

# Public Document Pack

## Governance

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<u>The Chair and Members of Enterprise and Wellbeing Scrutiny Committee</u>	Please ask for	Jackie Brobyn
	Direct Line	01246 345229
	Fax	01246 345252

31 October 2013

Dear Councillor,

Please attend a meeting of the ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE to be held on THURSDAY, 7 NOVEMBER 2013 at 5.00 pm in Committee Room 2, Town Hall, Chesterfield, the agenda for which is set out below.

## AGENDA

### Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to items on the Agenda
2. Apologies for Absence.
3. Executive Member for Customers and Communities report on Discretionary Housing Payments (report attached) (Pages 1 - 26)
4. Executive Member for Housing report on Housing/Credit Union Service - Verbal Update
5. Executive Member for Housing report on the Review of the Allocations Policy (Pages 27 - 32)
6. Executive Member for Leisure, Culture and Tourism report on Sport and Active Recreation Strategy (Pages 33 - 52)
7. Forward Plan (copy attached) (Pages 53 - 66)

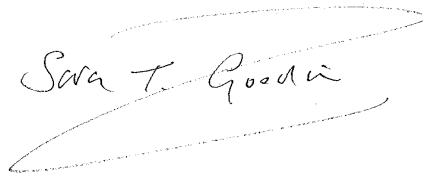
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Chief Executive  
*Huw Bowen*



8. Scrutiny Monitoring (copy attached) (Pages 67 - 70)
9. Work Programme for the Enterprise and Wellbeing Scrutiny Committee (copy attached) (Pages 71 - 74)
10. Overview and Scrutiny Developments
11. Scrutiny Projects Progress Updates (Pages 75 - 76)
  - a) New Sport and Leisure Facilities
  - b) Water Rates Policy Review – (Project Brief attached)
12. Minutes on the meeting held on 5th September, 2013 and Matters Arising (copy attached) (Pages 77 - 84)

Yours sincerely,

A handwritten signature in black ink, reading "Sara T. Goodwin". The signature is written in a cursive style and is enclosed within a large, hand-drawn oval shape.

Head of Governance

**ENTERPRISE AND  
WELLBEING SCRUTINY  
COMMITTEE**

**7<sup>TH</sup> NOVEMBER 2013**

**EXECUTIVE MEMBER  
FOR CUSTOMERS AND  
COMMUNITIES**

**REPORT ON  
DISCRETIONARY  
HOUSING PAYMENTS**

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## **FOR PUBLICATION**

AGENDA ITEM

### **DISCRETIONARY HOUSING PAYMENTS (S000R)**

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MEETING:                   1.    APPEALS AND REGULATORY  
                                  2.    EXECUTIVE MEMBER FOR CUSTOMERS AND  
                                      COMMUNITIES  
                                      EXECUTIVE MEMBER FOR HOUSING AS  
                                      CONSULTEE  
                                  3.    CABINET  
                                  4.    FULL COUNCIL

DATE:                        1.    11 SEPTEMBER 2013  
                                  2.    13 SEPTEMBER 2013  
                                  3.    24 SEPTEMBER 2013  
                                  4.    16 OCTOBER 2013

REPORT BY:                CUSTOMER CENTRIC SERVICES MANAGER

WARD:                       ALL

KEY DECISION             333  
REFERENCE  
(IF APPLICABLE):

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FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS: NONE

TITLE:                        LOCATION:

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#### 1.0 **PURPOSE OF REPORT**

1.1 To seek approval for the adoption of a refreshed Discretionary Housing Payments (DHP) policy and procedures document.

## 2.0 **RECOMMENDATIONS**

- 2.1 That approval for the adoption of a refreshed DHP policy and procedures document be granted.
- 2.2 That a review be undertaken after 6 months of operation, and a progress report presented.
- 2.3 That monthly reports be presented to Appeals and Regulatory Committee, starting immediately, detailing DHP applications and details of decisions, for information.
- 2.4 A further review will be required once Universal Credit is implemented.

## 3.0 **BACKGROUND**

- 3.1 The scheme was originally introduced on 2 July 2001, and a policy and procedure document was drawn up and adopted at that time.
- 3.2 Funding and expenditure for recent years is shown in the table below:

Year	Government funding £	Amount awarded £
2013/14	169,828	
2012/13*	79,978	79,881
2011/12	36,300	20,768
2010/11	26,600	24,304
2009/10	25,392	23,074

\*2012/13 government funding includes the balance of unspent grant from 2011/12

- 3.3 With the advent of Welfare Reforms in the last few years, the Government has increased the funding available for DHPs and has advocated the use of the funding to alleviate specific issues and circumstances. Unspent funds from 2011/12 were carried forward, at our request, as a one off provision. A Council is allowed to spend up to 2.5 times the government amount (the permitted total), using its own funds.

- 3.4 The replacement of Council Tax Benefit with a local Council Tax Reduction Scheme means that DHP can no longer be used to top up Council Tax Benefit to assist with Council Tax liabilities.
- 3.5 Changes are needed to allow for a DHP award when Universal Credit, including a Housing Allowance, is in payment, once that scheme starts to affect Chesterfield residents.
- 3.6 The refreshed document incorporates amendments to recognise these changes and is attached along with an appendix 1, specifically intended to cover the under-occupation charge, also known as 'bedroom tax'.
- 3.7 The original policy allowed appeals against officer decisions to Members of the Appeals and Regulatory Committee. Since its adoption there has been one appeal heard.

#### 4.0 **PROPOSAL**

- 4.1 The document includes provisions for alleviating hardship arising from the implementation of the Welfare Reform changes, including the withdrawal of Housing Benefit for tenants of social landlords who have spare bedrooms.
- 4.2 The refreshed policy also allows for a customer to request the review of a DHP decision to be considered by a panel of senior managers of Customer Services and Community Housing, instead of the Appeals and Regulatory Committee. This change is suggested because of the significant increase in available funds and the uplift in applications.
- 4.3 Initially, monthly monitoring reports will be prepared and submitted to Appeals and Regulatory for information.

#### 5.0 **CONSIDERATIONS**

- 5.1 There have been significant changes and the policy and procedure document is no longer fit for purpose.
- 5.2 More detailed guidance is needed for customers, their advisers and the staff involved in administering the scheme.

5.3 More requests for decisions to be reviewed are anticipated due to there being more applications and the increased likelihood of hardship as Welfare Reforms start to bite. 299 awards were made in 2012/13. The following table shows the position in financial year 2013/14, 1<sup>st</sup> April to 31<sup>st</sup> July:

5.4

No. of awards	No. refused	No. yet to be decided	Gov't. Funding £	Committed to date £
232	78	78	169,828	60,000

Senior managers of Customer Services and Community Housing are working closely together to give residents, including tenants of social landlords, the best possible advice to resolve their Housing difficulties. A DHP may be an appropriate temporary solution whilst alternative Housing provision is sought.

5.5 It is imperative that these decisions, reviews and appeals are processed speedily to enable customers to make life choices, such as where they can afford to live, in full knowledge of all of the facts. Managers are committed to facilitating this for our residents.

5.6 Consistent decision making is critical if customers are to receive an equitable and fair service. This can only be achieved in full knowledge of decisions made, to award or not, whether challenged or not. This evidence is readily available to officers.

## 6.0 EQUALITIES

6.1 A preliminary Equalities Impact Assessment has been undertaken and no negative impacts have been identified. The policy is anticipated to have a positive impact on a number of groups, including vulnerable people, people who may be at risk of homelessness, families with dependents where the hardship is having particular effects on individuals within the family, for instance young children, and people with disabilities or health conditions that make it essential for them to remain in their current accommodation. In addition, the 'Wednesbury' test of unreasonableness will apply when considering an applicant's non-essential expenditure.



## 7.0 **RISK MANAGEMENT**

7.1 Risks have been considered and mitigated as follows:

<b>Risk</b>	<b>Likelihood (H/M/L)</b>	<b>Impact (H/M/L)</b>	<b>Mitigating action</b>
Failure to spend the budget allocation	H	M	Regular monitoring by officers. Intervention to proactively identify potential cases.
Overspend against the budget allocation	M	H	Regular monitoring by officers. Short term awards with regular reviews if circumstances allow.
Consistency of decision making which may be challenged externally (Ombudsman or Judicial Review)	H	M	One officer responsible for decision making. Experienced officer panel to consider review requests.
Legislative changes may impact, for instance, Universal Credit	M	M	Undertake review once Universal Credit introduced properly.

## 8.0 **RECOMMENDATIONS**

- 8.1 That approval for the adoption of a refreshed DHP policy and procedures document be granted.
- 8.2 That a review be undertaken after 6 months of operation, and a progress report be presented.

8.3 That monthly reports be presented to Appeals and Regulatory Committee, starting immediately, detailing DHP applications and details of decisions, for consideration.

8.4 A further review will be required once Universal Credit is implemented.

## **9 REASON FOR RECOMMENDATIONS**

9.1 The existing document is no longer fit for purpose.

9.2 Reviews will be more quickly and equitably decided by a panel of senior managers of Customer Services and Community Housing.

9.3 Further appeals to Members would require that they be apprised of all DHP awards made and refused so that consistency of decision making could be guaranteed.

9.4 A review of the operation of the policy after 6 months is appropriate in the circumstances, as the impacts of Welfare Reform come to be fully understood, including the Benefits Cap which came into operation in July 2013.

You can get more information about this report from Fran Rodway, Customer Centric Services Manager, 345475.

Officer recommendation supported/not supported/modified as below or Executive Members' recommendation/comments if no Officer recommendation.

Signed

Executive Member

Date

Assistant Executive Member

Consultee Executive Member/Support Member comments (if applicable)

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## **Chesterfield Borough Council Discretionary Housing Payments Policy and Procedure Document**

### **1. Policy Statement**

The Council supports the aims of the Discretionary Housing Payment (DHP) Scheme, originally introduced on 2 July 2001, which is to relieve financial hardship associated with excessive housing costs.

The objective of this policy is to -

- help claimants through difficult personal events;
- offer temporary respite by granting additional financial assistance with housing costs;
- prevent homelessness;
- support vulnerable people in the transition to independent living;
- encourage and sustain people in employment.

The procedures that are to be followed in the administration of this scheme are outlined later in this document.

We pro - actively promote the DHP scheme by working in partnership with Community, Voluntary and Statutory organisations and by making guidance and claim forms available to the wider community in the Customer Service Centre and via the Council website. Staff identify potential cases and issue information leaflets with Housing Benefit notifications in appropriate cases.

Applications for a DHP can be considered when a customer is entitled to Housing Benefit or Universal Credit and there is a shortfall between the customer's Housing Benefit and contractual rent (less all ineligible service charges).

The customer must also demonstrate that further financial assistance is needed in order to meet housing costs. For the purpose of this scheme, housing costs are not defined and local authorities have a broad discretion as to interpretation. In general, housing costs means rental liability. More widely, housing costs includes:-

- rent in advance;
- deposits; and
- other lump sum costs associated with a housing need such as removal costs,

not already claimed by way of grants or discretionary funds available elsewhere.

For lump sum payments such as deposits, there is no weekly eligible rent limit because Regulation 4 of the Discretionary Financial Assistance Regulations 2001 only applies where the award is calculated as a weekly sum.

The Council, when making a decision on the award of a DHP has complete discretion. It decides whether or not an award will be made, and to whom, the amount and for how long a DHP is awarded.

Regulation 3 of the Discretionary Financial Assistance Regulations 2001 identify payments which do not qualify for a DHP.

When considering whether it is appropriate to award a DHP, the Council takes into consideration a wide variety of circumstances, some of which are listed below as a guide for customers and advisers. This list is not exhaustive.

