

Public Document Pack

Governance

Town Hall, Rose Hill,
Chesterfield, Derbyshire S40 1LP

DX 12356, Chesterfield

Email democratic.services@chesterfield.gov.uk



The Chair and Members of Enterprise and Wellbeing Scrutiny Committee

Please ask for

Mary Stead

Direct Line

01246 345236

Fax

01246 345252

29 May 2014

Dear Councillor,

Please attend a meeting of the ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE to be held on THURSDAY, 5 JUNE 2014 at 5.00 pm in Room 3, Town Hall, Rose Hill, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

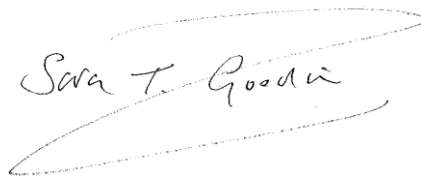
1. Declarations of Members' and Officers' interests relating to items on the Agenda
2. Apologies for Absence
3. Scrutiny Project Group Recommendation on Water Rates Arrears Policy (5.05 - 5.20 pm) (report attached) (Pages 1 - 6)
4. Forward Plan (5.20 - 5.30 pm) (attached) (Pages 7 - 20)
5. Scrutiny Monitoring (5.30 - 5.35 pm) (attached) (Pages 21 - 24)
6. Update on Implementation of Parking Policy (report attached) (5.35 - 5.50 pm) (Pages 25 - 26)
7. Overview and Scrutiny Developments (5.50 - 5.55 pm)

Chief Executive
Huw Bowen



8. Executive Member for Environment - Update on Food Composting Facility (5.55 - 6.15 pm) (Verbal Update)
9. Executive Member for Environment and Executive Member for Leisure, Culture and Tourism - Report on the Chesterfield Sport and Leisure Strategy 6.15 - 6.40 pm): (report attached) (Pages 27 - 30)
 - Sport and Leisure Strategy
 - Parks and Open Spaces Strategy
 - Playing Pitches Strategy.
10. Work Programme for the Enterprise and Wellbeing Scrutiny Committee (6.40 - 6.50 pm) (attached) (Pages 31 - 34)
11. Update to scrutiny of Dog Control Orders and Dog Fouling (report attached) (6.50 - 7.00 pm) (Pages 35 - 38)
12. Scrutiny Project Groups - Progress Updates (7.00 - 7.10 pm) (Pages 39 - 50)
 - New Sport and Leisure Facilities – Report attached.
 - Taxi Licence Subsidy
13. Minutes of the meeting held on 20 March, 2014 and Matters Arising (7.10 - 7.20 pm) (attached) (Pages 51 - 54)

Yours sincerely,

A handwritten signature in cursive script, reading "Sara T. Goodwin", enclosed within a large, hand-drawn oval scribble.

Head of Governance

SCRUTINY PROJECT GROUP RECOMMENDATION ON WATER RATES ARREARS POLICY

This recommendation will be presented by Councillor Jenny Flood.

BACKGROUND

The report and recommendations of the Scrutiny Project Group on Water Rates were considered and approved by the Enterprise and Wellbeing Scrutiny Committee on 16 January 2014 where it was resolved :

(1) that Officers report to Scrutiny in six months time, as to the outcome / progress on the water rate collection process and technology review.

(2) (i) that an update be made to Scrutiny when the Contract with Severn Trent Water is formally signed (ii) that an update on the Contract be given to Scrutiny after one year.

(3) that an informal meeting take place between the Scrutiny Chairs, Executive Member and Review Lead to discuss the operation of the 'write-off' policy to confirm with Revenues and Housing that they either remove the sentence about 'write-offs' from the policy, or insert " 'write-offs' to be Officer recommendations carried out by Executive Members";

(4) that support be given to reviewing the Tenant's information to include:
(i) more robust and prominent information on support available and advice regarding water rates and water meters;
(ii) re-emphasis to all tenants of the importance of communication with Revenues and Tenancy Support, if it is likely that the tenant may be approaching financial difficulties that may lead to arrears.

(5) that a progress report be given in six months time, monitoring the number of evictions for water rates arrears.

These recommendations have been pending submission to Cabinet whilst further consideration was being given to the matter at resolution (3) above.

ADDITIONAL SCRUTINY RECOMMENDATION TO AMEND THE POLICY

Regarding (3) above, a meeting was held involving Scrutiny Committee Chairs, Scrutiny Project Group representatives, the Executive Member for Housing, Executive Member for Customers and Communities and officers, where the current policy and procedure document (Appendix A) regarding evictions in relation to water rates arrears was discussed.

Recommended changes to the policy now being proposed are attached at Appendix B.

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Chesterfield Borough Council

Policy and procedure document in respect of evictions for arrears of water rates only

1. Policy statement

The objectives of this policy are to:

- prevent the eviction of a tenant who only owes water rates;
- support a tenant with arrears to pay their water rate liability;
- offer advice and guidance to minimise the impact of arrears of water rates for tenants.

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

Chesterfield Borough Council (the Council) collects water rates on behalf of the local water authority. The annual charge is based on the rateable value of a dwelling and the current rate in the £ as notified by the water authority each year.

The annual charge is divided by the number of rent weeks in the year and added to the weekly rent liability as a service charge. Water rate is not a service charge which qualifies for housing benefit.

Different arrangements apply to some blocks of flats and a total charge for the block is divided by the number of dwellings to derive a weekly charge.

The primary aim of the Council in relation to rent arrears recovery is to maximise its collection of rent income and other charges from its tenants.

However, the Council recognises that in recovering arrears of water rates only, the ultimate penalty of eviction is not proportionate when compared to the ultimate recovery action of a County Council Judgement and possible bailiff action, available to the water authority.

This policy will apply to secure tenants and introductory tenants.

2. Administrative procedures

Usual rent arrears recovery procedures will be followed.

In cases of water rates only arrears, a Notice Seeking Possession is likely to be triggered by £100 and more than 13 weeks owing. At this point, for introductory tenancies, consideration will be given to a 6 month extension.

Tenants will be advised about the charitable reliefs available.

Should no acceptable payment arrangement be agreed and sustained, a water meter will be installed, subject to the agreement of the tenant who may have to personally apply to the water authority.

Consideration may be given to writing off any balances in cases of particular hardship in line with normal Council write-off procedures.

Where it has not been possible to install a water meter, and arrears are accumulating usual rent arrears recovery procedures will be followed, including court action.

Chesterfield Borough Council

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In cases of water rates only arrears, a Notice Seeking Possession is likely to be triggered by £100 and more than 13 weeks owing. At this point, for introductory tenancies, consideration will be given to a 6 month extension.

Tenants will be advised about the charitable reliefs available.

Should no acceptable payment arrangement be agreed and sustained, the tenant will be strongly advised to make arrangements for a water meter to be installed, and will have to personally apply to the water authority.

Where it has not been possible to install a water meter, and arrears are accumulating usual rent arrears recovery procedures will be followed, including court action.

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 JUNE 2014 TO 30 SEPTEMBER 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 28 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". In addition the plan contains details of any reports which are to be taken in the private section of an Executive meeting.

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.

