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Governance

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

DX 12356, Chesterfield

Email democratic.services@chesterfield.gov.uk



The Chair and Members of Overview and Performance Scrutiny Forum

Please ask for

Mary Stead

Direct Line

01246 -345236

Fax

01246 345252

27 March 2014

Dear Councillor,

Please attend a meeting of the OVERVIEW AND PERFORMANCE SCRUTINY FORUM to be held on THURSDAY, 3 APRIL 2014 at 5.00 pm in Room 1, 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. Leader and Executive Member for Regeneration - Update report on the Budget (5.05 - 5.20 pm) (Pages 1 - 4)

Report attached.

4. Deputy Leader and Executive Member for Planning - Progress report on Great Place:Great Service Transformation Programme (5.20 - 5.55 pm) (Pages 5 - 8)
 - a) General Progress Update.
 - b) ICT Strategy Implementation Progress Update.

Chief Executive
Huw Bowen



c) Corporate Asset Management Plan Progress Update.

Report attached.

5. Executive Member for Customers and Communities - Report on Community Consultation Survey Results (5.55 - 6.10 pm)

Verbal report.

6. Scrutiny Report on Community Assemblies Involvement (6.10 - 6.25 pm)
(Pages 9 - 22)

Report attached.

7. Forward Plan (6.32.6.35 pm) (Pages 23 - 32)

Attached.

8. Scrutiny Monitoring (6.35 - 6.40pm) (Pages 33 - 36)

Attached.

9. Scrutiny Project Group Progress Updates (6.40 - 6.50 pm)

- Welfare Reform

- External Communications Strategy

Verbal report.

10. Work Programme for the Overview and Performance Scrutiny Forum
(6.50 - 7.00 pm) (Pages 37 - 38)

Attached.

11. Joint Overview and Scrutiny (7.00 - 7.05 pm)

Verbal update.

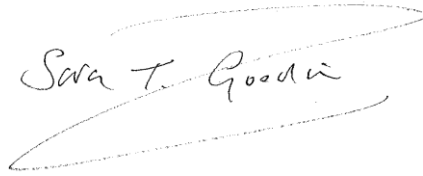
12. Overview and Scrutiny Developments (7.05 -7.10 pm)

Verbal report.

13. Minutes (7.10 - 7.15 pm) (Pages 39 - 50)

Attached.

Yours sincerely,

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

Head of Governance

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GENERAL FUND BUDGET UPDATE 2013/14 & 2014/15

MEETING: OVERVIEW AND PERFORMANCE SCRUTINY FORUM
DATE: 3 APRIL 2014
REPORT BY: HEAD OF FINANCE
WARD: ALL
FORUM ALL

FOR PUBLICATION
BACKGROUND PAPERS: None

1. PURPOSE OF REPORT

- 1.1 To provide an update on the budget forecasts for 2013/14 and 2014/15.

2. RECOMMENDATION

- 2.1 That the Forum notes and comments on the budget update.

3. BACKGROUND

- 3.1 The full Council approved the revised budget for 2013/14 and the original budget for 2014/15 just a few weeks ago on 27th February 2014.

4. 2013/14 UPDATE

- 4.1 At this stage, with the financial year-end process just beginning, it is difficult to give a firm indication of what the outturn position is likely to be. However, the revised budget which was approved at the end of February indicated a deficit of £111k. Budget monitoring has continued over recent weeks, the most significant include:

- The favourable variances include car parking income (£40k), summons costs income (£24k) and reduced energy costs at the Market Hall (£20k); but
- There are adverse variances due to a potential write-off of rental income (£70k) due to the occupier going into administration and an adjustment to the Liquor Licensing fee income budget (£43k).

When numerous other relatively minor variances are included the overall variance is an under-spend or saving of £17k, which reduces the forecast deficit for the year to £94k.

- 4.2 General Fund Capital Programme - the key risk highlighted in the revised budget report was seeing the £871k of planned capital

receipts by 31st March. To date £501k of the planned receipts have been secured, with the two remaining disposals now likely to complete in 2014/15.

5. 2014/15 BUDGET

5.1 The key issues to monitor throughout 2014/15 will include:

- The implementation of the approved budget savings targets.
- Business rates income and appeals outcomes.
- Key income sources – car parking income, rents, etc
- Key expenditure budgets – e.g. vacant post savings, homelessness expenditure, etc.
- General Fund Capital Programme – expenditure on schemes and sources of funding particularly capital receipts.