- Is there any genuine risk of eviction if help with housing costs is not provided?
- What other outgoings does the customer have which make it harder for them to meet their housing costs?
- What assets does the customer have which might be used to help with their housing costs?
- Does the customer have access to other funds, including state benefits, as yet unclaimed?
- Does the customer have disregarded income that might be used?
- Is it possible for the customer to negotiate a rent reduction with the landlord?
- Could the customer relocate to alternative accommodation that would incur lower housing costs?
- Does the customer or a family member suffer from health problems that make it essential for them to remain in their current accommodation, and would it be detrimental to their condition if they were to move to other accommodation? Are there additional costs associated with any illness?
- Is the hardship having particular effects on individuals within the family, for instance young children?
- Are non-dependants living in the household contributing financially?
- Is the claimant likely to be able to sustain the tenancy in the longer term?
- Is there a risk of the customer being declared statutorily homeless if a payment is not made?
- Is the shortfall between Housing Benefit or Universal Credit and housing costs attributable wholly or in part to Welfare Reforms, such as a 'benefit cap' or the 'under occupancy' provisions for the social rented sector?

The Council reserves the right, when awarding a DHP, to advise customers to seek alternative accommodation if it feels that the current accommodation is inappropriate for their needs.

When considering the circumstances of the customer it is essential that we obtain a breakdown of the customer's financial situation. A personal budget sheet is incorporated within the claim form, for this purpose.

The Council maintains that it is reasonable to look into a customer's spending pattern to establish if any hardship can be minimised, but recognises that the customer should not be expected to reduce expenditure on essentials, such as food and fuel unless expenditure in these areas is unreasonably high.

It may be reasonable to expect the customer to reduce expenditure on non-essential items, such as mobile phones, cable television, cigarettes, entertainment and leisure activities. However, the personal circumstances of the customer will be considered when determining if this expenditure is non-essential. The 'Wednesbury' test of unreasonableness will apply.

In the event of a surge of claims, priority will be given to those claimants known to be at risk of eviction for rent arrears.

The Government determines, annually, the level of the contribution it will make towards the total spending on DHPs. The Council can not spend more than a permitted amount on this activity. All decisions on the award of DHPs are made on this basis. Revised figures are notified at the start of each financial year. When awarding a DHP, the Council informs customers that the DHP scheme is cash limited and that future payments of DHPs are not to be relied upon. The Council will maintain effective monitoring systems to ensure that there is no overspend of the permitted amount.

The Council recognises that the scheme is subject to internal and external audit, and will ensure that there are clear systems in place to facilitate such processes.

#### Discretionary Housing Payments and the Under Occupation of Social Housing

In addition to the general guidance above, more detailed criteria have been drawn up for dealing with DHP claims associated with the provisions of the Welfare Reform Act 2012 relating to the under occupation of social housing. Details can be found in appendix 1, and these may change to reflect trends and demand.

There will also be close liaison with colleagues in Community Housing to ensure that claimants receive advice about alternative housing options.

## **2. Discretionary Housing Payment Scheme: Administrative Procedures**

### Claiming a Discretionary Housing Payment

In order to be considered for a DHP a customer must be entitled to Housing Benefit or Universal Credit for the duration of the period that they are wishing to claim a DHP. A DHP claim will only be considered once a decision has been made on a customer's Housing Benefit or Universal Credit entitlement.

DHPs can only be awarded to cover housing costs. This means eligible rent and other related housing costs. A DHP cannot be awarded for the following:

- Ineligible service charges;
- Charges for water, sewerage and environmental services;
- Increases in rent due to outstanding rent arrears;
- Council Tax Liability;
- Any reduction in benefit as a result of a sanction (as defined in the Discretionary Financial Assistance Regulations);
- Housing costs where the customer is getting Council Tax Support but not Housing Benefit or help with housing costs in Universal Credit, and;
- Shortfalls caused by Housing Benefit overpayment recovery.

A written claim for a DHP is required from a customer or someone acting on their behalf. This can be by using the claim form provided or by letter. Use of our claim form is encouraged because it invites the customer to state the details of their circumstances. It also contains a budget sheet allowing them to indicate weekly expenses.

### Decision Making

Each claim is considered on its own merits. However, previous decisions made in similar circumstances may influence decision making, to ensure fairness.

We try to make a decision within 14 days of receipt of a complete claim. Customers will receive written confirmation of the outcome of their application for a DHP within 7 days of a decision being made. It will show the amount and duration of any award, the reasons for the decision and their right to request a review of the decision.

### Payment of Discretionary Housing Payments

Payment is usually made along with Housing Benefit. It normally starts from the Monday following the day we get the claim form. Discretionary Housing Payments in respect of weekly housing costs are paid for at least a week.

### Amount and duration of a Discretionary Housing Payment

Awards will usually be made for a period of 13 weeks unless the individual circumstances of a case require a differing period.



Customers will be given an opportunity to reclaim at the end of the period of award. If, at the time of the initial award, it is felt that the accommodation is inappropriate, the customer will be advised to look for alternative ways of alleviating the hardship, for example, moving to cheaper accommodation.

Customers will also receive advice about further additional benefit entitlement and help with claims is available.

Referral for help with debt management is also offered.

In exceptional circumstances, an award may be backdated provided there is also payment of Housing Benefit or Universal Credit in respect of the backdated period.

Following the introduction of Universal Credit, DHP's will be payable to people who are receiving Universal Credit. Universal Credit does not identify a specific amount towards housing costs and the DHP can therefore be any amount up to the weekly eligible rent.

#### Reviewing a DHP decision

Although there are no formal rights of appeal on DHP decisions, customers will be given the opportunity to have a decision on their claim reviewed by senior Council administrators.

Third parties, such as landlords, will not be given the right of review on decisions other than one where it has been decided to recover an overpayment from them.

Requests for review must be made in writing, although verbal requests will be accepted in certain circumstances e.g. where there are language/literacy problems. Any request for review, either written or verbal, must be received within one calendar month of the decision being notified to the customer. The Reviewing Officer may extend this period if there are special reasons for doing so. The customer may be asked to provide additional information in support of the request for review.

The review may involve an oral hearing which will take place within 6 weeks of the request, or as soon as practicable after that.

The review decision will be confirmed in writing within 7 days of a decision.

No further right of appeal exists.

#### Changes of circumstance and overpayments

Customers will be advised of their duty to notify the Council of any changes in their circumstances that may affect their entitlement to a DHP. These will normally be the changes that affect their entitlement to Housing Benefit or

Council Tax Benefit at the address for which the DHP is claimed. They will also be advised that the Council will seek to recover any overpayment of DHP that they receive.

Where an overpayment of a DHP is identified recovery will be sought from the person to whom it was paid. DHP overpayments cannot be recovered from ongoing payments of housing benefit.

**Under Occupancy DHP groups**

Provisions for the award of DHP in respect of under occupancy reduction only

Group No Family	Description	Details of support
1	Family no actual spare bedroom and bedroom requirement due to change within 1 year	Allow with means test until bedroom requirement changes
2	Family, not actually got a spare bedroom, bedroom requirement not due to change within a year but large age gap between the children expected to share, E.g. two boys aged 14 and 2	Allow with means test to ensure no maintenance, etc. that would enable customer to be able to afford the shortfall.
3	Family, no actual spare bedroom but not falling into one of the above groups, E.g. boy and girl aged 7 and 5	Allow with means test
4	Spare room but expecting a baby	Allow (up to bed requirement once child born)– no means test
5	Visiting children, spare bedroom a requirement of custody order etc.	Allow with means test up to bedroom requirement

6	Children <u>temporarily</u> in care	Allow with means test (up to bedroom requirement when children at home) if there is a realistic prospect of child returning home. May need social services to confirm the situation.
Disabled		
7	Actual spare room but unreasonable to move due to <u>substantial</u> disabled adaptations or vital medical equipment being stored, for example dialysis or oxygen equipment	If substantial adaptations allow without means test (regs not intended to affect these households). If moderate adaptations only, then means test and work with tenant/landlord to see if there is better housing solution.
8	Couples sleeping in separate rooms due to disabilities or moderate adaptations	Allow with means test. However, look at nature of disabilities, benefits in payment and may need medical practitioners report to support the need for separate rooms.  If moderate adaptations only then means test and work with tenant/landlord to see if there is a better housing solution.
9	Has a spare bedroom and unreasonable to move due to disability, closeness to family support	Allow with means test due to long term nature of the award. Liaise with landlord/tenant to see if there is alternative accommodation in the same area.

		Waive the means test if there are mental health issues resulting in an inability to cope with budgeting etc.
<b>Carers</b>		
10	Caring responsibilities. Includes grandparents regularly caring for grandchildren to assist a family under the supervision of social services.	Allow with means test due to long term nature of the award. Liaise with landlord/tenant to see if there is alternative accommodation in the same area.
11	Foster carers/new foster carer applicants and prospective adopter parents. We can allow 1 extra bedroom (amended legislation March 2013)	Allow with means test, unless operating as self employed foster carer. These can normally be identified by being in receipt of Working Tax Credit. If there is any further bedroom requirement for additional children the expectation is that we pay DHP.
<b>Other</b>		
12	Young person aged under 25 with a history of homelessness and now settled	Allow with means test but work with tenant and landlord to see if there is a more sustainable long term housing solution. DHP not a long term solution.
13	Reaching retirement age within 1 year	Allow with means test but liaise with landlord/tenant to see if a smaller property would be more appropriate.

14	Has spare bedroom, has periods of employment and current period has extended beyond 13 week protection or no entitlement to protection but good prospect of future employment	Not reasonable to expect to move if temporarily unemployed. Allow with means test for up to 13 weeks then review.	
15	Has spare bedroom, not unreasonable to move but unable to afford the shortfall and looking for alternative accommodation	Allow with means test for up to 13 weeks (longer if reasonable) as long as working with landlord to find alternative accommodation.	
16	Has spare bedroom, unable to afford, not looking for alternative accommodation and no immediate prospect of increasing income	Low DHP priority, but consider each case on its own merits.	
17	High risk offenders, with community support packages	Allow with means test due to long term nature of the award where, in the interest of public safety, it is unreasonable for them to move.	

## Chesterfield Borough Council

### Equality Impact Assessment - Full Assessment Form

Service Area: Customer Services and Organisational Development

Section: Customer Centric Services

Lead Officer: Fran Rodway

Title of the policy, project, service, function or strategy the preliminary EIA is being produced for: Discretionary Housing Payments (DHP)

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

Existing

Changed X

New/Proposed

#### **STEP 1 – MAKE SURE YOU HAVE CLEAR AIMS AND OBJECTIVES**

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

The aim of the policy is to use the funding available to relieve financial hardship associated with paying housing costs.

Who is the policy, project, service, function or strategy going to benefit and how?

It will benefit Chesterfield residents who are already claiming housing benefit to assist with paying their rent liability.

What outcomes do you want to achieve?

Help claimants through difficult circumstances; offer temporary respite by granting additional financial assistance; prevent homelessness; support vulnerable people in the transition to independent living; and encourage and sustain people in employment. The policy will ensure that these outcomes are achieved fairly and consistently.

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

This policy aims to assist some of the most vulnerable people in the community and needs to be simple and easily implemented and understood. This is why each claim is considered individually and claimants are given all of the support they need to access the scheme. Officers in Revenues, Customers Service, and Housing are fully aware of DHP's and the process of claiming.

**STEP 2 – COLLECTING YOUR INFORMATION**

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

Existing computer systems, and data collections tools updated for every DHP claim.

**STEP 3 – FURTHER ENGAGEMENT ACTIVITIES**

Please list any additional engagement activities undertaken to complete this EIA e.g. met with the Equalities Advisory Group, local BME groups, Employee representatives etc. Could you also please summarise the main findings.

Date	Engagement Activity	Main findings
Ongoing	With claimants, including through their representatives	Identified that proactive implementation of the policy is needed to achieve maximum effective impact
Planned	Equalities Advisory Group	Not yet known

**STEP 4 – WHAT’S THE IMPACT?**

Is there an impact (positive or negative) on some groups/people with protected characteristics in the community? (think about race, disability, age, gender, religion or belief, sexual orientation and other socially excluded communities or groups). You may also need to think about sub groups within each equalities group or protected characteristics e.g. older women, younger men, disabled women etc.