Notice of Intention to Conduct Business in Private

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

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

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

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

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

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
Key Decisions									
Key Decision 296	Careline Consortium - Update on the current position regarding potential partnership arrangements with DCC.	Cabinet	Executive Member - Housing	17 Jun 2014	Assistant Executive Member	Meeting.	Service Manager - Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Public
Key Decision 321	Review of Allocations Policy - Welfare Reform	Cabinet	Executive Member - Housing	8 Jul 2014	Assistant Executive Member	Meetings	Service Manager - Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@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	29 Jul 2014		Meetings	Head of Regeneration	Alan Morey Tel: 01246 345371 alan.morey@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 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	29 Jul 2014		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	17 Jun 2014	Assistant Executive Member	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	17 Jun 2014	Assistant Executive Member	Meetings.	Business Planning and Strategy Manager - Housing Services	Laurie Thomas Tel: 01246 345256 laurie.thomas@chesterfield.gov.uk	Public
Key Decision 355	Proposed Sports Pavilion for Eastwood Park	Cabinet	Executive Member - Environment	17 Jun 2014	Assistant Executive Member	Meeting	Head of Environment	John Ramsey Tel: 01246 345097 john.ramsey@chesterfield.gov.uk	Public
Key Decision 369	Costings Associated with Construction of the New Sports Centre (L000)	Cabinet	Executive Member - Leisure, Culture and Tourism	8 Jul 2014	Assistant Executive Member	Meeting	Head of Environment	Darran West Tel: 01246 345751 darran.west@chesterfield.gov.uk	Exempt 3 Contains financial information

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Key Decision 370	Appropriation of Land at Queen's Park Annexe for the Construction of the New Sports Centre (R320)	Cabinet	Executive Member - Leisure, Culture and Tourism	17 Jun 2014	Assistant Executive Member	Meeting	Head of Environment	Darran West Tel: 01246 345751 darran.west@chesterfield.gov.uk	Public
Key Decision 389	Staveley Area Action Plan	Cabinet	Deputy Leader & Executive Member for Planning	17 Jun 2014		Meetings	Head of Regeneration	Neil Johnson Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Public
Key Decision 390	Chesterfield Waterside GPF Loan	Cabinet	Leader & Executive Member for Regeneration	4 Jun 2014		Meetings	Head of Regeneration	Neil Johnson Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Exempt 3 Financial information
Key Decision 395	Review of Arts and Venues Policies and Strategies - a review 12 months after their adoption and their impact. Will also include 2015 fees and charges proposals for the Venues.	Cabinet	Executive Member - Leisure, Culture and Tourism	29 Jul 2014	Assistant Executive Member	Meetings	Head of Regeneration	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Public

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Key Decision 397	Review of the Museum's Acquisitions, Rationalisation and Disposal Policies	Cabinet	Executive Member - Leisure, Culture and Tourism	17 Jun 2014	Assistant Executive Member	Meeting	Head of Regeneration	Alyson Barnes alyson.barnes@chesterfield.gov.uk	Public
Key Decision 398	Sale of CBC Land/Property	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	30 May 2014		Meeting.	Head of Kier	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains financial information
Key Decision 399	Housing Revenue Final Accounts 2013/14	Cabinet	Executive Member - Housing	17 Jun 2014	Assistant Executive Member	Meeting	Head of Housing	Steve Spencer Tel: 01246 345454 steve.spencer@chesterfield.gov.uk	Public
Key Decision 400(1)	Portfolio Accounts 2013/14 - Leader and Executive Member for Regeneration	Cabinet	Leader & Executive Member for Regeneration	17 Jun 2014		Meeting	Head of Finance	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public
Key Decision 400(2)	Portfolio Accounts 2013/14 - Deputy Leader and Executive Member for Planning	Cabinet	Deputy Leader & Executive Member for Planning	17 Jun 2014		Meeting	Head of Finance	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public

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Key Decision 400(3)	Portfolio Accounts 2013/14 - Executive Member for Governance and Organisational Development	Cabinet	Executive Member - Governance and Organisational Development	17 Jun 2014	Assistant Executive Member	Meeting	Head of Finance	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public
Key Decision 400(4)	Portfolio Accounts 2013/14 - Executive Member Leisure, Culture and Tourism	Cabinet	Executive Member - Leisure, Culture and Tourism	17 Jun 2014	Assistant Executive Member	Meeting	Head of Finance	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public
Key Decision 400(5)	Portfolio Accounts 2013/14 - Executive Member for Environment	Cabinet	Executive Member - Environment	17 Jun 2014	Assistant Executive Member	Meeting	Head of Finance	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public
Key Decision 400(6)	Portfolio Accounts 2013/14 - Customers and Communities	Cabinet	Executive Member - Customers and Communities	17 Jun 2014	Assistant Executive Member	Meeting	Head of Finance	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public
Key Decision 400(7)	Portfolio Accounts 2013/14 - Housing General Fund	Cabinet	Executive Member - Housing	17 Jun 2014	Assistant Executive Member	Meeting	Head of Finance	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public

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Key Decision 401	General Fund Revenue and Capital Final Accounts 2013/14	Cabinet	Deputy Leader & Executive Member for Planning	17 Jun 2014		Meeting	Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public
Key Decision 402	Treasury Management Report for 2013/14	Cabinet	Deputy Leader & Executive Member for Planning	17 Jun 2014	Standards Committee	Meeting	Head of Finance	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public
Key Decision 403	Security DSO Final Accounts 2013/14 & Business Plan 2014/15	Cabinet	Deputy Leader & Executive Member for Planning	17 Jun 2014		Meeting	Head of Finance	Steve Spencer Tel: 01246 345454 steve.spencer@chesterfield.gov.uk	Exempt 3 Contains Financial Information
Key Decision 404	Building Cleaning Final Accounts 2013 and Business Plan 2014/15	Cabinet	Executive Member - Environment	17 Jun 2014	Assistant Executive Member	Meeting	Head of Finance	Steve Spencer Tel: 01246 345454 steve.spencer@chesterfield.gov.uk	Exempt 3 Contains Financial Information
Key Decision 405	Spirepride Final Accounts 2013/14 and Business Plan 2014/15	Cabinet	Executive Member - Environment	17 Jun 2014	Assistant Executive Member	Meeting	Head of Finance	John Hassall john.hassall@chesterfield.gov.uk	Exempt 3 Contains Financial Information

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Key Decision 406	Operational Services I.S.P. Final Accounts 2013/14 and Business Plan 2014/15	Cabinet	Executive Member - Housing	17 Jun 2014	Assistant Executive Member	Meeting	Head of Finance	Steve Spencer Tel: 01246 345454 steve.spencer@chesterfield.gov.uk	Exempt 3 Contains Financial Information
Key Decision 407	PCVU Window and Door Assembly Factory Final Accounts 2013/14 and Business Plan 2014/15	Cabinet	Executive Member - Housing	17 Jun 2014	Assistant Executive Member	Meeting	Head of Finance	Steve Spencer Tel: 01246 345454 steve.spencer@chesterfield.gov.uk	Exempt 3 Contains Financial Information
Key Decision 408	Corporate Management Structure	Joint Cabinet and Employment & General Committee	Leader & Executive Member for Regeneration	4 Jun 2014	All portfolio holders	Meetings	Chief Executive	Huw Bowen Chief Executive Tel: 01246 345308 huw.bowen@chesterfield.gov.uk	Exempt 1, 2, 4 Relates to individuals and consultations or negotiations.
Key Decision 410	Stock Condition Survey	Cabinet	Executive Member - Housing	8 Jul 2014	Assistant Executive Member	Meetings	Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public