5.2 Whilst it is too early at this stage to be able to report on many of the issues above, an update is provided in Appendix A on the progress of implementing the budget saving proposals. The comments in Appendix A show that good progress is being made.

6. FINANCIAL IMPLICATIONS

6.1 The financial implications are included in the sections above.

7. LEGAL IMPLICATIONS

7.1 There is a statutory requirement for local authorities to review their budget calculations from time to time throughout the year and take such action, if any, as it considers necessary to deal with any deterioration in its financial position.

8. RISK MANAGEMENT

8.1 Full details of the budget risks were included in Appendix I of the Budget report to the Council in February. The key budget risks align with the key budget monitoring areas listed in para 4.1 above.

9. RECOMMENDATION

9.1 That the Forum notes and comments on the budget update.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To keep the Forum updated on the budget position.

B. DAWSON, HEAD OF FINANCE

2014/15 BUDGET SAVING PROPOSALS - PROGRESS REPORT MARCH 2014

		Start	2014/15	2015/16	2016/17	Comments
		Date	£'000	£'000	£'000	
BT	Renegotiate external contracts	Q2 14/15	170.0	250.0	250.0	First draft of options received from Arvato. FPG to review and identify other options.
BT	GP:GS back filling savings	Q1 14/15	32.0	32.0	32.0	Implemented.
BT	Review of grants to Voluntary Organisations	Q1 15/16	20.0	60.0	60.0	2014/15 saving from Minor Grants budget as applications referred to other grant schemes.
BT	Community Safety - Safer Neigh post	Q1 14/15	30.0	30.0	30.0	In progress.
BT	Support Services review	Q1 14/15	80.0	80.0	80.0	Proposals approved by Jt Cabinet & Employment General 25th March.
Gov	Restructure - Governance	Q1 14/15	34.2	34.2	34.2	Approved and being implemented.
Fin	Restructure - Finance	Q1 14/15	25.0	25.0	25.0	Restructure proposal developed. Vacant post savings pending implementation.
BT	Procurement savings	Q1 14/15	20.0	20.0	20.0	
BT	Great Place :Great Service Programme	Q1 14/15	(9.0)	308.0	330.0	In progress.
BT	Venture House rent income	Q1 14/15	20.0	20.0	20.0	
BT	Review of staff terms & conditions	Q1 14/15	100.0	200.0	200.0	
Regen	Venues - operational review	Q1 15/16	5.0	110.0	110.0	Work commenced on relocation of box office, Programming Policy and restructure.
Regen	Arts Development - reduced provision	Q1 14/15	24.6	24.6	24.6	Complete - officer retired and supplies budgets reduced.
Regen	Rest Rooms review	Q1 15/16	-	45.0	45.0	Project Academy support requested. Final report in Sept 2014.
Regen	Festival & events	Q1 14/15	30.5	30.5	30.5	Community Arts Festival cancelled, events budgets reduced and seeking sponsorship for xmas lights.
Regen	Visit Peak Dist. DMO - reduced contribution	Q1 14/15	3.5	5.0	5.0	The Partnership have been advised of the reduced contribution.
Regen	Derbys Economic Partnership subscription	Q1 15/16	-	15.0	15.0	Subject to outcome of D2 Joint Committee proposals for D2 Economic Partnership Board.
Regen	CCTV - operational review	Q3 14/15	61.5	88.0	88.0	Consultation with staff commenced. Looking to co-locate CCTV and car parking on one floor of 87 New Square.
Regen	Three Valleys grant	Q1 14/15	7.0	7.0	7.0	DCC informed.
Regen	Restructure Ph 2 - T. Centre, Tourism, etc	Q2 14/15	5.0	15.0	15.0	Proposals developed, subject to approval by FPG and Joint Cabinet & Emp General.
Env	Stand Rd Fireworks	Q1 14/15	10.0	10.0	10.0	Commenced but further work required.
Env	Enviro f&C - rats & mice (already in base)	Q1 14/15	11.0	11.0	11.0	Agreed and implemented.
Env	Cemeteries fees and charges	Q1 14/15	50.0	57.0	64.0	Agreed and implemented.
Env	Spirepride review	Q3 14/15	50.0	150.0	150.0	Porosal being developed.
CEO	Voluntary Redundancy/Retirement scheme	Q2 14/15	250.0	500.0	500.0	Letter to all staff early March with closing date for expressions on interest 31st March.
	Gross Savings total		1,030.3	2,127.3	2,156.3	
	20% allowance for non-achievement		(206.1)	(425.5)	(431.3)	
	Net saving after 20% allowance		824.2	1,701.8	1,725.0	