Please describe the potential impacts both positive and negative and any action we are able to take to reduce negative impacts or enhance the positive impacts.



## Impact on Customers

<b>Group or Protected Characteristic</b>	<b>Positive impacts</b>	<b>Negative impacts</b>	<b>Action</b>
Age – including older people and younger people.	Some of the new customer service channels available are particularly popular with younger people.	Customers may not have access to technology, or the skill sets to use the services.  Complex enquiries are often best handled face to face.	Tailor services to needs of customers.  Educate customers over time to options available.  Continue to provide human contact for those service deliverables where customer reassurance is required.
Disabled people – physical, mental and sensory including learning disabled people and people living with HIV/Aids and cancer.	The Customer Service Centre is a warm welcoming environment, and is easily accessible  Having more services based in one location results in customers receiving improved access to employees with specialist skills, e.g. BSL.  New communication methods may be preferred, e.g. texting for hearing impaired customers	Customers may not have access to technology, or the skill sets to use the services.  Complex enquiries are often best handled face to face.	Assess facilities and access issues and consider opportunities for improvements.  Tailor services to needs of customers.  Continue to provide human contact for those service deliverables where customer reassurance is required.
Gender – men, women and transgender.	N/A	N/A	N/A
Marital status including civil partnership.	N/A	N/A	N/A
Pregnant women and people on maternity/paternity. Also consider	Recent investment in the Customer Service Centre has improved facilities	N/A	Assess facilities and access issues and consider opportunities for

<b>Group or Protected Characteristic</b>	<b>Positive impacts</b>	<b>Negative impacts</b>	<b>Action</b>
breastfeeding mothers.	for pregnant women and young families e.g. improved seating, rest areas, ramps for pushchairs etc.		improvements.
Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.	N/A	N/A	N/A
Ethnic Groups	Consolidating staff in one contact centre improves access to specialist skills, e.g. interpretation	Those for whom English is not a first language are disadvantaged but translation services are available	Arrange access to translation services
Religions and Beliefs including those with no religion and/or beliefs.	N/A	N/A	N/A
Other groups e.g. those experiencing deprivation and/or health inequalities.	Customers are able to come to one place to resolve all of their housing and financial issues, as we work closely with our colleagues in Community Housing.	Complex enquiries are often best handled face to face.	Tailor services to needs of customers.  Continue to provide human contact for those service deliverables where customer reassurance is required.

### **Impact on Employees**

<b>Group or Protected Characteristic</b>	<b>Positive impacts</b>	<b>Negative impacts</b>	<b>Action</b>
Age – including older people and younger people.	N/A	N/A	N/A
Disabled people – physical, mental and sensory including learning disabled people and people living with HIV/Aids and cancer.	N/A	N/A	N/A

<b>Group or Protected Characteristic</b>	<b>Positive impacts</b>	<b>Negative impacts</b>	<b>Action</b>
Gender – men, women and transgender.	N/A	N/A	N/A
Marital status including civil partnership.	N/A	N/A	N/A
Pregnant women and people on maternity/paternity. Also consider breastfeeding mothers.	N/A	N/A	N/A
Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.	N/A	N/A	N/A
Ethnic Groups	N/A	N/A	N/A
Religions and Beliefs including those with no religion and/or beliefs.	N/A	N/A	N/A
Other groups e.g. those experiencing deprivation and/or health inequalities.	N/A	N/A	N/A

From the information gathered above does the policy, project, service, function or strategy directly or indirectly discriminate against any particular group or protected characteristic?

Yes   
 No

If yes what action can be taken to stop the discrimination?

## STEP 5 – RECOMMENDATIONS AND DECISION MAKING

How has the EIA helped to shape the policy, project, service, function or strategy or affected the recommendation or decision?

The policy is reliant on contact with customers, and considering equalities has helped to reinforce the need to manage the impact of proposals for all groups. Staff play a significant role in shaping the customer experience. The impact for them has been properly considered too.

How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?

The application of the policy will be reviewed after 6 months by the Appeals and Regulatory Committee. Any changes to the policy will be authorised appropriately within the Council.

## STEP 6 – KNOWLEDGE MANAGEMENT AND PUBLICATION

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

### Reviewed by Head of Service/Service Manager

Name: Fran Rodway

Date: 5.8.13

### Reviewed by Policy Service

Name: Katy Marshall

Date:

Final version of the EIA sent to the Policy Service

Decision information sent to the Policy Service

## **BRIEFING NOTE FOR ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE**

**7<sup>TH</sup> NOVEMBER 2013**

### **REVIEW OF ALLOCATIONS POLICY**

#### **1.0 PURPOSE OF REPORT**

- 1.1 On 18th December 2012 proposed changes to the Council's Housing Allocations Policy were presented to Cabinet.
- 1.2 The proposed changes were in order to meet the needs of tenants affected by the benefit changes and also to reflect the changes brought in under the Localism Act 2011.
- 1.3 Cabinet approved that consultation regarding the change commenced.
- 1.4 A further report was presented to Cabinet on 19<sup>th</sup> March 2013 feeding back the results of the consultation process and recommending that the changes were implemented with effect from 1<sup>st</sup> April 2013. Cabinet approved the recommendations.

#### **2.0 DETAILS OF CHANGES**

- 2.1 **Pensionable Age** - Due to the changes in the Department of Work and Pensions' (DWP) pensionable age, all references to pensionable age in the new policy refer to and are consistent with the DWP's pensionable age at the point in time of allocation.
- 2.2 **Under-occupation** - From 1st April 2013 under-occupation will be a recognised housing need in terms of affordability and people's ability to pay their rent, and thus sustain their tenancy.
  - 2.2.1 A new points category is therefore created awarding 80 points for each spare bedroom, up to a maximum of 160 points. This mirrors the points awarded for families who are overcrowded.
- 2.3 **Quota for Transfers** -The quota for transfers is increased to 40%. Transfers were previously included in Bands 2 and 3 with general applicants but under the proposed policy a new separate band for Transfers is created.

- 2.3.1 Due to the lack of turnover of 2 bedroom properties (in 2011/12 it was 263) and given the number of tenants requiring two bedroom properties who are either under-occupying and overcrowded, it is proposed that 75% of 2 bedroom properties becoming available to let are advertised with a preference to Transfers. (This is in-line with our allocations of bungalows).
- 2.4 **Changes to Bands** - It is proposed that the bands are changed as indicated below, with the following percentage of allocations per band.
- |                     |     |
|---------------------|-----|
| Priority Band       | 20% |
| Transfers           | 40% |
| General 1           | 25% |
| General 2           | 5%  |
| Sub Regional Scheme | 5%  |
- (5% unallocated to allow for monitoring of demand)
- 2.5 **Armed Forces** – applicants leaving the armed forces are included as a additional preference group and will be awarded 100 points.
- 2.6 **Age of Entry onto the Housing Waiting List – from April 2013** the age to register on the waiting list has increased from 16 years to 18 years of age. This is because tenancies are not awarded to applicants under the age of 18, unless they are referred under the Children’s Act from Social Services, under the agreed protocol or via a homelessness application.
- 2.7 **Sub-Regional Scheme** – From April 2013, 5% of all allocations are included in the Sub-Regional Scheme (a Scheme run in conjunction with Bolsover District Council, North East Derbyshire District Council and Bassetlaw District Council). The Scheme is currently being reviewed.
- 2.8 **Families with Adult Children** – From April 2013 houses in areas with good supply (ie no demand from families with children) may be allocated to families with adult children still living at home.
- 2.9 **Termination by a Joint Tenant-** either party to a joint tenancy can give notice to terminate that tenancy and this act will terminate the whole tenancy. Following the termination of the tenancy the Council will deal with any requests from an ex-tenant wishing to remain in the property in accordance with the Council’s Allocations Policy.
- 2.9.1 Where a person is not eligible to be allocated the property based on size or property type then the Council will normally offer suitable alternative accommodation in accordance with the Occupancy Standard.
- 2.9.2 Previously Council Policy allowed for an exception to be made if the tenant had been residing in the property for more than 15 years irrespective of the

property type. This exception has been noted as irrational by the judges in two cases recently defended by the Council. It was therefore proposed to remove this 15 year rule from the new policy.

## 2.10 Mutual Exchanges

- 2.10.1 A mutual exchange is quite simply two tenants who approach the Council to exchange properties, which subject to certain criteria, we would normally approve.
- 2.10.2 Facilitating mutual exchanges is another way to meet the needs of tenants who are either under occupying, or overcrowded, by identifying them, and with their consent by putting them in touch with each other.
- 2.10.3 A mutual exchange avoids the costs associated with a property becoming void (on average £2,400 per property for repairs and rent loss) but can be resource intensive in terms of officer time.
- 2.10.4 It was proposed that we promote and encourage mutual exchanges and incentivise tenants to exchange by introducing a new package under the Transfer Incentive Scheme.

## 2.11 Transfer Incentive Scheme

- 2.11.1 The Housing Service introduced the Transfer Incentive Scheme in 2007 due to the shortage of family houses in order to try and encourage tenants to move to smaller accommodation and 'free up' houses.
- 2.11.2 The downsizing incentive consisted of two separate packages, A and B, which gives tenants a choice of property types they would prefer to move into.

### **Package A**

This offers up to £5,000 to tenants willing to move from a family house into either a flat or studio, in a sheltered housing scheme as designated by Housing Services.

### **Package B**

This offers up to £2,500 to tenants willing to move from a family house into a one or two bedroom flat, provided the flat has lesser bedrooms than the house from which they are moving.

Two further packages, **Package C and D** were introduced in June 2010. Package C is available to tenants whose property is no longer suitable for

them but where it cannot be adapted to suit their needs. A sum of £1,250 is offered as an incentive to the tenant to move to a property that has already been adapted or is suitable to have adaptations carried out.

**Package D** is for tenants on whom the Council are serving notice of possession proceedings and are required to move, following their succession to a property for which they are not eligible, in terms of either its size and/ or property type. A sum of £1,250 is offered to cover the usual expenses of moving house, such as removals, new carpets, curtains etc. It is felt that the offer of financial assistance may help the Council in securing the desired outcome without having to take costly court action.

2.11.3 The current annual budget for the Transfer Incentive Scheme is £50,000.

It was proposed to:

- Reduce Package A up to £2,500
- Delete Package B
- Packages C and D, become B and C
- Introduce a new category D

2.11.4 To introduce a further category – **Package D** to assist tenants who have arranged a mutual exchange and who under the terms of the Allocations Policy have a recognised housing need to transfer. (This will include those affected by the welfare benefit changes).

2.11.5 The package will pay £500 per tenant, which based on 100 moves, (50 mutual exchanges) will necessitate the budget being increased by £50,000 to £100,000.

2.11.6 As the average cost of repair on a change of tenancy is £2,000 plus £400 void rent loss, and a mutual exchange does not cost the Council anything, it is therefore in the Council's interests to incentivise tenants to arrange their own mutual exchange rather than simply wait for a transfer into an empty property.

2.11.7 This is subject to on-going monitoring.

### **3.0 REVIEW OF IMPACT OF CHANGES TO POLICY**

3.1 A review of the impact of the changes to the policy has been carried out and the following has been found:

- 153 (66%) of all households in the transfer band who have been allocated properties since April 2013 have moved because they were either under-occupying properties or were overcrowded.



- There has been a 45% increase in the number of transfers compared with the same period last year.
- By stimulating transfers more two bedroom properties have been released which has resulted in an increase in availability of properties across most areas of the Borough.