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Key Decision 411	Parkside Update and Appointment of Developer	Cabinet	Executive Member - Housing	29 Jul 2014	Assistant Executive Member	Meetings	Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public
Key Decision 412	Proposed Budget for the Linacre Road Site, Ashgate	Cabinet	Deputy Leader & Executive Member for Planning	4 Jun 2014	Executive Member for Housing Assistant Executive Member Housing	Meeting	Head of Kier Asset Management	Linda Martin Tel: 01246 345445 linda.martin@chesterfield.gov.uk	Exempt 3 Contains financial information
Key Decision 413	Local Government Association Peer Challenge - findings and action plan	Cabinet	Deputy Leader & Executive Member for Planning	4 Jun 2014		Meeting	Corporate Management Team	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public
Key Decision 414	Former Chesterfield Cylinders/Whitebank Close Sports Ground - To make recommendations to secure a sustainable future for the sports ground.	Cabinet	Executive Member - Leisure, Culture and Tourism	4 Jun 2014	Assistant Executive Member	Meeting.	Report of Head of Environment & Kier Asset Management	Andy Pashley Tel: 01246 345099 andy.pashley@chesterfield.gov.uk	Exempt 3 Contains information relating to financial or business affairs of the Authority

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Key Decision 415	Performance Outturn for 2013/14 - To consider performance management information for 2013/14 and plans for 2014/15.	Cabinet	Deputy Leader & Executive Member for Planning	17 Jun 2014		Meetings	Report of Head of Business Transformation	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public
Key Decision 416	Fire Risk Assessments	Cabinet	Executive Member - Housing	17 Jun 2014	Assistant Executive Member for Housing	Meeting	Service Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public
Key Decision 417	Economic Development Unit Staffing	Joint Cabinet and Employment & General Committee	Leader & Executive Member for Regeneration	17 Jun 2014	Executive Member for Governance & Organisational Development Assistant Executive Member for Governance & Organisational Development	Meeting.	Report of Head of Regeneration	Lynda Sharp, Laurie Thomas Tel: 01246 345256 lynda.sharp@chesterfield.gov.uk, Tel: 01246 345256 laurie.thomas@chesterfield.gov.uk	Public

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Key Decision 418	Annual Report to Tenants	Cabinet	Executive Member - Housing	8 Jul 2014	Assistant Executive Member for Housing	Meeting	Service Manager - Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk	Public
Key Decision 419	Review of Tenant Involvement	Cabinet	Executive Member - Housing	8 Jul 2014	Assistant Executive Member for Housing	Meeting	Service Manager - Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk	Public
Key Decision 420	Adoption of Revised Statement of Community Involvement	Cabinet	Deputy Leader & Executive Member for Planning	29 Jul 2014		Meeting	Report of Head of Regeneration	Louise Briggs Tel: 01246 345794 louise.briggs@chesterfield.gov.uk	Public
Key Decision 421	Cultural and Visitor Services Restructure	Joint Cabinet and Employment & General Committee	Executive Member - Leisure, Culture and Tourism	29 Jul 2014	All Portfolio Holders, Assistant Executive Member – Leisure, Culture & Tourism	Meetings	Report of Head of Regeneration	Bernadette Wainwright Tel: 01246 345779 bernadette.wainwright@chesterfield.gov.uk	Exempt 1, 3, 5 relates to individuals and financial information
Private Items -Non Key/ Significant but non-Key									

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Key Decision 363	Application for Home Repairs Assistance	Executive Member - Housing	Executive Member Housing - Executive Member decisions	2 Jun 2014	Assistant Executive Member	Meeting	Head of Housing	Jane Thomas jane.thomas@chesterfield.gov.uk	Exempt 1, 3 Info. relating to an individual Info. relating to financial affairs
Key Decision 364	Application for Waiver of Home Repairs Assistances	Executive Member - Housing	Executive Member - Housing	13 Jun 2014	Assistant Executive Member - Housing	Meeting	Head of Governance	Stephen Oliver Tel: 01246 345313 stephen.oliver@chesterfield.gov.uk	Exempt 1 Contains information relating to an individual.
Non Key Decision									
Non-Key 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	29 Jul 2014	Consultation with property owners	Meeting	Head of Regeneration	Paul Staniforth Tel: 01246 345781 paul.staniforth@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 Non-key 28	Consideration of the report on the Annual Review of Overview and Scrutiny Arrangements 2013/14	Council	Executive Member - Governance and Organisational Development	30 Jul 2014	Assistant Executive Member Overview and Performance Scrutiny Forum	Meetings Email	Report of Head of Business Transportation	Anita Cunningham Tel: 01246 345273 anita.cunningham@c hesterfield.gov.uk	Public
Key Decision Non-Key Page 20	Scrutiny Annual Report 2013/14	Council	Executive Member - Governance and Organisational Development	30 Jul 2014	Assistant Executive Member Overview and Performance Scrutiny Forum	Meetings Email	Report of Head of Business Transformation	Anita Cunningham Tel: 01246 345273 anita.cunningham@c hesterfield.gov.uk	Public
Key Decision Non-key 30	Consideration of the report and recommendations of the Enterprise and Wellbeing Scrutiny Committee on matters regarding the water rates collection process and related evictions policy.	Cabinet	Executive Member - Customers and Communities	8 Jul 2014	Executive Member for Customers and Communities Assistant Executive Member for Housing Assistant Executive Member for Customers and Communities	Meeting	Report of Head of Business Transformation	Anita Cunningham Tel: 01246 345273 anita.cunningham@c hesterfield.gov.uk	Public

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)
EW3 Page 21	Parking Policy (SPG)	14.02.13 (No 0027) Approved at Cabinet on 05.03.13	<ol style="list-style-type: none"> 1. The barrier system of parking control which gives change, be extended to other car parks. 2. Improvements be implemented for the New Beetwell Street MSCP to bring the facility up to a standard equivalent to that at Vicar Lane. 3. Improvements to signage across the town centre and at the entry points to off-street car parks be undertaken. 	Progress update 6 months from 05.03.13	Head of Regeneration provided progress update to EW on 05.09.13.	Further written update requested by EW on 20.03.14.
OP3	Anti Social Behaviour (SPG)	17.01.13 (No 0064) Considered by Cabinet 10.09.13. 12.12.13	<p>See report and minute.</p> <ol style="list-style-type: none"> 1. Support use of vacant post funding to employ 0.6 (FTE) case worker. 		Executive Report considered by OP 12.12.13 before Cabinet decision. Scrutiny recommendation made.	Scrutiny recommendation reported to Joint Cabinet / Employment & General Committee on 08.04.14.

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 <i>(6 monthly progress reports)</i>
CCO1	Statutory Crime & Disorder Scrutiny	29/09/11 (No 0044) (No 0045)	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.	6 months from 29/09/11.	1. Update provided 30.05.13. Statistics awaited. 2. Update received 05.12.13 to confirm internal review tied into report on Anti Social Behaviour.	Report received 05.12.13, and 10.04.14. Next report due 20.11.14 (to be confirmed)
Page 22		04/10/12	3. Consult Committee on Redeeming our Communities Proposals when completed.		3. Awaited.	
		30/05/13 (No 0003)	4. Recommendation to Community Safety Partnership regarding introduction of Shopwatch scheme.	Letter sent 25.07.13	4. Scrutiny Committee awaiting response to letter from Community Safety Partnership.	
CCO3	Cumulative Impact Policy	SB 14/07/11 (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.		1. Completed. 2. Completed.	