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ICT Strategy 2012–2014

Version: 1.0

Strategic Vision

The ICT strategy will support (and is supported by) the following:

- The CBC Corporate Plan 2012/15
- The CBC Transformation Plan
- The CBC Customer Services Strategy 2012/14
- The CBC Workforce Strategy 2012-2015
- The ICT Project Priorities for 2012
- The CBC Corporate Asset Management Plan 2011-2016
- CBC partners; Corporate technical expertise; and ICT best practice

- Great Place: Great Service.

ICT Governance

A new governance structure is being considered as part of the Councils Great Place Great Service initiative. Once agreed this will replace the existing Governance Structure and Terms of Reference previously agreed in January 2013.

ICT Strategy Key Themes

1. Citizen Centric Services

- Phase 2 of the Website Redevelopment project.
- Customer single sign-on on Council website
- Leisure Booking System upgrade
- Wi-Fi in Leisure Centres
- Wi-Fi in venues (Winding Wheel, Museum, Visitor Information Centre, Assembly Rooms)
- New Queens Park Sports Centre

2. Flexible Working (Remote and Mobile)

- Investigating the option to implement a virtual desktop solution to facilitate expanded flexible working.
- Investigating other mobile devices such as Windows tablets
- Pc's for sheltered housing scheme managers
- Mobile Devices for Careline Support Officers

3. Application system improvements

- Door access system centralisation
- iTiger Call Logging System Upgrade
- Crematorium Internet Booking System
- GMAS system replacement
- Private sector housing module within Environmental Services system
- BACAS Handheld Risk Assessment
- Leaseholder service charges module on Northgate Housing System
- Community Infrastructure Levy
- Northgate Housing upgrade to V6 (major release)
- M3 Oracle 11g upgrade and new servers
- Innovation Centres Telephone Equipment
- PayBase BACs software replacement
- Upgrade VOIP systems software to MCD6

4. Corporate Intranet development

- Replacement for interim intranet

5. Corporate Document Management System (CDMS)

- Corporate mailroom module.
- Investigating which other Council services could benefit from document management.

6. Geographical Information System (GIS)

- Ongoing discussions about ICT taking on Gazetteer Custodian responsibility

7. e-Payments

- Automated telephone payments.
- PCI DSS work to remove non-compliant payment devices / processes. Where possible replace with upgraded payments system.
- Building Control Internet Payments
- Car Parks e-payments

8. Replacement Contractor System for OSD

- COINS system scheduled for Go Live by the end of June 2014

Security

- PCI-DSS compliance.
- Data Protection.
- Annual PSN compliance audit prior to September 2014
- Ongoing work for outstanding remedial work from 2013 PSN audit

Great Place: Great Service launch. Proposed changes to the ICT Governance structure to link with GPGS governance structure.

- East Lodge move to Stonegravels
- Voluntary Services working from Town Hall Basement
- GPGS office refit – Wi-Fi, smart boards etc

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GREAT PLACE: GREAT SERVICE SCRUTINY UPDATE

Project Name:	Great Place: Great Service Transformation Programme
Date of Report:	31 st March 2014
Report By:	John Moran, Programme Manager
Sponsor:	GPGS Exec Board

1.0 PURPOSE OF REPORT

1.1 To update Scrutiny on the progress of GP:GS since the last report in January 2014

2.0 RECOMMENDATIONS

2.1 That Scrutiny note and comment on the progress made

3.0 BACKGROUND

3.1 Just as a reminder the objectives of the Great Place, Great Service are:

- Helping to deliver the Council's vision – 'Putting Our Communities First'
- Creating a shared vision of how CBC will operate in future and communicating it effectively
- Improving the customer experience
- Achieving an integrated approach to delivering four key strategies – ICT, Customer Services, Workforce Development and Asset Management
- Helping to deliver a solvent and financially sound council over the medium term (2014/17)
- Having a workforce that is willing and able to embrace change
- Introducing flexible working and a modern working environment.