#### **4.0 FURTHER CHANGES UNDER CONSIDERATION**

- 4.1 **Priority Band** – it is proposed that we carry out direct matches for all homeless applicants where we have accepted a statutory duty to re-house. (We already do this for medical cases, alternative to adaptation moves and management moves). Currently homeless applicants have 4 weeks to make bids on properties and if they do not bid then after the fourth week a direct match of a suitable property is made. This will enable us to discharge our duty much more quickly and reduce bed and breakfast accommodation costs.
- 4.2 **Transfer Band – Children in Flats Points** – it is proposed that we re-introduce points for households with children who live in flats. Currently unless a household is overcrowded then no points are awarded and they are given no preference on the waiting list.
- 4.3 **Two Year Residency** – the DCLG are currently consulting Local Authorities regarding their views on adopting a two year residency criteria for admission onto housing waiting lists. We are currently considering the implications of this and will respond accordingly.

**Julie McGrogan**  
**Housing Service Manager - Customer Division**

**30<sup>TH</sup> October 2013**

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## **FOR PUBLICATION**

### **PREPARATION OF A SPORT AND PHYSICAL ACTIVITY STRATEGY FOR CHESTERFIELD BOROUGH – 2014 - 2031**

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MEETING: 1. Enterprise and Wellbeing Scrutiny Committee

DATE: 1. 7<sup>th</sup> November 2013

REPORT BY: HEAD OF ENVIRONMENT

WARD: ALL

COMMUNITY FORUM: ALL

KEY DECISION  
REFERENCE (IF  
APPLICABLE):

FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS:

TITLE: Preparation of a Sport and Physical Activity Strategy for Chesterfield Borough – 2014 - 2031  
LOCATION: Room 1.39

#### **1. Purpose of Report**

- 1.1 To provide an overview of the progress on the development of a new Sport and Physical Activity Strategy for Chesterfield Borough Council.

## **2. Recommendations**

- 2.1 That the best practice approach to establishing a needs and evidence base for a Playing Pitch Strategy (PPS) and Outdoor Sport and Leisure in the Borough be noted.
- 2.2 That the Sport England Facility Planning Model (FPM) 2013 report findings be noted as key drivers for planning future Facilities within the borough.
- 2.3 That the Committee note that the collective needs and evidence identified in the PPS and FPM reports forms the basis of the overarching Sport and Physical Activity Strategy for the Borough being developed and delivered.

## **3. Background**

- 3.1 The Leisure Legacy review identified a need for the development of a robust Sport and Physical Activity Strategy to provide a clear focus and measurable link to the overall Council Vision "Putting our Communities First".
- 3.2 The outcome of the Strategy is to ensure that facilities, parks, greenspaces and associated services are provided of suitable accessibility and quality so as to maximise community participation in regular and sustainable Sport and Physical activity on both a formal and informal basis.
- 3.3 The Active People Survey has identified:
  - 21.7% of adults in Chesterfield take part in sport and active recreation compared to the national average of 21.8%
  - 50.7% of adults in Chesterfield do no sport or active recreation at all
  - 52.1% of adult residents in Chesterfield want to start playing sport or do a bit more
- 3.4 The Strategy is scheduled for completion by the end of March 2013.

- 3.5 Planning policies in general should be informed by robust and up to date assessments of demand and supply of open space, sport and recreation facilities.
- 3.6 Sport England has advised the Council both under the terms of the 2002 Planning Policy Guidance (PPG17) and now the 2012 National Planning Policy Framework (NPPF) (Par 73) that it is essential that assessments should be undertaken to both inform specific policies for sport as well as providing information as to whether sports sites need to be protected from new proposed development or to be improved and whether new facilities/sites need to be provided to support planned growth and consequently to inform the infrastructure delivery plan.
- 3.7 Sport England as statutory consultee responded to the corporate planning team regarding the Core Strategy review to advise that it does not accept that an evidence base dated 2002 (Parks and Open Spaces Strategy) and 2003 (Chesterfield Sports Facilities Strategy) can be regarded as up to date and therefore in compliance with Par 73 of NPPF. Not only are they considered to be out of date but they will no longer be robust given the changes in facilities which will have taken place over the last 10 years (for example the opening of the Staveley Healthy Living Centre) and proposed changes/growth across the Borough now contained in the Core Strategy.
- 3.8 The current approach and use of robust methodology adopted for the borough Sport and Physical Activity Strategy is acknowledged as being suitable and sufficient to underpin the Core Strategy and inform future delivery within relevant Service Plans.

#### **4. Issues for Consideration**

- 4.1 The statutory requirement for needs and evidence relating to the Councils Core Strategy and responses to consultation by Sport England have necessitated the development of a robust PPS and further evidence of need for Swimming Pool, Sports Hall and Artificial Grass Pitch provision using the Sport England FPM.

- 4.2 The national PPS methodology has recently been reviewed and therefore the timing of the CBC PPS to adopt best practice has been important to ensure that the resultant strategy is aligned to any revised evaluation framework adopted by Sport England or other key stakeholders.
- 4.3 The overall methodology for the Sport and Physical Activity Strategy development is shown as **Appendix 1**. It should be noted that the FPM work is being completed by Sport England and therefore only the PPS element is being coordinated locally. The two assessments will be combined and linked to profiling and identified local priorities for development of sustainable active participation in our communities.
- 4.4 Due to the specialist nature of the PPS work external support has been contracted to deliver the PPS Strategic guidance which will support the Councils Core Strategy and Local Development Framework and sit within the overall final Sport and Physical Activity Strategy.
- 4.5 The range of outdoor sports activities to be included and developed in the PPS is as follows:
- Football
  - Rugby
  - Hockey
  - Netball
  - Tennis
  - Bowls
  - Cricket

Commentary will also be made where there is opportunity to consider multi use or expanded use for other seasonal activities such as Rounder's, grass track circuit Cycling, Archery and Athletics development.

- 4.6 There are only two organisations currently approved by Sport England to use the new PPS methodology which

has meant a delay due to capacity for specialist support. CBC is the first authority in Derbyshire to use the new methodology and the second nationally.

- 4.7 Sport England are preparing an FPM assessment for Chesterfield which is expected to be provided in November 2013. The FPM methodology examines:
- Swimming Pool provision.
  - Sports Hall provision
  - Artificial Grass Pitch provision
- 4.8 The draft FPM data has already been used to support the planning application for the new Queen's Park Sports Centre and the final report will be fundamental to the indoor sports facility needs and evidence to be addressed in the Sport and Physical Activity Strategy for the borough.
- 4.9 The Sport and Leisure Manager has developed the brief for the PPS in consultation with Planning and Greenspace managers to ensure that the resultant work meets both corporate and service needs in each relevant area of the Councils work. The FPM modelling provides a standard report on the state of the borough having regard to all current and population driven future need.
- 4.10 The Sport and Leisure Manager is working with reduced capacity to support the Councils efficiency measures and due to critical planning application needs relating to the new Queen's Park Sports Centre; this has had some impact on the original project timeline. It is however expected that the draft strategy will be completed by April \ May 2014. Additional resource may be required if the current capacity levels remain depleted with the continued loss of the full time Sports Development resources due to internal transfer arrangements supporting business transformation priorities.
- 4.11 In absence of the borough Sport and Physical Activity Strategy the services are working with Derbyshire Sport and County partners to deliver on agreed partnership

plans including The Derbyshire Plan for Sport and Active Recreation and the Active Derbyshire Plan.

4.12 Despite current absence of the Strategy the Council is leading in a number of initiatives such as:

- Developing the new Active Chesterfield Partnership
- Joint working with the School Sports Partnership and Young People
- Sports Club Development project
- Revitalising local Sports Club Forums
- Young person consultation to inform programmes and initiatives
- Village Games initiatives
- Disability Cycling in Queen's Park
- A range of Health activity pilots at Leisure Centres.
- Integration of Maternity services to Leisure Facilities
- Developing new Queen's Park Sports Centre
- Delivering against the borough Health Inequalities plan

This and other work will be fully integrated into the final Strategy and be seamlessly mapped into relevant Council priorities and associated key partner and stakeholder plans and strategies at National and Local level.

4.13 Applications for grant funding and other initiatives that require a needs and evidence based validation will be reliant on strategic evidence being in place. Both the FPM and PPS work will take account of proposed future development and population growth in the borough up to 2031.

4.14 Planning the allocation of Section 106 and Community Investment Levy funds received by the Council will be possible due to the needs and evidence requirements reflected in the final Sport and Physical Activity Strategy.



## **5 EIA**

- 5.1 An EIA is included at **Appendix 2**. The assessment will be reviewed and included in the final report to reflect findings arising from the needs and evidence identified through the project process.
- 5.2 The final Strategy EIA will also be validated in consultation with key stakeholders through the Councils Equalities Group.

## **6 Risk Management**

- 6.1 Headline key risks regarding Strategy completion are identified in the table below. This will be refined subject to the findings of the needs and evidence arising from the PPS and FPM processes. Final assessment to be included in the resultant recommended Strategy report.

<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigating Action</b>	<b>Residual Risk</b>
Strategy is not completed in suitable timescale	Low	Planning applications subject to objection from statutory consultees + associated core strategy disruption. Active community and health priorities not delivered.	Corporate support and Member commitment to Strategy development in accordance with approved methodology and best practice. Sport England a key consultee and specialist consultant support commissioned.	Low
No Strategy results in planning objections from statutory consultees.	High	Core Strategy compromised and associated income and community development needs \ targets not met. Reduction in health inequalities priorities not progressed\ delivered. Chesterfield fails to progress as an active community.	Strategy completed and adopted to ensure service provision and infrastructure planned and delivered to meet robust needs and evidence based development.	Low
Strategic plan not implemented effectively.	Medium	Disrupts services meeting customer expectations and consequential levels of Community health and well being compromised. Wider area	Clearly understood roles, planned actions, investment and functions. Effective partnership working with performance measures in place and monitored. Good communication at all levels including organisational reporting lines and responsibilities being understood with partners and CBC teams. Good corporate relationships	Low

		“health” impact arises due to lack of investment and sustainable provision.	and shared priorities at all levels. Elected Members aware and driving plans clearly aligned to strategic need and corporate priorities.	
Legislative Pressures impact on non statutory investment	High	Service fails to meet both Council and Community needs.	Strong partnership working in place with key stakeholders. Vibrant 3 <sup>rd</sup> Sector base in both public and private facilities. NGB and Public Health priorities and strategies in place. County level commitment to Active Derbyshire and recognition of Sport and Leisure impact on community health and well being generally. Sport England role in promoting participation and protection \ development of relevant community infrastructure. Ability of CBC to raise capital through Community Investment Levy and prioritise\ support planned developments. Option to outsource with innovative partnerships. National health agenda profile limits reductions in sport and physical activity provision.	low

## 7 **Financial**

- 7.1 Sport and Physical Activity Strategy development costs are within approved budget provision.
- 7.2 An evaluation of future investment needs will be included in the final report to inform provision in the Councils Capital Programme process.

## **8 Recommendations**

- 8.1 That the best practice approach to establishing a needs and evidence based for a Playing Pitch Strategy (PPS) and Outdoor Sport and Leisure in the borough be noted.
- 8.2 That the Sport England Facility Planning Model (FPM) 2013 imminent County and Borough report findings be noted as key drivers for planning future services within the borough.
- 8.3 That the Committee note that the collective needs and evidence identified in both the PPS and FPM reports forms the collective basis for the overarching Sport and Physical Activity Strategy for the borough being delivered.

## **9 Reasons for Recommendations**

- 9.1 The Council Core Strategy requires a robust needs and evidence base relating to sports provision and greenspace to meet statutory planning requirements within the Local Development Framework.
- 9.2 Sport and Physical Activity provision in local communities is an essential requirement to ensure that Chesterfield is sustained and developed both as a great destination; and a healthy and active place to live and work.
- 9.3 It is essential that the Council understands local community needs and is able to strategically plan and resource future plans through a recognised methodology being used to develop essential investment. This should maximise mitigation of the impact of austerity measures affecting public service responsibilities in both statutory and non statutory provision.

M Blythe October 2013.