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)
			<p>3. Scrutiny Board /Ctte to be involved with monitor and review of CIP after 12 months in operation.</p> <p>4. Impact of alcohol consumption on health service to be brought to attention of Licensing Committee.</p>	3. Following 12 months in operation.	<p>3. Completed. Report received 31.01.13.</p> <p>4. Update received 01.08.13. Hospital statistics not yet available.</p>	Statistics requested for meeting on 10.04.14.
Page 23 EW2	Review of Water Rates Payment Policy	<p>SB 16/06/11 (No 0004)</p> <p>Cabinet 31/1/12 (No 0164)</p>	1. Refer proposed amended Water Rates Payment policies to Executive Member / Cabinet for adoption.		<p>Last progress report received 27.06.13</p> <p>Scrutiny Project Group set up to undertake further review.</p>	<p>Review completed & report agreed EW 16.01.14. Informal meeting held. Pending Scrutiny report to Cabinet.</p>

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

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Enterprise and Well Being Scrutiny Committee

5 June 2014

Update on Implementation of Parking Policy

The Enterprise and Wellbeing Scrutiny Committee identified car parking as a review area in 2012 and subsequently established a Project Group. The review focused on the quality of Council's car parking provision and identified the changes that were required to improve parking facilities in the town centre in support of the visitor economy.

At its meeting on 14 February 2013 the Scrutiny Committee approved a number of recommendations for consideration by Cabinet:

- That the barrier system of parking control, which gives change, should be extended to include other car parks.
- That improvements be implemented for the New Beetwell Street MSCP to bring the facility up to a standard equivalent to that at Vicar Lane.
- That improvements to signage across the town centre and at the entry points to off-street car parks be undertaken.

A subsequent report was taken to Cabinet on 5 March 2013 which reviewed the Council's parking policy and approved a medium-term parking strategy until March 2016. The report contained details of the work of the Project Group and Scrutiny's recommendations. As a result the following recommendations were approved:

- Beetwell Street multi-storey car park should introduce a new pay on foot system which would have improved, easy to use payment facilities. In addition the car park would be decorated to brighten the interior of the building.
- Funding for the design of a parking guidance system was also approved but no funding was allocated for the system itself.

The overall cost of these improvements was estimated to be £195,000.

These decisions were on the understanding that the future of the Saltergate multi-storey car park would be addressed as part of the Northern Gateway Scheme.

A number of events, however, have subsequently taken place since which have impacted on the introduction of these recommendations:

- The Regeneration service subsequently underwent a staffing restructure which has resulted in a change in the staffing responsibilities within the parking service. This has caused a delay in the implementation of the recommendations.
- The Northern Gateway Scheme is under review and it is unlikely that Saltergate multi-storey car park will be demolished and replaced with a surface/underground car park as part of the revised scheme. The need for repair work and upgrading of the parking system at Saltergate may therefore become a greater priority for the Council and this has resulted in a delay to the start of any

improvement work to Beetwell Street multi-storey car park. It is anticipated that Members will have a better understanding of the revised plans for the Northern Gateway site in July 2014 and the impact they will have on Saltergate multi-storey car park. A decision can then be made on what car park improvement works will be given priority.

- Within the Cabinet report a business case was put forward to fund the agreed work. It was identified that the necessary funding could come from both the service's repair and replacement fund and the Invest to Save reserve. A shortfall was, however, identified but it was anticipated that this would be met from increased ticket sales. Unfortunately ticket income in all Council car parks has declined in recent years and the Council's current financial situation means that the business case needs to be reviewed.

The Council's medium-term parking strategy still remains to make all Council car parks competitively priced, accessible and consumer friendly, which reflects Scrutiny's recommendations. Once the future of Saltergate car park is known, the business case for the funding required will be reviewed and progress on implementing improvements to the service can start.

Report prepared by:
Bernadette Wainwright & Andy Bond

Review of the Chesterfield Parks and Open Spaces Strategy

Briefing Note - 5 June 2014

Background

The first Strategy was launched in 2003 with the aim of maximising social, environmental and economic benefits of green space provision. In the last 10 years more than £8.25 million has been invested in our parks bringing about a wide range of improvements.

Over 20 Friends Groups have established during this time and they have played a significant part in driving improvements.

Public satisfaction with Parks and Open Spaces has risen by 18% and now stands at 73%.

Why is a review is needed?

The original Strategy was broad in focus and possibly over ambitious.

Revenue funding for green spaces in Chesterfield has declined by £650,000 in real terms over the life of the Strategy and is set to decline even further.

Sport England has highlighted that our Strategy is out of date and in need of review if it is to be regarded as a robust Planning tool.

A refreshed Strategy will provide the context, vision and strategic direction for the provision, management and improvement of green spaces across the Borough.

Research, Consultation, Data collation and Mapping

The original Strategy document has been used as a base from which to launch the review.

We have researched latest thinking in the sector and drawn on best practice where appropriate.

A series of workshops have been held to gather the views and aspirations of staff and key partners from a range of disciplines.

The results of recent public consultation exercises have been drawn on to help shape the Strategy.

A lot of work has been done to ensure that records are up to date regarding the types and location of open space we have.

Parks and open spaces have been assessed out on site for quality and accessibility.

All this has been recorded and plotted on maps and then analysed to identify where the gaps in provision are.

Draft findings

Quality

Out of the 80 spaces assessed against basic Green Flag criteria 53% just met the standard, 14% exceeded it and 33% fell short.

Smaller sites lacked signage, needed repairs to paths and offered little in terms of amenity.

Larger parks were found to be generally well maintained and most had active Friends groups

Quantity

The land area of accessible Parks and Spaces amounts to 585 hectares and is made up as shown in the table below:

Category	Hectares	Hectares per thousand population
Parks	247.63	2.4
Amenity/local open space	163	1.58
Semi natural space	126.39	1.227
Outdoor sports	42.89	0.416
Closed churchyards	5.75	0.056
Totals	585.66	5.69

This equates to an increase in 167 hectares since we last measured for the original Strategy..

Emerging Priorities and Objectives

Based on research and consultation so far, these are the draft priorities for the Strategy

- Rationalise quantity of provision and improve quantity
- Identify key needs/investment priorities and deliver in partnership through external funding and capital receipts
- Maximise the efficient use of resources to achieve our priorities

- Understand the needs of partners and deliver shared objectives
- Increase community engagement and ownership
- Make sites safer
- Promote green spaces for health, physical activity and to increase use
- Increase access to nature and improve biodiversity
- Improve site links via multi-user routes and out into the wider countryside
- Offer a diverse and attractive programme of events and activities
- Realise the full potential of green space in terms of tourism, lifelong learning and economic development
- Seek to provide new facilities or improve quality of existing facilities through new development

An action plan has been drafted to address these priorities which is set out under the following headings (these can also be viewed as key objectives).

1. Improving the quality of existing open spaces
2. Rationalising the quantity and accessibility of open space
3. Promoting our spaces and engaging our communities to maximise use and benefits
4. Improving biodiversity and sustainable landscapes
5. Maximising the efficient use of resources to achieve our priorities
6. Improving partnership working to achieve joint aims such as Healthy Lifestyles

Emerging Policies

The Strategy reflects the current and probable financial position of the Council particularly in being realistic in the way we have developed the action plan. That said it is still stretching within this context.

The Strategy will be presented to Members in October where they will need to consider the policy context. To date the following potential policy changes have emerged:

- It is likely that the Strategy will only propose the development of new open space where there is a deficiency in open space within a particular area and where this coincides with multiple deprivation.
- Where new open space is developed, this should be in the context of either external funding or within an agreement with a developer to set up a management company to cater for ongoing maintenance costs.

Next steps

The draft Strategy will be posted on the Council's website in June and the public will be invited to fill in a short questionnaire in response.

This will be advertised via the Community Assembly newsletter and Friends of Parks groups will be invited to discuss the Strategy.

A full Equalities Impact Assessment will be carried out on completion of the Strategy and following consultation with the Equality and Diversity Forum.