4.0 HIGHLIGHT REPORT

4.1 Property update

Completed the refurbishment of the lower ground floor to accommodate four voluntary sector organisations (The Law Centre, DUWC, Trust & Links.) The organisations are due to move into the new space between April and May

Environment Services team have successfully relocated from East Lodge into the new joined up accommodation space at OSD.

East Lodge has been sold, subject to contract.

The garage construction continues on schedule for the End of April completion date. Cladding is in progress and drainage installation has begun.

Staveley area office is on the market and is subject to two offers.

A model office to show the staff the potential new working environment is currently being planned in 1st floor office space created by support services relocating to the ground floor.

An offer has been made on 87 New Square. Work has begun on merging CCTV and Parking teams to reduce the space required.

The total amount of capital receipt, if the above sales are successful, total approx. £800,000

4.2 Customer Services update

To drive a better experience for customers the Council must understand the behaviour of its customers of what services it wants to access and how and when. In order understand our customers we need to collect this data.

The project team have devised a method of collecting this and are currently rolling the data collection method out across the council's frontline services. We expect to have the first results by the beginning of May.

Presentations have been made to the Council on self-service and workflow and how the Council can move to have more services on line, accessed by the customers at a time that suits them and how the benefits of doing this can be realised.

4.3 ICT update

The trial to move away from the 'clocking' system has been successful and is now currently being rolled out across every employee in the Town Hall.

Demonstration about the technology involved in delivering flexible working has been made to Service Managers. The same demonstration has also been made to CMT.

WiFi has successfully been implemented into Committee rooms 1 and 2.

Work on procuring a new intranet system is moving at pace and is close to a decision.

A list of all IT systems which run throughout the Council has been created to show the combined system capability and highlight any areas of overlap.

A user profiling exercise has commenced to understand the specific flexible and technology needs to every role in the Council.

4.4 Workforce update

All service managers and CMT will have completed their 'Managing Change to Peak Performance' training by May 14.

The Lean Academy master belt training has begun. Ten CBC employees will be trained to Lean Belt Master Level and will provide the core competence of Lean required by the Council to facilitate a review of council processes. This is due to be completed by June 14

The NVQ level 3 training programme has begun. This module aims to provide a level of understanding on how to improve employees specific service areas and within three years, every CBC employee will have had this training.

Tranche two of Project Academy has begun. Two of the initial three recruits have started.

Employee opinion survey has been completed. This closed last week so the final results are yet to be compiled and analysed.

FOR PUBLICATION

SCRUTINY AND COMMUNITY ASSEMBLIES INVOLVEMENT

MEETING:	OVERVIEW AND PERFORMANCE SCRUTINY FORUM
DATE:	3 APRIL 2014
REPORT BY:	POLICY AND SCRUTINY OFFICER
WARD:	ALL
KEY DECISION REFERENCE (IF APPLICABLE):	N/A

FOR PUBLICATION

BACKGROUND PAPERS N/A.
FOR PUBLIC REPORTS:

1.0 PURPOSE OF REPORT

- 1.1 To report on the presentation of the Council's Overview and Scrutiny role to Community Assemblies.
- 1.2 To report the priorities raised by Community Assemblies for the Forum to consider their inclusion into our scrutiny work programmes.

2.0 RECOMMENDATIONS

- 2.1 To consider the priorities raised by Community Assemblies as at paragraph 4.2 and agree any for recommended inclusion into our scrutiny committee work programmes.
- 2.2 To consider how Community Assembly representatives might be further involved in any scrutiny work agreed.

3.0 BACKGROUND

- 3.1 The Overview and Scrutiny role was introduced as part of the democratic and political decision making process alongside the Executive role to ensure accountability and develop and review

policy. And the broader purpose of the overview and scrutiny responsibility is to be a voice for the community and to help represent community interests as an important part of that democratic decision making process.

- 3.2 Chesterfield's Overview and Scrutiny Committees (OSC) have always consulted with their stakeholders to inform OSC work programmes. However for the first time, to help engender greater and more direct community involvement in scrutiny and in influencing council decision making more generally, this year we were represented at Chesterfield's four Community Assemblies (South, East, North and West) during their March cycle of meetings.
- 3.3 The visits to Community Assemblies were undertaken by the Policy and Scrutiny Officer and OSC Chairs, Councillors Lang and Innes, and comprised the following two elements :-
 - 3.3.1 A presentation to introduce, share knowledge and examples of the role, purpose and work of Chesterfield's OSCs.
 - 3.3.2 The delivery of workshops with those in attendance at each Assembly meeting to facilitate some agreement of issues that they would like scrutiny to help them with.