## Appendix 1

### Sport and Physical Activity Strategy methodology - Overview:

Process and Period	Overview of project methodology to establish need and evidence for service provision in Chesterfield Borough
October 2013 – April/May 2014.	<ul style="list-style-type: none"> <li>• Complete PPS and Outdoor Strategic Assessment <b>(undertaken by CBC Sport and Leisure Service)</b></li> <li>• Complete Facilities Planning Model Assessment (<u>undertaken to pre set methodology by Sport England</u>)</li> </ul>
1	<p><b>Tailoring the PPS Process</b></p> <ul style="list-style-type: none"> <li>• Vision for the Strategy, Key Drivers and Outcomes</li> <li>• Scope</li> <li>• Sport Specific Issues and trends in Chesterfield</li> <li>• Analysis structure and consultation</li> <li>• Other issues impacting pitch requirements</li> </ul>
2	<p><b>PPS Approach and Methodology:</b></p> <p><b><u>Supply</u></b></p> <ul style="list-style-type: none"> <li>• <i>Data Collection Requirements</i> <ul style="list-style-type: none"> <li>○ Site location and access arrangements</li> <li>○ Facilities available</li> <li>○ Quality and Capacity</li> </ul> </li> <li>• <i>Work Programme</i> <ul style="list-style-type: none"> <li>○ Site Audit Process</li> <li>○ Site Visits</li> <li>○ Analysis of bookings etc and consultation with key providers</li> <li>○ School survey</li> </ul> </li> </ul> <p><b><u>Demand</u></b></p> <ul style="list-style-type: none"> <li>• <i>Data Collection Requirements</i> <ul style="list-style-type: none"> <li>○ Clubs / Teams / Age Groups</li> <li>○ Location of Play (matches and training)</li> <li>○ Understanding of key issues relating to supply and demand</li> </ul> </li> <li>• <i>Work Programme</i> <ul style="list-style-type: none"> <li>○ Contextual Analysis</li> <li>○ National Governing Bodies</li> <li>○ League Secretaries</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Community engagement, Club Surveys and Follow Up Consultations</li> <li>○ Council Officers</li> <li>○ Wider Stakeholders</li> </ul> <ul style="list-style-type: none"> <li>● <b>PPS Check and Challenge</b></li> <li>● <b>PPS Assessment, Findings and Key Issues</b></li> <li>● <b>PPS Strategy Development and Action Planning</b></li> </ul>
4	<ul style="list-style-type: none"> <li>● Identify, check and address key drivers from the Sport England <b>FPM</b> assessment to establish a Facilities strand to the Strategy.</li> </ul>
5	<ul style="list-style-type: none"> <li>● Prepare final <b>PPS</b> and Outdoor strategy strand</li> </ul>
6	<ul style="list-style-type: none"> <li>● Prepare final overarching <b>Sport and Physical Activity Strategy</b> for Chesterfield Borough to 2031.</li> </ul>

## Appendix 2

### Chesterfield Borough Council

#### Equality Impact Assessment - Full Assessment Form

Service Area: Environment  
Section: Sport and Leisure  
Lead Officer M Blythe

#### Leisure Legacy – Development of a Sport and Physical Activity Strategy

Existing

New/Proposed

#### **AIMS AND OBJECTIVES**

To provide a robust Sport and Physical Activity Strategy for the Council to drive and develop current and future community sport and leisure activity; and build infrastructure in the Chesterfield Borough to deliver on the stated local vision and priorities suitably linked to National and Regional plans and strategies for sport, physical activity and health.

Strategy benefit:

The Strategy will deliver sustainable, quality Indoor and Outdoor Sports and Leisure provision for residents and visitors to Chesterfield making it a great destination and place to live and enjoy active and healthy lifestyles. This will be achieved through use of robust strategic needs and evidence based information in the approach to future planning coupled with targeted use of funding streams arising from Section 106 and Community Investment Levy finance. Development of the strategy will include consultation with all relevant stakeholders including National Governing Bodies, Public Health and 3<sup>rd</sup> Sector community organisations.

Planned outcomes:

- Active and Healthy local Communities
- Sustainable sports facilities
- Accessible parks, greenspace and associated services
- Ensuring that Chesterfield Borough is one of the most active district\boroughs in Derbyshire and the UK generally.

A number of barriers exist for both the Council and the Community to enable these outcomes to be achieved:

- Austerity measures are placing all organisations under significant pressure to deliver and Sport and Physical activity service provision is a non statutory function. Efficiency demands may result in compromising standards in both quality and the sustainability of current and future provision.
- Partnerships with key stakeholders are often challenging due to organisations not having or losing the capacity and in some instances the retained skills to effectively commit to and support partnered initiatives
- Pressure on 3<sup>rd</sup> sector organisations creating increasing difficulties in sustaining local infrastructure
- Pressure to operate in a more commercial rather than service led culture is bringing new challenges to the philosophy and methodology adopted in delivering against increasingly challenging outcomes.

## **COLLECTING INFORMATION**

A number of existing data sources are in place to assess the impact of the strategy

- Active People Data
- JSNA Chesterfield
- Health Inequalities Plan – Chesterfield
- Active Derbyshire Plan
- Derbyshire Plan for Sport and Active Recreation
- Chesterfield School Sports Partnership Plan
- Sport England Legacy Plan
- Sporting Futures Action Plan
- Active Chesterfield Action Plan ( in development)



## FURTHER ENGAGEMENT ACTIVITIES

Engagement activities undertaken to complete this EIA:

<b>Date</b>	<b>Engagement Activity</b>	<b>Main findings</b>
January– September 2013	Sport England CBC Planning Sites and Boundaries consultees	Statutory requirements require robust strategy development arising from best practice methodology to inform and validate future plans being put in place
October 2013	NGB and Stakeholder steering group	Positional meeting to establish current provision, future plans and priorities including club consultation and engagement
November 2013	NGBs Active Chesterfield Partners Community Forums	Data will inform and shape planned strategic priorities to ensure communities enjoy active lifestyles using appropriate and accessible sport and leisure provision in the borough.
Ongoing consultation and engagement is planned through local partnerships such as Derbyshire Sport and Active Chesterfield.		
<b>IMPACT ASSESMENT</b>		

Group or Protected Characteristic	Positive impacts	Negative impacts	Action
<b>Overall impact</b>	<p>The Strategy will lead the Council and partners in developing future Sport and Leisure provision in the borough supporting active and healthy community sustainability. The strategy will reflect provision catering for people of all ages and abilities.</p>	<p>May limit some income generation due to planning constraints on commercial ventures and housing development through issues such as provision or protection of greenspace.</p> <p>May require investment in some areas but disinvestment in others dependant on needs and evidence – this may impact in areas of low demand and undermine participation if consultation is not robust enough to ensure emerging trends are monitored and responded to effectively.</p>	<p>It is a requirement that the project team develops a clear strategy which moves towards increasing participation in Sport and Leisure activities, and continues to ensure focus on participation levels and investment needs.</p> <p>The Council is committed to the provision of a range of Sports and Leisure activities accessible to all. It is essential that the Council is proactive as a community leader developing and sustaining local partnerships such as Active Chesterfield and supporting the County Sports Partnership and and representation in the Public Health arena at County level.</p> <p>Evidence will be continually collected and used to ensure that provision of services is based on the needs of the community. Modern provision will need validation with some user groups comfortable with traditional approach and</p>

			provision eg facilities with unisex changing and showers etc
Age – including older people and younger people.	The Strategy will reflect needs and evidence collated across all age groups.	.see overall impact regarding trend monitoring. Modern accessibility issues may deter some participants eg Village Changing.	See overall mitigating actions
Disabled people – physical, mental and sensory including learning disabled people and people living with HIV/Aids and cancer.	See overall impact – CBC is committed to inclusive services.	See overall impact – provision may be compromised through challenges arising from the need to prioritise provision and expenditure in some instances relating to supply and demand.	See overall mitigating actions
Gender – men, women and transgender.	See overall impact – CBC is committed to inclusive services. Modern service provision should address needs.	Modern approach to accessible services may conflict with traditional views and values amongst some gender groups eg Village Changing	See overall mitigating actions
Marital status including civil partnership.	See overall impact		See overall mitigating actions

Pregnant women and people on maternity/paternity. Also consider breastfeeding mothers.	See overall impact – note that Maternity services are currently being integrated in to local leisure site service provision.	Move from traditional settings and service methodology may impact on community perceptions and engagement	See overall mitigating actions
Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.	See overall impact – Services are inclusive	Any move from traditional settings and service methodology may impact on community perceptions and engagement	See overall mitigating actions
Ethnic Groups	See overall impact – services are inclusive.	Any move from traditional settings and service methodology may impact on community perceptions and engagement	See overall mitigating actions
Religions and Beliefs including those with no religion and/or beliefs.	See overall impact – services are sensitive to all user religion \ beliefs	Any move from traditional settings and service methodology may impact on community perceptions and engagement	See overall mitigating actions
Other groups e.g. those experiencing deprivation and/or health inequalities.	See overall impact	See overall impact	See overall mitigating actions

Does the strategy directly or indirectly discriminate against any particular group or protected characteristic?

Yes   
No

What action can be taken to stop discrimination?

Please see the table above for identified mitigating actions.

## RECOMMENDATIONS AND DECISION MAKING

How has the EIA helped to shape the strategy or affected the recommendation or decision?

Provides underpinning principles to the future planned inclusive development of sport and physical activity service provision in the borough. A further assessment will be required once the needs and evidence base is established and translated into the final strategic document which will drive activity plans, investment and provision 2014 – 2031. The strategy EIA will be validated in consultation with relevant stakeholders in accordance with best practice and corporate governance within the Council;

Monitoring arrangements:

The Strategy will be reviewed in accordance with any associated statutory planning requirements and aligned County and local Sports action plans and strategies As a minimum it will be reviewed as part of the annual service and budget planning process.

## KNOWLEDGE MANAGEMENT AND PUBLICATION

Reviewed by Head of Service/Service Manager

Name: M Blythe

Date: 30.10.13

Reviewed by Policy Service

Name:

Date:

Final version of the EIA sent to the Policy Service

Decision information sent to the Policy Service

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN  
FOR THE FOUR MONTH PERIOD 1 NOVEMBER 2013 TO 28 FEBRUARY 2014

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. 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. Decisions which are expected to be taken in private (at a meeting of the Cabinet or by an individual Cabinet Member) are marked "private".

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 rolled forward every month and is available to the public 14 days before the beginning of each month.

A 'Key' Decision is defined as:

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 £50,000 or more from an approved budget, or
- a decision to vire more than £10,000 from one budget to another, or
- a decision which would result in a saving of £10,000 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 meaning of the Council's Policy Framework set out in Article 4 of the Council's Constitution.

The law and the Council's Constitution provide for urgent key decisions to be made, even though they have not been included in the Forward Plan in accordance with Rule 15 (General Exception) and Rule 16 (Special Urgency) of the Access to information Procedure Rules.

The Forward Plan has been extended to now include details of any significant issues to be considered by the Executive Cabinet, full Council and Overview and Scrutiny Committee. It is hoped that this will better meet the needs of elected Members, Officers and the public. They are called "non key decisions".

Anyone wishing to make representations about any of the matters in the schedule below may do so by contacting the officer listed. Copies of the Council's Constitution and agenda and minutes for all meeting of the Council may be accessed on the Council's website: [www.chesterfield.gov.uk](http://www.chesterfield.gov.uk).

## 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](mailto: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.

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.

Cabinet meetings are held at the Town Hall, Chesterfield, S40 1LP, usually starting at 10.30 am on Tuesdays, but subject to change in accordance with legal notice periods.