The intention is to take the Strategy to Members for adoption in October. The Strategy will continue to be shaped and refined to take account of consultation responses where appropriate in the meantime.

Andy Pashley

Green Spaces Manager

28th May 2014

Minute Extract – Overview & Performance Scrutiny Forum – 3 April 2014

74 SCRUTINY REPORT ON COMMUNITY ASSEMBLIES INVOLVEMENT (6.10 - 6.25 PM)

The Scrutiny and Policy Officer reported on the presentation of the Council's Overview and Scrutiny role to Community Assemblies.

The report included information about the priorities raised by the Community Assemblies, for inclusion in the scrutiny work programmes. It also included options to involve Community Assembly representatives in scrutiny work.

Each Community Assembly had been visited by the Scrutiny and Policy Officer and the Overview and Scrutiny Committee Chairs. A presentation had been given to the Community Assemblies, and workshops had been held to prioritise issues for scrutiny, using the 'issues for change' agenda already drawn up by each Community Assembly.

The priorities identified were, in order of importance:-

- community development for people of all ages;
- dealing more effectively with dog fouling;
- litter and street scene issues;
- protection of green spaces and verges;
- parking and roads issues;
- public service agencies working better together, and on community safety.

Community Assemblies would be kept informed of the response of the Overview and Performance Scrutiny Forum to their suggested priorities.

Consideration was given to the future role of Community Assembly representatives in the scrutiny process, as co-opted members of Scrutiny Project Groups, or by attending meetings to give evidence and inform the scrutiny reviews. It was suggested that Community Assemblies be requested to put a Scrutiny item on their agendas at regular meetings, to provide an opportunity for an update on issues raised by the Community Assembly for action by Scrutiny, and to enable people attending the Assemblies to raise matters for Scrutiny.

The first two priorities for Scrutiny would be dog fouling and building communities, and the other priorities could be considered at a future Scrutiny meeting. Items raised by Community Assemblies would be covered by the appropriate Scrutiny Committee.

Two-way communication between Scrutiny and Community Assemblies was important, so that expectations of Scrutiny action raised at Community Assemblies remained realistic. It was also necessary to ensure that there was a good understanding of the Scrutiny process by Community Assemblies.

RESOLVED –

1. That the priorities outlined in paragraph 4.2 of the report be considered when drawing up the scrutiny committee work programmes, prioritising community development and action to deal with dog fouling as the first two priorities to be added to the work programmes.
2. That involvement of Community Assembly representatives be encouraged, and further consideration be given to how best to achieve this objective at a future meeting of the Overview and Performance Scrutiny Forum.

CHESTERFIELD BOROUGH COUNCIL

WORK PROGRAMME : ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE on 5 JUNE 2014

	Scrutiny Committee Date:	Business Item :	Status :	Raised by :	Executive Responsibility
1a	05.06.14	Leisure and Culture Strategy incorporating : 1.Sport and Leisure Strategy	Initial report received 07.11.13. Draft strategies being developed.	<i>Head of Environment E&W (21.06/12)</i>	<i>Leisure, Culture & Tourism</i>
1b	“ “	2 Parks and Open Spaces Strategy	Members workshop to take place. Includes play areas.	<i>Head Environment – Link Officer meeting 10.06.13</i>	<i>Environment</i>
1c	“ “	3.Playing Pitches	Linked to Parks and Open Spaces Strategy.	<i>Link Officer (Environment)</i>	<i>Environment</i>
2	05.06.14	Homeless Prevention Service Restructure	Currently scheduled for Cabinet 11.03.14.	<i>Executive Member Housing</i>	<i>Housing</i>
3	05.06.14	Housing Accommodation and Support Budget, and Older Peoples Services	To look at impact of County Council funding reductions on housing services. Awaiting detail regarding timescales.	<i>Link Officer (Housing) 10.02.14</i>	<i>Housing</i>
4	05.06.14 or 31.07.14 TBC	Housing Allocations Policy	Received 14.02.13 and 07.11.13. 6 months progress report requested.	<i>Link Officer (Housing) 12.11.12</i>	<i>Housing</i>
5	31.07.14	Street Scene Improvement Plan	6 monthly progress report – last received 16.01.14.	<i>E&W</i>	<i>Environment</i>

CHESTERFIELD BOROUGH COUNCIL

	Scrutiny Committee Date:	Business Item :	Status :	Raised by :	Executive Responsibility
6	TBC	Housing Self Financing (Decent Homes Standards and Rents)	TBC. Informal briefing for Members being proposed.	<i>Executive Member Housing</i>	<i>Housing</i>
7	05.02.15	Allotments Strategy	Annual progress report. Last received 16.01.14.	<i>Head of Environment E&W (19.04.12)</i>	<i>Environment</i>
Scrutiny Project Groups :					
8	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&W / Officers via annual consultation</i>	<i>Leisure, Culture & Tourism</i>
9	Every meeting	Water Rates Policy Review	Agreed 27.06.13 to set up a Project Group. Concluded and report received 16.01.14. Pending report to Cabinet / Executive Member.	<i>E&W (27.06.13)</i>	<i>Housing</i>
10	Every meeting	Taxi Subsidy	Agreed 16.01.14. To commence March.	<i>E&W (16.01.14)</i>	<i>Environment</i>
New Business Items Proposed :					
	31.07.14	Licensing Policy	Under review.	<i>Link Officer (Environment) 12.05.14</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.

[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 31 July 2014).

Scrutiny, Enterprise and Wellbeing Group.

Work Programme Item 9

The Control of Dogs and Dog Fouling

Briefing Note - June 2014

Background

This report summarises the work carried out by the Environmental Protection team during the past 18 months, to tackle the effects of irresponsible dog ownership in our parks and on our streets and considers future initiatives.

Why is a review is needed?

Like many other areas there is a high level of interest in dog control issues, both internally and by the public. For many years the Council has used its powers to serve Fixed Penalty Notices for dog fouling offenses.

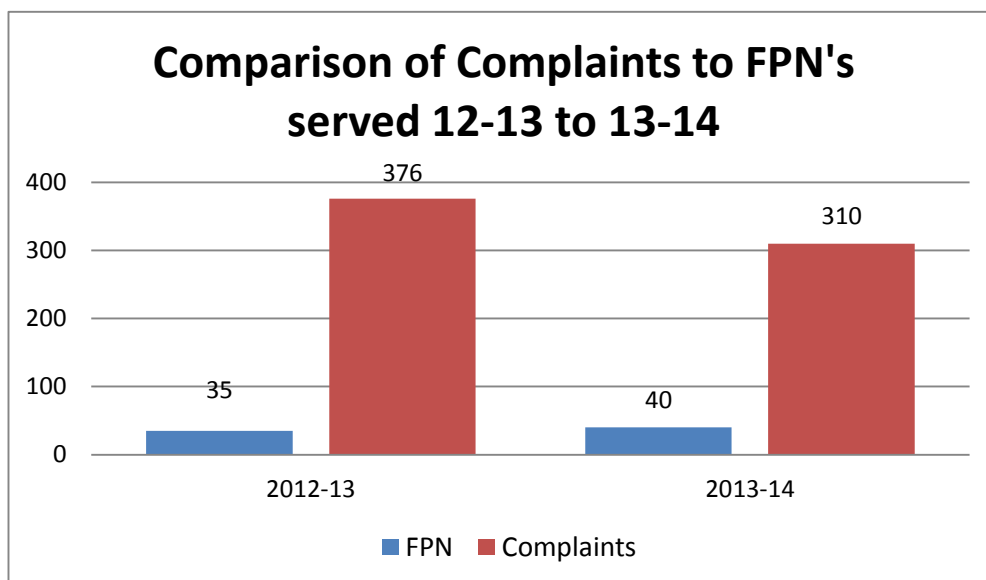
More recently in response to public demand additional Dog Control Orders have been introduced across the borough, to make it an offense to walk dogs off a lead in our cemeteries and the grounds of the crematorium. In Eastwood Park Dog Control Orders were introduced as a pilot to exclude dogs from the children's play area and to require dogs to be kept on leads when asked to do so.

