members of the public, community and voluntary sector groups, faith organisations, businesses and other public sector agencies to submit commemoration proposals.

The commemorations policy was now due for renewal. During the two years in which the policy had been active several forms of commemoration activity had been undertaken by the Council or supported by the Council. Over the two-year period, the biggest area for new external requests and comment had been around flag flying. The original commemorations policy included reference to flag flying, but there was also a more detailed flag flying policy which also required review.

To avoid duplication and for ease of reference, it has been decided to combine the two policies into one comprehensive commemorations and flag flying policy, which was attached at Appendix 1 of the officer's report.

#### **\*RESOLVED –**

1. That the commemorations and flag flying policy be approved.
2. That authority be delegated to the Cabinet member for governance to approve minor amendments to the commemorations and flag flying policy in between formal review periods.

#### **REASON FOR DECISIONS**

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.

The Cabinet Member for Governance presented a report seeking approval for a new member development, support, and parental leave policy for the period 2024 through 2028.

The intention of the member development, support, and parental leave policy was to bring together three existing policies and practice notes into a single document to provide comprehensive and cohesive support for elected members.

The member development element of the policy set out:

- The key principles for member development.
- The process for identifying member development needs.
- The variety of learning and development opportunities available to members and how to access them.
- The arrangements for monitoring non-compliance with mandatory learning and development.

The member support element of the policy set 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 comprised details on:

- 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.
- Dependant carers allowance arrangements.
- How to access confidential advice and counselling services.

The parental leave element of the policy set out members' entitlement to maternity, paternity, shared parental and adoption leave. Leave periods, notification, cover and allowance arrangements were also detailed.

#### **\*RESOLVED –**

1. That the member development, support and parental leave policy be approved and implemented.

2. That the member development, support and parental leave policy be reviewed every four years to coincide with the findings of the independent remuneration panel and approval of the members allowance scheme.
3. That authority be delegated to the Cabinet Member for Governance to approve minor amendments to the member development, support and parental leave policy in between formal review periods.

## **REASON FOR DECISIONS**

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

## **91 ADVICE AGENCY GRANT FUNDING**

The Cabinet Member for Health and Wellbeing presented a report seeking Cabinet approval to phase out over two financial years the grant funding that the Council currently provides to Chesterfield Citizens Advice Bureau, Derbyshire Law Centre, Derbyshire Unemployed Workers Centre and Links CVS.

One of the Stage 2 savings proposals within the Budget Strategy Implementation Plan approved by Cabinet on 14 November 2023 was to phase out the provision of grant funding to the borough's voluntary sector advice agencies.

An overview of each advice agency was provided in Appendix 1 of the officer's report.

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



The table at paragraph 4.8 of the officer's report showed the grant awards made to the four advice agencies in the financial year 2023/24.

The current funding agreements were due to run out on 31 March 2024 and the Council could choose to end the contracts on three months' notice. However, it was felt better to try and avoid this guillotine approach and to seek to establish a reasonable transition period which was both affordable to the Council and enabled 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. The table at paragraph 4.10 of the officer's report showed the proposed funding levels.

In line with Best Value Statutory Guidance (2011) the Council had carried out 12-week consultation from 27 November 2023 to 19 February 2024. Appendix 3 of the officer's report outlined the consultation activity, key issues raised and the lead officer's responses.

The initial funding proposal had been adjusted as a result of the consultation to take account of the preferences of the different advice agencies. The final proposal to phase out the grant funding was shown in the Table at paragraph 4.17 of the officer's report.

**\*RESOLVED –**

1. That the core advice agency grants to Chesterfield Citizens Advice Bureau, Derbyshire Law Centre, Derbyshire Unemployed Workers Centre and Links CVS be ceased from the financial year 2026/27.
2. That a two-year funding settlement be allocated to Chesterfield Citizens Advice Bureau with £72,165 allocated for 2024/25 and £48,110 for 2025/26.
3. That a two-year funding settlement be allocated to Derbyshire Law Centre with £20,849 allocated for 2024/25 and £20,828 for 2025/26.
4. That a two-year funding settlement be allocated to Derbyshire Unemployed Workers Centre with £23,809 allocated for 2024/25 and £15,872 for 2025/26.