**Huw Bowen**  
Chief Executive





Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Private
<b>Key Decisions</b>									
Key Decision 213	List of Buildings of Local Interest - to agree a local list of buildings of historic, architectural or townscape importance.	Cabinet	Deputy Leader & Executive Member for Planning	20 Dec 2013	Planning Committee	Public Consultation already taken place with the local community.	Report of Head of Regeneration	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public
Key Decision 250	Housing Services Structure Review	Joint Cabinet and Employment & General Committee	Executive Member - Housing	3 Dec 2013	Assistant Executive Member Support Members	Meetings.	Head of Housing	Martyn Bollands Tel: 01246 345020 martyn.bollands@chesterfield.gov.uk	Exempt
Key Decision 254	Private Sector Stock Condition Survey - seeking authority to procure.	Cabinet	Executive Member - Housing	14 Jan 2014	Assistant Executive Member Support Members	Meetings.	Head of Housing	Jane Thomas Tel: 01246 345708 jane.thomas@chesterfield.gov.uk	Public
Key Decision 255	Appointment of Green Deal/ECO Partner	Cabinet	Executive Member - Housing	20 Dec 2013	Assistant Executive Member Support Members	Meetings.	Head of Housing	Jane Thomas Tel: 01246 345708 jane.thomas@chesterfield.gov.uk	Public

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Private
Key Decision 262	Governance Restructure - to consider a proposed restructure of the Governance Service.	Joint Cabinet and Employment & General Committee	Executive Member - Governance and Organisational Development	3 Dec 2013	Assistant Executive Member Heads of Service Staff Trade Unions	Meetings.	Head of Governance	Sara Goodwin Tel: 01246 345309 sara.goodwin@chesterfield.gov.uk	Exempt
Key Decision 267	Restructure of Homelessness Service	Joint Cabinet and Employment & General Committee	Executive Member - Housing	14 Jan 2014	Assistant Executive Member Support Members	Meeting.	Head of Housing	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Exempt
Key Decision 284	Gateway Enhancements - to agree final designs for public art and environmental improvements for Hornsbridge roundabout and Station Approach.	Cabinet	Leader & Executive Member for Regeneration	22 Oct 2013		Meeting.	Head of Regeneration	Lynda Sharp Tel: 01246 345256 lynda.sharp@chesterfield.gov.uk	Public

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Private
Key Decision 285	New Beetwell Street MSCP Improvement Scheme - to agree a scheme of capital improvements for the car parks in line with the Parking Strategy.	Council	Executive Member - Environment	18 Dec 2013	Assistant Executive Member	Meeting.	Head of Regeneration	Bernadette Wainwright Tel: 01246 345779 bernadette.wainwright@chesterfield.gov.uk	Public
Key Decision 286	CCTV Control Centre Improvement Works - to agree capital improvements to the control centre in line with the Parking Strategy.	Council	Executive Member - Customers and Communities	18 Dec 2013	Assistant Executive Member Support Members	Meeting.	Head of Regeneration	Bernadette Wainwright Tel: 01246 345779 bernadette.wainwright@chesterfield.gov.uk	Public
Key Decision 290	Treasury Management Outturn report for 2012/13 and updated Strategy for 2013/14.	Council	Deputy Leader & Executive Member for Planning	16 Oct 2013	Standards & Audit Committee	Meetings.	Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Private
Key Decision 295	Tenancy Policy - The Council's approach to Tenancy Management.	Cabinet	Executive Member - Housing	19 Nov 2013	Assistant Executive Member Support Members	Meeting	Head of Housing	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Public
Key Decision 296	Careline Consortium - Update on the current position regarding potential partnership arrangements with DCC.	Cabinet	Executive Member - Housing	20 Dec 2013	Assistant Executive Member Support Members	Meeting.	Head of Housing	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Public

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Private
Key Decision 303	Policy Restructure	Joint Cabinet and Employment & General Committee	Executive Member - Governance and Organisational Development	3 Dec 2013	Assistant Executive Member Support Members Deputy Leader & Executive Member for Planning Executive Member for Customers & Communities Executive Member for Environment Heads of Service Staff Trade Unions	Meetings.	Head of Business Transformation	Mark Evans Head of Business Transformation Tel: 01246 345732 mark.evans@chesterfield.gov.uk	Exempt
Key Decision 306	Income Development at the Venues - consider proposals to develop new income streams at the venues.	Cabinet	Executive Member - Leisure, Culture and Tourism	19 Nov 2013	Assistant Executive Member Support Members Users of venues.	Meetings	Head of Regeneration	Bernadette Wainwright Tel: 01246 345779 bernadette.wainwright@chesterfield.gov.uk	Public

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Private
Key Decision 317	Renewal of Cleaning Contract for Communal Areas	Cabinet	Executive Member - Housing	20 Dec 2013	Assistant Executive Member Support Members	Meeting	Head of Housing	Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk	Public
Key Decision 318	Proposals in respect of Grange Court - Change of Use/Conversion	Executive Member - Housing	Executive Member - Housing	20 Dec 2013	Assistant Executive Member Support Members	Meeting	Head of Housing	Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk	Public
Key Decision 319	Housing Ombudsman Arrangements	Cabinet	Executive Member - Housing	19 Nov 2013	Assistant Executive Member Support Members	Meetings	Head of Housing	Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk	Public
Key Decision 321	Review of Allocations Policy - Welfare Reform	Cabinet	Executive Member - Housing	3 Dec 2013	Assistant Executive Member Support Members	Meetings	Head of Housing	Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk	Public
Key Decision 326	Festivals Review - review the Council's programme of cultural festivals in 2013 and agree future events.	Cabinet	Executive Member - Leisure, Culture and Tourism	28 Jan 2014	Assistant Executive Member Support Members	Meetings	Head of Regeneration	Bernadette Wainwright Tel: 01246 345779 bernadette.wainwright@chesterfield.gov.uk	Public

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Private
Key Decision 327	Rest Rooms - explain how the rest rooms are managed and financed and review the future of the unused facilities.	Cabinet	Executive Member - Leisure, Culture and Tourism	20 Dec 2013	Assistant Executive Member Support Members	Meetings	Head of Regeneration	Bernadette Wainwright Tel: 01246 345779 bernadette.wainwright@chesterfield.gov.uk	Public
Key Decision 328	Community Infrastructure Levy (CIL) - consultation on draft charging schedule for CIL.	Cabinet	Deputy Leader & Executive Member for Planning	22 Oct 2013		Statutory Public Consultation Meetings	Head of Regeneration	Scott Nicholas Tel: 01246 345796 scott.nicholas@chesterfield.gov.uk	Public
Key Decision 329	Local Plan: Sites and Boundaries Development Plan document - to agree preferred options for public consultation.	Cabinet	Deputy Leader & Executive Member for Planning	19 Nov 2013		Meetings	Head of Regeneration	Alan Siviter Tel: 01246 345954 alan.siviter@chesterfield.gov.uk	Public
Key Decision 331	HS2 - response to consultation from government on proposed route for HS2.	Cabinet	Deputy Leader & Executive Member for Planning	14 Jan 2014		Meetings.	Head of Regeneration	Richard Bryant Tel: 01246 345790 richard.bryant@chesterfield.gov.uk	Public

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Private
Key Decision 335	"Great Place, Great Service" - a proposal to implement a Council wide transformation programme.	Cabinet	Deputy Leader & Executive Member for Planning	3 Dec 2013	Executive Member for Governance and Organisational Development	Meeting	Head of Business Transformation	Mark Evans Head of Business Transformation Tel: 01246 345732 mark.evans@chesterfield.gov.uk	Public
Key Decision 337	THI Scheme Project Evaluation - to receive a final evaluation of the THI project for Chesterfield Town Centre.	Cabinet	Deputy Leader & Executive Member for Planning	20 Dec 2013		Meetings	Head of Regeneration	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public
Key Decision 339	Proposals for future use of the former garage site of Hady Lane	Cabinet	Executive Member - Housing	3 Dec 2013	Assistant Executive Member Support Members	Meetings.	Business Planning & Strategy Manager	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public
Key Decision 340	Caravan and Mobile Home Park Licensing	Cabinet	Executive Member - Housing	19 Nov 2013	Assistant Executive Member Support Members	Meetings.	Head of Housing	Jane Thomas Tel: 01246 345708 jane.thomas@chesterfield.gov.uk	Public
Key Decision 341	Budget Monitoring and Medium Term Financial Forecast	Cabinet	Deputy Leader & Executive Member for Planning	22 Oct 2013	Leader & Executive Member for Regeneration	Meeting.	Head of Finance	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public



Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Private
Key Decision 342	Performance Outturn for April 2013 to September 2013	Cabinet	Deputy Leader & Executive Member for Planning	19 Nov 2013		Meeting.	Head of Business Transformation	Scott Webster Tel: 01246 345293 scott.webster@chesterfield.gov.uk	Public
Key Decision 343	Environmental Health Fees and Charges	Cabinet	Executive Member - Environment	19 Nov 2013	Assistant Executive Member Support Members	Meetings.	Head of Environment	Russell Sinclair Tel: 01246 345397 russell.sinclair@chesterfield.gov.uk	Public
Key Decision 344	Better Business for All Partnership D2N2	Cabinet	Executive Member - Environment	19 Nov 2013	Deputy Leader & Executive Member for Planning Assistant Executive Member Support Members	Meetings.	Head of Environment	Russell Sinclair Tel: 01246 345397 russell.sinclair@chesterfield.gov.uk	Public
Key Decision 345	Waste Services Fees and Charges	Cabinet	Executive Member - Environment	19 Nov 2013	Assistant Executive Member Support Members	Meetings.	Head of Environment	Dave Bennett Tel: 01246 345122 dave.bennett@chesterfield.gov.uk	Public
Key Decision 347	Anti-Social Behaviour Review	Cabinet	Executive Member - Customers and Communities	20 Dec 2013	Assistant Executive Member	Meetings	Head of Business Transformation	Joe Tomlinson Tel: 01246 345093 joe.tomlinson@chesterfield.gov.uk	Public

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Private
Key Decision 348	Strategic Housing Marketing Assessment	Cabinet	Executive Member - Housing	20 Dec 2013	Assistant Executive Member Support Members.	Meeting.	Head of Housing	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Public
Key Decision 349	Westwood Avenue Update	Cabinet	Executive Member - Housing	19 Nov 2013	Assistant Executive Member  Support Member	Meeting	Head of Housing	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public
Key Decision 350	HRA Business Plan/Capital Programme/Rents	Cabinet	Executive Member - Housing	20 Dec 2013	Assistant Executive Member  Support Member	Meeting	Head of Housing	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt
Key Decision 351	Review of Cemeteries Fees and Charges - 2014/15 To set the cemeteries fees and charges for 2014/15.	Cabinet	Executive Member - Environment	14 Jan 2014	Assistant Executive Member Support Members Joint Crematorium Committee	Meeting	Head of Environment	Angela Dunn Bereavement Services Officer Tel: 01246 345881 angela.dunn@chesterfield.gov.uk	Public

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Private
Key Decision 352	Fees and Charges for Leisure Centres and Outdoor Recreation Provision 2014 To set the Council's fees and charges for Indoor and Outdoor Sport and Leisure facilities with effect from 1 April 2014	Cabinet	Executive Member - Leisure, Culture and Tourism	14 Jan 2014	Assistant Executive Member Support Members	Meeting	Head of Environment	Darran West Tel: 01246 345751 darran.west@chesterfield.gov.uk	Public
Key Decision 353	Water Rates Agreement with Severn Trent Water	Cabinet	Executive Member - Housing	19 Nov 2013	Assistant Executive Member for Housing Support Member Executive Member for Customers and Communities Scrutiny	Meetings.	Business Transformation Manager	Scott Webster Tel: 01246 345293 scott.webster@chesterfield.gov.uk	Exempt
<b>Non-Key Decisions</b>									