The Antisocial Behaviour Crime and Disorder Act will introduce a new multi-agency framework. In the future Public Space Protection Orders will replace many of the existing orders, used by Local Authorities and the Police, including Dog Control Orders. When the new legislation becomes enacted there will be an opportunity for a wide scale review of dog control across the borough. The legislation also introduces compulsory micro chipping.

Successes

The last year has seen two very positive improvement indicators. The first is from the "Are you being served" survey, where satisfaction rates for both parks and open spaces and street cleaning have improved by 8% and 10% respectively. Less dog fouling in these locations could be a factor in these results.

The second is shown by the decrease in complaints for dog fouling across the borough. It is recognised however that there are areas of the borough that continue to suffer from dog fouling. Most of this happens at night, when poor light makes enforcement on parks impossible. Our enforcement officers undertake a wide range of duties and consequently it is difficult to deploy officers at weekends and during the evening time. Despite this challenge enforcement continues successfully.



Priorities and Objectives for 2014-15

Promotion and education plan.

1 Work with young people.

Schools in the Staveley area are running a poster competition with a clean up after your dog message. The winning posters will be professionally produced as signs to support the Chesterfield "Love Where You Live " campaign, for display on their school playing fields and local parks. Attendances at assemblies have been offered to all secondary schools for the Autumn Term.

2 Events on Parks.

The team will attend 5 of the major park events to give advice and offer micro-chipping. These include Eastwood Park open day, Staveley Forces Day, Queen's Park Party in the Park. Holme-Brook Valley Park and 1other tbc.

3 Yellow Ribbon Campaign.

The Dog Trust Yellow ribbon campaign advocates responsible dog ownership by getting owners of nervous dogs to identify them with a yellow ribbon. We are working with the Park Rangers to promote this campaign.

Enforcement

1 Targeted enforcement

Each month a program of target enforcement outside of normal working hours, including weekends is being carried out.

2 Engaging with Community Safety the Antisocial Behaviour and Crime And Disorder Act.

The Environmental Protection team has prepared a good practise paper on the control of dogs, it has been presented to Derbyshire Community Safety Team. The team will continue to work with the partnership to help its implementation across Derbyshire.

Next steps

The promotion campaign will run over the summer.
Enforcement will continue targeting hot spots.
The effectiveness of Eastwood Park Dog Control Orders will be reviewed in January 2015.

Sheri Stock
Environmental Protection, Senior Environmental Health Officer,
28th May 2014



Images from the Love Where You Live Dog Campaign 2013.



Enterprise and Wellbeing Scrutiny Committee

Scrutiny Project Group

report on

New Leisure Facilities

Date: May 2014

PROJECT GROUP MEMBERS:

Councillors:

Lead	Councillor Flood
Group Members	Councillor Bradford Councillor Callan Councillor Clarke Councillor Elliott Councillor Miles Councillor D Stone

1. INTRODUCTION AND REVIEW AIMS

1.1 This review aims to focus on the decision made to replace the existing leisure facilities at Queens Park with a new building on the Queens Park Annexe site.

1.2 The main objectives of this review are:

- a) to review the Feasibility Study which was produced to support the development or renewal of the Queens Park Sports Centre
- b) to look at the possible risks/implications of the covenant associated with the land at Queens Park
- c) to review the procurement processes which were used when appointing the consultants to manage the project and the communication and consultation undertaken with the public in respect of the options available regarding the redevelopment of the leisure centre.
- d) to review the cost of funding the new leisure centre
- e) to review the procurement process used for appointing the building contractor by Deloitte and to reconfirm this process with the successful bidder.

- f) to review the partnership contract with Chesterfield College and identify Employment opportunities for young people and also opportunities in respect of Health and Wellbeing
- g) to establish the design of the new building, including specification and facilities to be provided.
- h) to review the planning and development process for the building, including employment, resources and how it affects the local community.
- i) to review the pre-marketing of the new facilities
- j) to review how the new facilities are being monitored and evaluated during the first 6 months of it opening.

2. REASONS FOR THE REVIEW AND LINK TO PRIORITIES

- 2.1 Cabinet made a decision to build a new sports and leisure centre on the Queens Park annexe site.
- 2.2 The Project Group were set up to provide ongoing monitoring of this project, from work undertaken to date through to delivery and evaluation of the project.
- 2.3 The review aligned with Corporate Plan Aim 5

“Healthier and Active Community – Participation in Sport and Recreation, especially in hard to reach Groups and the quality of our Leisure Centres will have improved”

3. RECOMMENDATIONS

3.1 The Project Group recommends:

- a) That soundings are taken from Community Groups, Sports Groups and members of the Community prior to decisions being made by Cabinet, to ensure diversity in facilities;
- b) That future consultation is undertaken with all staff in respect of design, facilities to ensure meaningful outcomes;
- c) That the decision making process needs reviewing.

4. REVIEW APPROACH

- 4.1** The Project Group have met regularly to review the process at all stages. The terms of reference were agreed at the first meeting held on 12th July, 2013, along with membership of the Group, all of whom were self nominated.

The methodology used to gather information was through interviews, meetings, reviewing relevant document via the internet and those held in the Town Hall, reviewing other sports centres websites and undertaking site visits to the Council's existing leisure centres, and Ripley, Leicester and The Arc to compare facilities.

See Scoping Document (Appendix 1)

4.2 Design of the Building

The replacement Queens Park Sport Centre is to be a modern state of the art leisure centre providing a wide range of sport and physical activities. It will be fully accessible, light and spacious, built to be energy efficient and to make good use of space.

The building will have a modern, contemporary design and will be built using robust materials. The height of the building will be kept low to avoid spoiling the view around the new centre, to keep energy costs low and to stay below the height of the surrounding trees to avoid having to remove any.

The facilities to be included are:

- 25m 6 lane swimming pool
- Learner pool
- 2 squash courts
- Fitness suite with specialist gym equipment
- 6 court sports hall
- Dry changing area
- Wet changing village
- Flexible multi-functional Training Zones
- Café

The centre has been designed to be fully accessible to individual users and groups providing the most up to date standards. Key features to promote accessibility and usage by a variety of users include:

- Accessible car parking spaces and dedicated family friendly spaces
- Range of accessible changing facilities, including equipment such as a hoist and moveable bed
- Easy access steps and a platform hoist to be provided in the main pool
- Steps and a moveable floor to learner pool
- Deck level swimming pool surrounds
- Inclusive Fitness Initiative (IFI) accredited equipment in the gym
- Spaces for buggies

There have been risks identified relating to the building of a new sports centre on the Annexe Site one of which is the existence of restrictive covenants, and specialist legal advice has been sought in relation to this.

Insurance has been suggested as a very real option to use to mitigate against the risk, and owing to the change of use aspect of the development a bespoke quote would need to be obtained. A level of indemnity would also need to be set based on the proposed value of the development or developments. Once the insurance policy is in place there needs to be no allowance made internally for future enforcement other than deciding the allocation of the premium or which party will pay it. Therefore it represents the most effective and cost efficient method of proceeding and would be satisfactory if any funding is to be secured against the development. (A copy of the insurance document and covenant are attached at Appendix 2)

Another problem which was encountered related to the Queens Park Annexe being undermined by badgers. As a result of this the building has had to be relocated to the south and the Council will seek a licence from Nature England to enable the construction to take place and minimise any negative impacts on the badgers.