5. That a two-year funding settlement be allocated to Links CVS with £8,001 allocated for 2024/25 and £8,001 for 2025/26.
6. That future funding opportunities and partnership projects be considered by Chesterfield Borough Council should suitable external funding streams become available or a significant uplift in central government funding be confirmed.

## **REASONS FOR DECISIONS**

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

## **92 CLIMATE CHANGE DELIVERY PLAN 2024/25**

The Cabinet Member for Climate Change, Planning, and the Environment presented a report seeking Cabinet approval for the adoption and implementation of the Climate Change Delivery Plan for the financial year 2024/25. The Plan would enable the Council to make further progress towards achieving its 2030 carbon neutral commitment and continue supporting the activities of others towards achieving the Council's wider 2050 Borough-wide decarbonisation target.

The Council had adopted a Climate Change Action Plan in 2020 (CCAP) detailing thirty-nine actions to be carried out by the Council before 2023. The Council's first CCAP (2019/23) 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 (2023/30) to guide its activities through 2030.

The Strategy was supported by an annual Delivery Plan.

Progress in relation to implementation of the current Delivery Plan had been monitored quarterly and reported via the Council Plan performance monitoring arrangements, and through regular update reports to the Council's Select Committees.

During 2023/24 progress had been made in areas such as fleet decarbonisation, distribution of warm homes grants for private sector homes, replacement of shared heating systems on council housing estates, data monitoring and community engagement. A summary of the Council's performance against the current Delivery Plan would be brought to Cabinet in the Summer as part of the Climate Change Annual Report for 2023/24.

The proposed Delivery Plan for 2024/25 contained 12 priority areas of work to be completed during the second year of the Strategy. The Climate Change Delivery Plan 2024/25 was attached at Appendix 1 of the officer's report.

#### **\*RESOLVED –**

1. That the Climate Change Delivery Plan, which details the Council's climate related activities for the financial year 2024/25 be approved for implementation.
2. That 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 be endorsed.
3. That authority be delegated 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 between formal review periods to optimise operational effectiveness.

#### **REASONS FOR DECISIONS**

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.
2. The Council's initial Climate Change Action Plan (2019-23) is now complete, and the 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.

### 93 **MARKET FEES AND CHARGES**

The Cabinet Member for Town Centres and Visitor Economy presented a report seeking Cabinet approval for increases to the fees and charges for the Chesterfield Open Markets for 2024/25.

In accordance with the Medium-Term Financial Strategy, fees and charges were required to be reviewed on an annual basis to ensure that the costs of providing Council services were ideally recovered.

The proposed fees and charges were based on a robust estimate of the impact of cost increases and demand pressures facing the Markets service, and the Council's overall financial position.

It was also noted that any review of fees and charges needed to be sensitive to the impact any proposed increases may have on the current trader base, which was fragile and in decline.

The proposed increases were set out in Appendix 1 of the officer's report.

A review of markets fees and charges in towns similar in size to Chesterfield also indicated that the proposed fees and charges remained realistic and comparable. The outcomes of the benchmarking exercise were detailed at Appendix 2 of the officer's report.

At the Markets Consultative Committee held on 27 February 2024, the Trader representatives were informed that the Council was looking to introduce a small increase to the current Markets fees and charges, ranging from £1.10 to £3.10 per stall depending on size, location and trading day. It was reported that there was general acceptance from the Trader representatives of the need for the Council to increase Markets fees and charges from 1 April 2024.

**\*RESOLVED –**

1. That the fees and charges for the Chesterfield Open Markets for 2024-25, as detailed in Appendix 1 of the officer's report, be approved.
2. That the agreed fees and charges be implemented from Monday 1 April 2024.
3. That as part of the planned market reconfiguration project (part of the Revitalising the Heart of Chesterfield programme) 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 be used to inform the pricing structure for the new market configuration.
4. That authority be delegated to the Service Director for Leisure, Culture and Community Wellbeing, in consultation with the Cabinet Member for Town Centre and Visitor Economy, to apply appropriate negotiated fees for new activities and opportunities that are introduced during the period covered by the report.

## **REASONS FOR DECISIONS**

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 and charges since 2016.
2. As part of the Revitalising the Heart of Chesterfield programme, the open market is set to benefit from a £1.5 million intervention. It is anticipated that this will help support, strengthen and re-invigorate the town's markets.