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Private
Key Decision Non-Key 24	List of Buildings of Local Interest - to consider the list of nominated buildings and agree an assessment panel and process.	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	25 Nov 2013		Meeting. Consultation with property owners.	Head of Regeneration	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public
Key Decision Non-Key 25	Key Account Management - to agree a strategy for engaging with local businesses.	Leader & Executive Member for Regeneration	Leader & Executive Member for Regeneration	28 Jan 2014		Meeting.	Head of Regeneration	Lynda Sharp Tel: 01246 345256 lynda.sharp@chesterfield.gov.uk	Public
Key Decision Non Key 26	Application for Discretionary Disabled Facilities Loan Assistance	Executive Member - Housing	Executive Member - Housing	15 Nov 2013	Assistant Executive Member Support Member	Meeting.	Head of Housing	Jane Thomas Tel: 01246 345708 jane.thomas@chesterfield.gov.uk	Exempt

## SCRUTINY COMMITTEE RECOMMENDATIONS - IMPLEMENTATION MONITORING FORM

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Minute Ref. / Date (Scrutiny Committee & Cabinet, Council & its Committees)	Scrutiny Committee Recommendations or <i>Decision making body resolution</i> ( <i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i> )	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
OP4	Refuse Contract / Blue Bins (SPG)	<b>21.03.13</b> (No 0080)  Noted by Cabinet on 23.04.13	See report and minute.  Cabinet agreed that the Scrutiny Review Report be noted and taken into account as part of its further considerations.	Progress update 6 months from 23.04.13.		Progress report due 28.11.13
EW3	Parking Policy (SPG)	<b>14.02.13</b> (No 0027)  Approved at Cabinet on 05.03.13	<ol style="list-style-type: none"> <li>1. The barrier system of parking control which gives change, be extended to other car parks.</li> <li>2. Improvements be implemented for the New Beetwell Street MSCP to bring the facility up to a standard equivalent to that at Vicar Lane.</li> <li>3. Improvements to signage across the town centre and at the entry points to off-street car parks be undertaken.</li> </ol>	Progress update 6 months from 05.03.13	Head of Regeneration provided progress update to EW on 05.09.13.	Agreed in principal that Scrutiny Project Group be reappointed for further involvement in moving proposed work forwards subject to executive timescales.

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Minute Ref. / Date (Scrutiny Committee & Cabinet, Council & its Committees)	Scrutiny Committee Recommendations or <i>Decision making body resolution</i> ( <i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i> )	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
OP3	Anti Social Behaviour (SPG)	<b>17.01.13</b> (No 0064)  Considered by Cabinet 10.09.13.	See report and minute.			Considered by Cabinet on 10.09.13. Monitoring report due on 30.01.14.
OP2	Council Tax Support Scheme (SPG)	<b>10.12.12</b> (No 0058)  Noted by Cabinet 18.12.12	Cabinet agreed that further consideration be given to the recommendations of the Overview and Performance Forum as part of Cabinet's deliberations on establishing a Local Council Tax Support Scheme.	Progress update 6 months from 18.12.12.		Progress report due 26.09.13. Report scheduled for 28.11.13.
CCO1	Statutory Crime & Disorder Scrutiny	<b>29/09/11</b> (No 0044)  (No 0045)  <b>04/10/12</b>	1. Progress report on sharing information re alcohol related health problems and hospital admissions.  2. Consult Committee on internal Review of Community Safety before submission to Cabinet.  3. Consult Committee on Redeeming our Communities Proposals when completed.	6 months from 29/09/11.	1. Update provided 30.05.13. Statistics awaited.  2. Awaiting.  3. Awaiting.	Report received 30.05.13. Next report due 05.12.13.

<b>Ref No</b>	<b>Item</b> (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	<b>Minute Ref. / Date</b> (Scrutiny Committee & Cabinet, Council & its Committees)	<b>Scrutiny Committee Recommendations or <i>Decision making body resolution</i></b> <i>(italics = Agreed by Scrutiny Committee but not yet considered by decision making body)</i>	<b>Completion Date for Actions</b>	<b>Action / Response Completed</b>	<b>Further Action Required by Scrutiny</b> <i>(6 monthly progress reports)</i>
		<b>30/05/13</b> (No 0003)	4. Recommendation to Community Safety Partnership regarding introduction of Shopwatch scheme.	Letter sent 25.07.13	4. Awaiting response to letter.	
CCO3	Cumulative Impact Policy	<b>SB 14/07/11</b> (No 0015)  Licensing Ctte	1. Supports consultation on introduction of CIP.  2. A further report on consultation outcome be reported to Licensing Ctte and Cabinet before Council.  3. Scrutiny Board /Ctte to be involved with monitor and review of CIP after 12 months in operation.  4. Impact of alcohol consumption on health service to be brought to attention of Licensing Committee.	3. Following 12 months in operation.	1. Completed.  2. Completed.  3. Completed. Report received 31.01.13.  4. Update received 01.08.13. Hospital statistics not yet available.	
EW2	Review of Water Rates Payment Policy	<b>SB 16/06/11</b> (No 0004)  Cabinet 31/1/12 (No 0164)	1. Refer proposed amended Water Rates Payment policies to Executive Member / Cabinet for adoption.		Last progress report received 27.06.13	Set up Scrutiny Project Group to undertake further review.

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Minute Ref. / Date (Scrutiny Committee & Cabinet, Council & its Committees)	Scrutiny Committee Recommendations or <i>Decision making body resolution</i> ( <i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i> )	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
OP1	Corporate Services PPP. (SPG)	<b>SB 17/06/10</b> (No.0014 )  Cabinet 29/06/10 (No 0047)	1. To proceed with transfer of a range of corporate services to the Arvato Partnership.  2. Careful consideration be given to finalising the Governance structure.		1. Completed  2. Information awaited.	Progress report received 26.09.13. Agreed to remove from monitoring.

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Abbreviations Key : OP = Overview and Performance Scrutiny Forum. CCO = Community, Customer and Organisational Development Scrutiny Committee. EW = Enterprise and Wellbeing Scrutiny Committee).



**CHESTERFIELD BOROUGH COUNCIL**

**WORK PROGRAMME : ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE on 7 NOVEMBER 2013**

	<b>Scrutiny Meeting Date:</b>	<b>Business Item :</b>	<b>Status :</b>	<b>Raised by :</b>	<b>Executive Responsibility</b>
1	07.11.13	Housing Allocations Policy	Received 14.02.13. Progress report due 6 months after implementation. Cabinet decision not before 03.12.13.	<i>Link Officer (Housing) 12.11.12</i>	<i>Housing</i>
2	07.11.13	Discretionary Housing Payments	Forward Plan Key Decision Ref: 333. Cabinet decision not to be taken before 16.10.13.	<i>E&amp;W on 05.09.13</i>	<i>Customers and Communities</i>
3	07.11.13	Chesterfield Sport and Active Recreation Strategy	Initial work commenced (on Playing Pitch Strategy).	<i>Head of Environment E&amp;W (21.06/12)</i>	<i>Leisure, Culture &amp; Tourism</i>
4	07.11.13	Housing / Credit Union Service	Initial discussions taking place.	<i>E&amp;W (27.06.13)</i>	<i>Housing</i>
5	07.11.13	Rationalisation of Play Areas	Report due following executive consultation on proposals. Report first received 19.04.12.	<i>Head of Environment E&amp;W (19.04.12)</i>	<i>Environment</i>
6	16.01.14	Allotments Strategy	Annual progress report. Last received 18.10.12.	<i>Head of Environment E&amp;W (19.04.12)</i>	<i>Environment</i>
7	16.01.14	Street Scene Improvement Plan	6 monthly progress report – last received 27.06.13.	<i>E&amp;W</i>	<i>Environment</i>
8	16.01.14	DCC Composting Proposals (re food waste into green bin)	Possible introduction April 2014 earliest.	<i>Head of Environ – ment (10.12.12)</i>	<i>Environment</i>

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Agenda Item 9

**CHESTERFIELD BOROUGH COUNCIL**

	<b>Scrutiny Meeting Date:</b>	<b>Business Item :</b>	<b>Status :</b>	<b>Raised by :</b>	<b>Executive Responsibility</b>
9	TBC	Parks and Open Spaces Strategy	Members workshop to take place.	<i>Head Environment – Link Officer meeting 10.06.13</i>	<i>Environment</i>
10	TBC	Appointment of Green Deal ECO Partner	Forward Plan scheduled for decision not before 17.12.13.	<i>Executive Member Housing</i>	<i>Housing</i>
11	TBC	Housing Self Financing (Decent Homes Standards and Rents)	TBC	<i>Executive Member Housing</i>	<i>Housing</i>
<b>Scrutiny Project Groups :</b>					
12	Every meeting.	New Sport and Leisure Facilities	First agreed 16.02.12. Membership and scope refreshed. New scope agreed 05.09.13.	<i>CCO / E&amp;W / Officers via annual consultation</i>	<i>Leisure, Culture &amp; Tourism</i>
13	Every meeting	Water Rates Policy Review	Agreed 27.06.13 to set up a Project Group. Pending scope document.	<i>E&amp;W (27.06.13)</i>	<i>Housing</i>
14	TBC	Parking Policy (re-appointment)	Agreed in principal on 05.09.13 subject to timescales.	<i>E&amp;W (05.09.13)</i>	<i>Environment</i>
<b>New Business Items Proposed :</b>					
		Homeless Prevention Service Restructure	Currently scheduled for Cabinet 03.12.13	<i>Executive Member Housing</i>	<i>Housing</i>

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Note: Items for monitoring (from scrutiny reviews and/or recommendations) are not included above but are listed in the Scrutiny Monitoring Form a separate item on the agenda. Items from the Forward Plan and Scrutiny Monitoring Form can be included in the work programme.

## **CHESTERFIELD BOROUGH COUNCIL**

*[KEY to abbreviations : O&P = Overview and Performance Scrutiny Forum. CCO = Community, Customer and Organisational Development Scrutiny Committee. E&W = Enterprise and Wellbeing Scrutiny Committee. TBC = to be confirmed.] (Next meeting date is 16 January 2014).*

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## Enterprise and Wellbeing Scrutiny Committee

### Scrutiny Project Group on Water Rates Arrears Evictions

<b>Group Members :</b>	Councillors Gordon Simmons (Lead Member), Helen Elliott, Anthony Hill, Jenny Flood, Keith Miles, David Stone, Denise Hawksworth
<b>Subject to be reviewed:</b> (the issue)	Water Rates Arrears Evictions
<b>Reason for the Review / Terms of Reference:</b> (why are we doing this)	To review the Council's contract with the Water Authority to collect water rates payments from housing tenants, and related matters.
<b>How the review aligns with the Council's priorities and vision:</b>	Corporate Plan Aim 3:  A place where everyone has fair access to a decent and affordable home.
<b>Aims and Objectives of the Review:</b> (what do we want to achieve / what will success look like) - consider Equalities issues)	<ul style="list-style-type: none"> <li>- To help provide affordable homes.</li> <li>- To avoid unnecessary evictions for the non-payment of water rates.</li> <li>- To review contract with Severn Trent Water Authority to establish whether it is financially viable to continue collecting payments on its behalf, and to identify costs incurred for collecting.</li> <li>- Identify what support the Council has for people in difficulty.</li> <li>- Consider whether water meters should be advised for any properties.</li> <li>- Consider issues around charging for sewage and surface water.</li> <li>- To re-examine some decisions made by Scrutiny on this issue.</li> </ul>
<b>Method of Review:</b> (how the work will be undertaken)	Interviews Meetings Desk top research Housing Officers/Tenant support Executive Member for Housing interview Representative from Severn-Trent Water interview

<b>Research &amp; Evidence:</b> (information that needs to be gathered)	<ul style="list-style-type: none"> <li>- Existing contract agreement with Severn Trent Water</li> <li>- Statistics/figures regarding cost and benefit of contract / service received.</li> <li>- Statistics regarding the number of evictions due to water rates only</li> <li>- Web research</li> <li>- Appeals and Regulatory Committee documents</li> </ul>
<b>Witnesses :</b> (who to invite, information and answers needed)	Executive Member for Housing Executive Member for Customers and Communities Housing Service Managers / Officers Revenues Service Head of Finance Head of Business Transformation Citizens Advice Bureau Law Centre Interim Business Transformation Manager, Scott Webster Housing Tenant support staff
<b>Group Meetings &amp; Site Visits:</b>	Not applicable
<b>Resource Requirements:</b> (what resources will be used)	Councillor and officer time
<b>Project Start Date:</b>	27th June, 2013
<b>Scrutiny Project / Report Completion Date</b> (Group to agree final report)	Spring 2014
<b>Scrutiny Report to Scrutiny Committee on :</b> <i>(allow for public notice period)</i>	<ol style="list-style-type: none"> <li>1. Progress update to Enterprise and Wellbeing Scrutiny Committee 7th November, 2013</li> <li>2. Report to Enterprise and Wellbeing Scrutiny Committee 16th January, 2014.</li> </ol>
<b>Cabinet Reporting Deadlines</b> <i>(allow for WBR / Executive Member)</i>	To be confirmed.
<b>Scrutiny Report to Cabinet on :</b> <i>(allow for Public notice period)</i>	To be confirmed.