4.3 Consultation

The first consultation took place between 24 May and 6 June 2013 using various methods. These included:

- On-line (use of website)
- Sports Clubs
- Community Groups

- Members at Queens Park Leisure Centre
- Pomegranate Theatre and Winding Wheel
- Electronic and Paper Surveys.

860 responses were received and an analysis of the information was undertaken with the following being the top 5 choices for inclusion in the new facility:

1. 25 metre swimming pool
2. Learner pool
3. Multi purpose sports hall
4. Fitness Suite
5. Children's water fun

Phase 2 of the consultation took place between a number of stakeholders at a meeting on 6th August, 2013 (copy of the notes attached at Appendix 3).

Members of the Group visited the Queens Park Sports Centre during this period to sample the consultation machine used and spoke to members of the public and the staff undertaking the consultation.

Feedback had been positive in the main with two thirds of consultees being happy with the proposals.

The two main changes had centred around car parking arrangements. This included increasing the accessible parking from 6 to 16 spaces and increasing family parking spaces from 8 to 20.

Access to the car park would need to be controlled as the Council were planning on offering free parking for users of the Leisure Centre and therefore use by non-centre users would need to be monitored.

A choice was given in respect of the café facilities, which would be either 'traditional' or a mixed service. The mixed service was deemed to be the preference, serving light snacks. However this would require the reconfiguration of the servery. A franchise was the preferred option for the café, subject to Member approval.

4.4 Visits to Sites

Members undertook visits to the Health Living Centre, Ripley Leisure Centre, Leicester Leisure Centre and Arc Leisure Matlock to compare their facilities including the following:

- Outside
- Entrance/Café
- Sports Hall
- Gym
- Pool
- Disabled Facilities
- Changing Facilities
-

The results in respect of this are attached at Appendix 6

4.5 Appointment of Main Contractor

The Head of Environment was invited to the first meeting of the Group and at this meeting explained how the decision had been taken to appoint the contractor. The Council used the RM457 framework for Public Sector Organisations Procurement to tender for the project management of the whole process. 6 companies submitted a tender

The contract was awarded to Deloitte, one of the 2 shortlisted on price/quality.

The Group interviewed the Procurement Officer who took them through the process which had been undertaken in appointing Deloitte. The key things which were asked for as part of the tendering exercise were:

- Experience in specialised building
- Project Management
- Methodology
- Timescales for delivery
- Budget
- Quality management

4.6 Process for Appointing Building Contractor

The Procurement Officer was also required to explain the agreed procurement route for appointing the building contractor. This was done as a two part tender, and initially 15 applications were received. Deloitte and Council officers undertook an evaluation of these and came up with a shortlist of 5. Invitations to tender were sent out to the successful candidates with a deadline of 29th November to return their bids.

Only 4 of the 5 tenders were received back and the assessment was based on quality/price, 60/40. The tender also required that a local labour clause be included, which would include the use of apprenticeships.

The Contractor, Morgan Sindall has been appointed as per Cabinet Minute No. 205

The planning process concluded at a Planning Committee meeting on Monday 19th May 2014, which members of the scrutiny Project Group scrutinised. They confirmed that the planning process was thorough, impartial and members did not display any partiality.

- It was confirmed that the issues requiring conditions were other planning highway applications, protection of the badgers, an improved cycling route and improved exit from the site to enable better vision. Additional CCTV was also needed to protect the public safety and a review of screening in winter at the top of the site.
- They noted the objections, most of which were not accurate or not planning matters.
- They took note of the one objector who spoke and the response from members.
- They commented afterwards that the objections in the main were about misinformation and vested interests, reinforcing the need to deal with these matters earlier so as not to confuse the real issues for the Public and the Council.

4.7 Partnership Working with Chesterfield College

Members were briefed on the background to the College seeking dual use of the sports hall with the Council. The College will be investing £2.5m in the new facility and an ongoing amount to cover maintenance and for assistance to reduce subsidy.

The College will require use of 3 training rooms, including the sports hall for 7 hours per day for 32 weeks of the year. There will be some use of the courts and fitness suite and also use of the swimming pool, although that would now form part of the formal agreement. Further

consideration of partnership working with the College will be undertaken to see if all parties see this project as adding value to the lives of young people in Chesterfield, both through improving healthy life styles and education and employment opportunities. We are interested in seeing if this is envisaged to also assisting integration into the Community and augmenting Public Services whilst delivering Value for Money.

4.8 Funding the cost of the New Leisure Centre

The Council's Cabinet allocated £9.25m for the capital cost of the leisure centre project, which included contingency and a sum for the demolition of the existing centre.

4.9 Staff Questionnaire

Donna Reddish attended a meeting of the Scrutiny Group in October 2013 to discuss the preparation of a survey questionnaire for employees affected by the restructure of leisure services and the Leisure Centre new build. She agreed to meet with the trade unions to devise some suitable questions for inclusion on the survey.

Representatives from Unison were invited to a further meeting on 5th February 2014 with a copy of the proposed questionnaire and the Group discussed the pros and cons of it. (A copy of the points/suggestions made at that meeting are attached at Appendix 7)

It was proposed that with the agreement of Members and Officers, the questionnaire would be made available to staff in early March with a deadline for completion of 3 weeks. Unfortunately this coincided with the staff survey circulated by the Chief Executive and it was felt that this would have a negative impact on the number of questionnaires being returned. This piece of work is still to be done and a review of the questionnaire will be needed to decide if it is still appropriate and timely and what might need to be amended.

5. EVIDENCE AND RESEARCH

- 5.1 Evidence gathered to support the review work includes:
 - New Sport and Leisure Facilities Scoping Document (Appendix 1)
 - Consideration of the Covenant relating to Queens Park Annexe (Appendix 2)

Review how the public were consulted – (copy of notes from consultation event held on 6th August 2013 at Appendix 3)

Scrutiny of the Feasibility Study (Appendix 4)

Consideration of the Cabinet Report and its recommendations (Appendix 5)

Comparison of similar projects including visits to other leisure sites and research of other councils via their websites (Appendix 6)

Review of how staff were consulted and compiling staff questionnaire to establish their views (Appendix 7)

Interviews with consultants (Deloitte)

Interviews with officers including Head of Environment and the Sports and Leisure Manager, Head of Finance and Leader of the Council

Interview with Procurement Officer relating to the appointment of Consultants.

6. REVIEW FINDINGS AND ANALYSIS

6.1 It was clear to the group that, had the various organisations been asked for their views at an early stage it would have better informed the process and would have assisted the Cabinet in its decision making.

6.2 The group were impressed with the methodology used to communicate and update staff, as were the Trade Unions. However it was felt after gathering various information from several sources about staff opinions, that staff did feel anecdotally, that their views and expertise were not being considered initially and felt somewhat disengaged, which is why Members felt it was important to carry out the questionnaire to verify or dispel these comments. It was unfortunate that the restructuring of staff took place at a critical time in the process, leading to the new centre being blamed by some people for the outcomes. Whilst the new centre staffing will require a further review, we felt that some staff did not see this as a positive move to integrate them into the new centre in a staged approach.

6.3 During the time the Working Group has been considering the project we have been made aware by various sources of some dissatisfaction with our consultation process. However, we feel that the consultation which has taken place has been thorough and efforts to seek views were rigorous by the Officers.