4.0 COMMUNITY ASSEMBLY WORKSHOPS RESULTS

- 4.1 The workshops were organised around discussion and consideration of 'issues for change' - a list of issues that Community Assemblies had already agreed at their previous meetings about what they would like to see change in their areas. The lists for each of the four Assemblies are attached to this report for information, as Appendices 2, 3, 4 and 5. The workshop purpose was for Community Assemblies to consider their area's agreed list and prioritise the key issues they would like scrutiny committees to help with.
- 4.2 A summary note of the key issues raised by each Assembly is attached at Appendix 1. From that summary a list of the 6 key issues for change raised by Community Assemblies is identified below (paragraphs 4.2.1 to 4.2.6) :-
 - 4.2.1 Involving, supporting, communicating with and building communities and community groups for all people young and old. (Raised by all four Assemblies).
 - 4.2.2 Improving issues related to dog fouling. (Raised by all four Assemblies).

- 4.2.3 Improving issues related to litter and the general street scene. (Raised by 3 Assemblies – East, North and West).
- 4.2.4 Looking after and protecting your green spaces and grass verges. (Raised by 2 Assemblies – East and West)
- 4.2.5 Looking to improve issues related to parking and roads. (Raised by 2 Assemblies - East and West)
- 4.2.6 Looking to develop how public service agencies can work better together particularly around Community Safety. (Raised by 1 Assembly - North).

5.0 KEEPING COMMUNITY ASSEMBLIES INFORMED / INVOLVED

- 5.1 Consideration should be given to keeping Community Assemblies informed of the outcome of this consultation and relevant progress going forwards. Today's Overview and Performance Scrutiny Forum's decision will be communicated to Assemblies at their June cycle of meetings.
- 5.2 If the Forum's decision is to include any of the Community Assembly priorities into scrutiny work programmes, some consideration could also be given to providing further opportunity to involve them / their appointed representative(s) with the scrutiny work going forwards.

For example this could be by appointing representatives from each Assembly to a Scrutiny Project Group as co-opted members; or to invite Assembly representatives along to meetings on a more ad-hoc basis to give evidence and share information to inform a scrutiny review.

6.0 RISK CONSIDERATIONS

- 6.1 There may be potential for disappointment if communities feel let down by undelivered promises with the associated risk to the reputation and integrity of the Council's scrutiny function and Council. As part of the presentation to Community Assemblies, the message was clearly relayed that there is not enough capacity to look at all the issues raised – at least not at the same time.

7.0 FINANCIAL CONSIDERATIONS

- 7.1 There are no financial implications arising from the contents of this report. All associated costs will be contained within existing budgets.

8.0 LEGAL CONSIDERATION

8.1 There are no legal implications arising from the contents of this report.

9.0 EQUALITIES CONSIDERATIONS

9.1 There are no direct equalities implications arising from the contents of this report. However it will be necessary to ensure that, as far as possible, Community Assemblies and their attendees are treated equally in terms of opportunity for involvement and influence.

10.0 RECOMMENDATIONS

10.1 To consider the priorities raised by Community Assemblies as in paragraph 4.2 and agree any for recommended inclusion into our scrutiny committee work programmes.

10.2 To consider how Community Assembly representatives might be further involved in any scrutiny work agreed.

10.0 REASON FOR RECOMMENDATIONS

10.1 To help further develop and fulfil the Council's Overview and Scrutiny community representational role.

10.2 To enable the Council to be more responsive to the community through improved community engagement and involvement.

ANITA CUNNINGHAM
POLICY AND SCRUTINY OFFICER

You can get more information about this report from
Anita Cunningham (Tel. 01246 345273).

SUMMARY OF KEY POINTS FROM COMMUNITY ASSEMBLY SCRUTINY WORKSHOPS

**SOUTH COMMUNITY ASSEMBLY
4TH MARCH 2014**

Feedback from groups :

Group A.
Dog Wardens don't do anything. We report dog mess and nothing seems to be done.
Persistent dog mess offenders.

Group B.
Strong issues about communication, 40, 46, 54, 64 and 65

Group C.
17 – build communities, tied to 26, make use of old chapel at Hasland for community groups, apply for funding, there is lottery funding available.

Group D.
Also, 17 building communities, tied with use Hunloke Garden more, number 30?