## **ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE**

**Thursday, 5th September, 2013**

Present -

Councillor Hawksworth (Chair)

Councillor Callan  
Flood

Councillor Gilby<sup>++</sup>  
Simmons

Anita Cunningham - Scrutiny Officer  
Jackie Brobyn - Democratic Services Officer  
Mike Hayden – Head of Regeneration<sup>+++</sup>  
Scott Nicholas – Senior Planning Officer<sup>+</sup>

<sup>+</sup>Attended for Minute No. 0014 only

<sup>++</sup>Attended for Minute Nos. 0014 & 0015 only

<sup>+++</sup>Attended for Minute Nos. 0014, 0015 & 0016 only

### **0012 DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS RELATING TO ITEMS ON THE AGENDA**

No declarations were made.

### **0013 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bradford, Dyke and Lang.

### **0014 DEPUTY LEADER AND EXECUTIVE MEMBER FOR PLANNING - REPORT ON THE COMMUNITY INFRASTRUCTURE LEVY**

Councillor Gilby, Deputy Leader and Executive Member for Planning, Mike Hayden, Head of Regeneration and Scott Nicholas, Senior Planning Officer, attended the meeting to update the Committee on the progress made in respect of the Community Infrastructure Levy.

It was noted that the Community Infrastructure Levy (CIL) was being introduced to ensure that developers paid a contribution towards borough-wide infrastructure needs in Chesterfield, to make development acceptable and sustainable. Although it was not compulsory, 100 Local Authorities were in the process of producing or already had a CIL in place.

The Preliminary Draft Charging Schedule had been prepared in accordance with the Community Infrastructure Levy Regulations 2010 (as amended) and was appended to the report. It was noted that the charges would only apply to residential and commercial developments. Four charging zones had been identified for residential rates, which were rated low, medium and high, with a nil rate for the

Staveley Corridor. The commercial rates were the same across the Borough.

Money collected under the CIL could be spent anywhere in the Borough. A draft list of the types of infrastructure the CIL could fund was also outlined, as attached to the report.

The Preliminary Draft Charging Schedule had recently completed its six week consultation period, and the results would be reviewed, and if required, modifications would be made, or further testing undertaken. The next stage was to prepare the Draft Charging Schedule for a further period of consultation later in the year, with a view to examination and adoption in 2014.

A discussion ensued and the following issues were raised and clarified:

- Reference was made to the Neighbourhood funding and plans, and a query was raised as to whether plans under Community Assemblies would qualify as Neighbourhood Plans. It was confirmed that areas with a Town Council or a Parish Council would qualify for a share of CIL revenue. Officers would provide more detail around the eligibility of Neighbourhood Plan areas for CIL revenue when clearer information was available.
- A comment was made about flood remediation and whether some of the CIL should be used to fund this. It was noted that this was the responsibility of the Environment Agency and they were allocated funding from the Government to address flood management, but that CIL could be used to match fund schemes.
- Concerns were raised that currently neither North East Derbyshire nor Bolsover District Councils had considered introducing CIL. It was felt that this might encourage developers to build in those areas rather than in Chesterfield. Members were reassured that the cost of CIL would be a relatively small percentage of the total cost of any development and would therefore be unlikely to have any impact.
- Consultation responses received to date had been generally supportive. However supermarkets had raised some concerns around charging levels for smaller food retail stores.

**RESOLVED** - (1) That the Deputy Leader and Executive Member for Planning, the Head of Regeneration and the Senior Planning Officer be thanked for their update.

(2) That more information about the eligibility of Neighbourhood Plan areas for a share of CIL revenue, be provided.

**0015 DEPUTY LEADER AND EXECUTIVE MEMBER FOR PLANNING - REPORT ON MARKET HALL REFURBISHMENT**

Councillor Gilby, Deputy Leader and Executive Member for Planning and Mike Hayden, Head of Regeneration attended the meeting to update the Committee on



the progress made in respect of the Market Hall Refurbishment.

It was noted that the first day of trade for the refurbished Market Hall would be Monday 28<sup>th</sup> October 2013.

The scaffold surrounding the Market Hall had started to be removed and it was almost scaffold free. The New Square extension was almost complete with the top tier of coping stones being laid this week. The contractor was focusing on the finishings of the new North and South entrances and these would be revealed once the scaffold was removed.

Internally there was substantial progress being made with all the retail units in the main Market Hall almost being completed, with the final clean and last layer of paint to be applied in the next two weeks. The new resin floor had been laid and the café and balcony glazing were being installed the following week. The 'wet' retail area, which was to house the fish, meat and deli stalls, was approximately ten days behind the main retail hall. The new internal public toilet facility, which was to be within this area, was now being fitted out with the cubicles being delivered to site earlier in the week.

The refurbished offices on the first and second floors, which included the new base for the Markets Team, were complete, apart from final commissioning. The new studio/incubation units, which were to be housed within the new first floor extension had been plastered and were awaiting final fix of M&E equipment and decoration.

The refurbished Assembly Room was gradually moving forward, with the decorative ceiling being completed shortly and the remaining walls being decorated following removal of an impressive scaffold system. Meeting Rooms 1 and 2 were complete except for the carpeting.

Negotiations had been concluded with most new and existing traders and new lease documentation was being prepared for the tenants. Lettings had been agreed on 11 out of the 14 units, with strong interest being shown in 2 of the 3 remaining. In the meat/fish/deli retail area, 5 lettings had been agreed of the 7 units available and 4 new lettings had been agreed on the external elevations, with 4 shops remaining unallocated. The offices were all under offer with the exception of 1. Moderate interest had been shown in the new studio/incubator offices, and it was felt that the unique selling point of being new in the town centre and also wheelchair accessible would make them attractive to new occupiers.

Members of the Committee suggested that it would be beneficial to have a tour of the new Market Hall prior to its re-opening, and the Head of Regeneration agreed to make arrangements for this to take place.

- RESOLVED** -
- (1) That the Deputy Leader and Executive Member for Planning, and the Head of Regeneration be thanked for their update.
  - (2) That arrangements be made for Members of the Committee to have a tour of the Market Hall prior to it re-opening.

**0016**    **SCRUTINY MONITORING**(a)    Scrutiny Recommendations Monitoring Form

The Committee considered an update on the implementation of approved Scrutiny recommendations.

(b)    Executive Member for Environment - Progress Report on Parking Policy

The Head of Regeneration gave a verbal update on the progress being made in respect of the Parking Policy and implementing the scrutiny recommendations.

He reported that the implementation of pay-on-foot parking across all Town Centre car parks had been incorporated into the Medium Term Strategy. However the budget for this had not yet been identified.

There were 3 projects for 2013 which were:

- The upgrade of the CCTV Control Room
- Improvements to the New Beetwell Street MSCP to bring the facility up to a standard equivalent to that at Vicar Lane.
- Improvements to signage across the town centre and at the entry points to off-street car parks.

It was noted that reserves for funding had been identified for the upgrade of the control room but it had not yet been decided where it would be located. Various locations were being considered including its current location, the Town Hall and the new Market Hall.

Funding had been approved for improvements to signage but it had not been scheduled to commence yet. It was noted that the number of blue badge spaces at Soresby Street would be reduced by 5 and redistributed across town more evenly. New tariffs had been introduced on 1<sup>st</sup> April 2013 and a charge of £1.00 per day had been reintroduced at Ashgate Road.

Improvements to the lighting, painting and surfacing were scheduled to take place at Beetwell Street MSCP this financial year, subject to a review of costs and funding.

Reference was made to the possibility of introducing a system whereby parking could be paid for via a mobile phone and the viability of this was queried. It was noted that this was something that had been investigated, but that it would require improvement of the wi-fi system in order for it to work, and this would need additional funding.

A discussion took place about how scrutiny could continue to play a role in progressing the Parking Policy and it was agreed that it would be added to the Work Programme for further discussion, with the possibility of undertaking

further review work, subject to confirmation of the executive reporting timetable.

- RESOLVED** - (1) That the Scrutiny recommendations update be noted.
- (2) That the Head of Regeneration be thanked for the update on the Parking Policy.
- (3) That the Parking Policy be added to the Work Programme for further discussion, and further Scrutiny Project Group work be agreed in principle, subject to confirmation of the executive reporting timetable.

#### **0017 FORWARD PLAN**

The Committee considered the Forward Plan for the period 1<sup>st</sup> September 2013 to 31st December, 2013.

- RESOLVED** - (1) That the Forward Plan be noted.
- (2) That it be noted that the earliest date the decision can be taken for key decision 285 on New Beetwell Street MSCP Improvement Scheme and key decision 286 on CCTV Control Centre Improvement Works, was now likely to be December 2013.
- (3) That regarding key decision 319, Housing Ombudsman Arrangements, a written briefing on the matter be provided for the Committee before its next meeting.
- (4) That key decision 333 on Discretionary Housing Payments be added to the work programme.

#### **0018 WORK PROGRAMME FOR THE ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE**

The Committee considered a list of items raised to date for its Work Programme.

- RESOLVED** - (1) That the Work Programme be agreed.
- (2) That an update on the following items be considered at the meeting in November 2013:
- Rationalisation of Play Areas
  - Discretionary Housing Payments
  - Chesterfield Sport and Active Recreation Strategy
  - Housing/Credit Union Service.

(3) That the following items be added to the Work Programme:

- Housing Self Financing (Decent Homes Standards and Rents)
- Appointment of Green Deal Eco Partner.

**0019 OVERVIEW AND SCRUTINY DEVELOPMENTS**

Nothing to report.

**0020 SCRUTINY PROJECTS PROGRESS UPDATES**

(a) Sports and Leisure Review

Councillor Flood reported that the Panel had met on 6 occasions, on a fortnightly basis. They had interviewed Deloitte and dealt with the covenant and contracting process.

The Panel had received a briefing in respect of financing and this would be analysed shortly.

Councillor Flood had attended a meeting on accessibility. She had also received feedback on the consultation process and confirmed that this met the national standards.

Members of the Committee thanked Councillor Flood for the work which she had done so far to take this review forward.

(b) Water Rates Policy Review

Councillor Simmons reported that the project group had met for the first time the previous day and had agreed to look at the following:

- Whether it was right for tenants to be advised to have water meters installed.
- Make contact with Severn Trent.

Another meeting had been set up for 17<sup>th</sup> September 2013.

Councillor Hawksworth expressed an interest in joining the panel and it was agreed that she be added as a member.

- RESOLVED -**
- (1) That the update in respect of the Sports and Leisure Review be noted.
  - (2) That the update in respect of the Water Rates Policy be noted.
  - (3) That Councillor Hawksworth be added as a member of the Water Rates Scrutiny Project Group.

**0021 MINUTES**

The Minutes of the meeting of the Committee held on 27th June, 2013 were presented.

Reference was made to Minute No. 0003 being misleading, and as a point of clarification it was noted that tenants were only made aware of the option to have a water meter installed, but that it was their own responsibility to arrange for its installation and not that of the Revenues Service.

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

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