The protocol for decision making at the Council allows Cabinet to decide on the change/project and then the Consultation takes place.

We feel that if there was a new process in place, which includes taking soundings from the public, service users, staff, members and all relevant interested parties, that it would save a huge amount of Officer and Executive Member time and cost and reduce the opportunity for rumour, misinformation. It would also put the effects of change aside and reduce staff dissatisfaction. Therefore we feel that a review of our policy/ protocol at the council needs to be undertaken.

We have seen some evidence of this idea by Cllr John Burrows over the Council Tax and also the Great Place Great Service savings.

Recommendation

That the Council's decision making processes be reviewed to include a predetermination stage, to inform any final proposals.

7. RECOMMENDATIONS

That soundings are taken from Community Groups, Sports Groups and members of the Community prior to decisions being made by Cabinet, to ensure diversity in facilities;

That future consultation is undertaken with all staff in respect of design, facilities to ensure meaningful outcomes;

That the Council's decision making processes need reviewing

8. REVIEW CONCLUSIONS

- 8.1 The Scrutiny Review Group wishes to thank all the officers and Executive Members for their co-operation and openness during this review.
- 8.2 Having reviewed all processes and contracts we are confident that there has been robust adherence to the Council's objectives in providing a new sports and leisure facility to date, and that it meets our objectives set out in paragraphs 1.2 a-h of this report.
- 8.3 The group wishes to place on record their thanks to Jackie Brobyn for her assistance with this review.
- 8.4 The next process to consider is the partnership with the college in more detail, to meet the contractor to discuss their views on our procurement process and talk about the project moving forward.
- 8.5 There is a need to revisit the content and the timing of a staff questionnaire.
- 8.6 The Scrutiny Review Group will continue to monitor the planning conditions as agreed at Planning Committee on 19th May 2014
- 8.7 Set a timetable to review the outcome of the Sport England bid and any impact
- 8.8 The Scrutiny Review Group will revise the timetable for this review, in light of the delays experienced so far and will consider providing another interim report in February 2015 prior to the Local Elections.

Contacts:

Project Group Lead – Councillor Flood

ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE**Thursday, 20th March, 2014**

Present:-

Councillor Lang (Chair)

Councillors Bradford
 DykeCouncillors Gibson
 Simmons

Mick Blythe – Sports and Leisure Manager+
Anita Cunningham – Policy and Scrutiny Officer
Mary Stead – Democratic Services Officer

+ Attended for Minute No. 51

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

No declarations were received.

49 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Callan, Councillor Flood and Councillor Hawksworth.

50 FORWARD PLAN

The Committee considered the Forward Plan for the period 1 April, 2014 to 30 June, 2014.

RESOLVED –

That the Forward Plan be noted.

51 EXECUTIVE MEMBER FOR ENVIRONMENT AND EXECUTIVE MEMBER FOR LEISURE, CULTURE AND TOURISM ON CHESTERFIELD SPORT AND LEISURE STRATEGY

The Sports and Leisure Manager clarified the position with regard to the three related items on the Committee's Work Programme. The Sport and Leisure Strategy (Sport and Active Recreation Strategy as on the scrutiny work programme), the Playing Pitch Strategy, and the Parks and Open Spaces Strategy were all aspects of a proposed overarching strategy, yet to be developed, and would in future be listed on the Work Programme as aspects of that overarching strategy. This would encourage officers to see their work as part of a cross-service strategy. Each aspect required its own action plan, but would be developed in a consistent corporate approach, and could be

reported on collectively or individually. The strategy would be of benefit to the Planning Service in this format, and the collective work being done was required to support the recently published Core Strategy for the Council.

He explained the importance of having a strategy, because whenever there was a planning application to change the use of open space within the Borough Sport England was likely to object, unless it could be shown clearly in the strategy that that piece of land was not required for recreational use, or that removal did not leave the area under provided for. The strategy was also required to assess the demand for built sports facilities, showing how existing and new facilities related to population and need. Parks, open spaces and playing pitches were all key factors to be considered in terms of needs and evidence bases for the planning decision process and associated investment through funding such as the Community Infrastructure Levy.

The Sports and Leisure Manager submitted a report on the preparation of a Sport and Leisure Strategy for Chesterfield Borough 2014-2031. This update had been requested by the Enterprise and Wellbeing Scrutiny Committee at its meeting on 7 November, 2013.

The report was being prepared using Sport England's Playing Pitch Strategy (PPS) and Facilities Planning Model (FPM) frameworks.

Questionnaires sent to sports clubs had been used to analyse their current use of sports facilities, and to identify future demand.

The FPM work had identified the likely future demand for swimming pool water space. It had also assessed sports hall provision, at Queen's Park and in community sports halls. Artificial grass pitch provision was also considered using the PPS and FPM framework assessment.

The National Governing Body (NGB) strategic reviews would determine the likely future demand, and would identify strategic priorities, so that this information could be used in strategic facility planning.

The information gathered included details of public, private and third sector facilities, because in some cases the facilities already existed, in schools for example, but access to them by the public could be improved.

Staff had met with external stakeholders and NGB representatives to agree in principle on an overall approach to Indoor and Outdoor strategy development.

The report outlined current PPS and FPM work, including data checks, and the production of a PPS draft assessment for discussion with lead officers and elected Members. Sport England was completing the FPM report and findings, and a discussion had been held with Sport England consultants. Agreement had been reached on the development of the Facilities Strategy and the Sport and Physical Community Strategy. Internal consultation with lead officers was in progress.

A review of the Strategic Planning framework for Facilities by Sport England had delayed the production of the Borough Council's strategy, so that it would be based on the most recent Sport England framework and would incorporate the latest best practice. By using new methodology the new strategy would be made more robust, since it would include good quality information to be used as the evidence needed to make funding applications for future planned developments. This report was expected to be available before the date of the next meeting of this Scrutiny Committee.

The Sports and Leisure Manager was thanked for his presentation.

RESOLVED –

That the report on the Sports and Leisure Strategy would be considered at the next meeting of the Enterprise and Wellbeing Scrutiny Committee, as part of the proposed overarching strategy, which would be of a similar nature to what had previously been termed in public organisations as a Leisure and Culture Strategy.

52 **EXECUTIVE MEMBER FOR HOUSING UPDATE REPORT ON HOMELESS PREVENTION SERVICE RESTRUCTURE**

This item was withdrawn from the agenda.

53 **SCRUTINY MONITORING**

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

A written update on implementing the parking policy would be required at the next meeting of the Committee.

It was also reported that an informal meeting between Scrutiny and Executive Members was being arranged for 8 April, to further discuss the Water Rates Payments Policy.

RESOLVED –

That the update be noted, and a written progress update on the parking policy implementation be requested.

54 **WORK PROGRAMME FOR 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 May, 2014:
 - Proposed Overarching Leisure and Culture Strategy (incorporating the three subsections of the strategy, as explained at Minute No. 51 above);
 - Housing Allocations Policy.
3. That Housing Accommodation and Support Budget, and Older People's Services be added to the Work Programme, and considered at the May meeting.

55 SCRUTINY PROJECTS PROGRESS UPDATES

New Sport and Leisure Facilities

There was no report.

Taxi Licence Subsidy

There was no report.

56 OVERVIEW AND SCRUTINY DEVELOPMENTS

The Policy and Scrutiny Officer stated that there were no new developments to report.

57 MINUTES OF THE MEETING HELD ON 16 JANUARY, 2014 AND MATTERS ARISING

The Minutes of the meeting of the Committee held on 16 January, 2014 were presented.

RESOLVED –

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