Prioritise 17 – build communities (first choice)
Dog mess (second choice)
Communication (third choice)

Lots of discussion regarding dog mess.

**EAST COMMUNITY ASSEMBLY
WEDNESDAY, 5TH MARCH 2014**

Groups fed back their priorities.

Group A.
Better sporting facilities, more community groups and more community projects, better cohesive working

Group B.
Green fields disappearing number 14, protect the environment and problems with the roads in general and grass verges

Group C.
Communication is very important, also concerned about the litter in parks and on the streets

Group D.
Number 6, 14, 19 and 23 in all those, dog fouling, need litter bins. The verges, bad quality work.

**NORTH COMMUNITY ASSEMBLY
WEDNESDAY, 12TH MARCH 2014**

The workshops took place. The priorities identified were:-

Group A.

Litter, involving people altogether, young and old, council and community i.e. community involvement

Group B.

Looking at how agencies work together

Community safety and police issues, drug dealer then ASB on a bigger scale, with how housing and CSP work together

Community involvement, improving it

Group C.

Bus stops but in the end enabling communities to work together, set up action groups, do more in the community with the support of the council. Dog fouling issues linked to this.

Engaging the community linked in seeking retired people with skills to get involved in community action groups.

**WEST COMMUNITY ASSEMBLY
THURSDAY, 13TH MARCH 2014**

Workshops took place. The priorities were:-

Group A.

Numbers 5-12 important, 16 - police to target hotspots, 19 – clean up days, litter and cleaning the river, 25 – dog fouling, 33 – unused land within wards being used.

Group B.

Stricter enforcement of speed limit on Ashgate road and Linacre road. Sports centre, refurbish not built new. 25 on the spot fines for dog fouling, and fly posting, general street scene of the area including parking.

Group C.

1,3 and 20 community spirit, activities and events

25 and 28 dog fouling

7, 31 and 35 parking facilities robinson site and Walton works. Spare land doing nothing that could provide parking.

Group D.

1 and 3 nothing to do for elderly people no community spirit

7 parking

17 surveillance for holme hall

Main one 21, refuse collectors, clean up after them, where they park and going over grass verges

13,14 and 15 QPLC have already got a working group set up for that.

COMMUNITY ASSEMBLY (EAST) – YOUR ISSUES FOR CHANGE
“What you thought we could realistically do together to make changes”

APPENDIX 2	
Suggested Issues for change	Priority
<i>Perception / Atmosphere :-</i>	
1. Better cohesive working	
2. Better communication x 2	
3. Combat isolation – segregation – victimisation	
4. Information, communication, involvement	
5. Listen to everyone’s opinion	
6. More Pride in area	
7. Respect other people’s views	
8. Work together for the best future	
<i>Location/Access (Including Transport, Lighting, Roads) :-</i>	
9. Reduce Height of Speed Bumps	
<i>Amenities (including Leisure/Recreation/Green Spaces/Parks) :-</i>	
10. Better sporting facilities – sustainable	
11. Better sporting facilities to keep young off the streets	
12. Bring in local good entertainment	
13. Develop a “Friends of” Tipton Park to look at what could be improved	
14. Green spaces – the community – history	
15. More community groups active e.g. Friends of Local Parks	
16. More community projects	
17. New play equipment for Eastwood Park (Thistle Park)	
<i>Miscellaneous :-</i>	
18. Apply for outside funding	
19. Do more litter picks on cut off Lockoford Lane and route to Sainsburys	
20. Get other agencies to take their responsibilities	
21. Leave alone Woodthorpe	
22. Maintain and improve attendance and participation – advertise	
23. Partnership working i.e community payback – Timebank – local community	
24. Remember we are working to improve the Borough of Chesterfield	
25. To be realistic and we will have to be less parochial to achieve some schemes that will benefit the assembly area as a whole	
26. Work in partnership	
27. Work together with people who will try and obtain an equal playing field until resolved	
28. Offer More Funding to the Voluntary Sector for Work with Young People	

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COMMUNITY ASSEMBLY (NORTH) – YOUR ISSUES FOR CHANGE
“What you thought we could realistically do together to make changes”

APPENDIX 3	
Suggested Issues for change	Priority
<i>Perception / Atmosphere :-</i>	
1. Ask people what they want	
2. Ownership	
<i>Location/Access (Including Transport, Lighting, Roads) :-</i>	
3. Drivers to show more consideration for others (e.g. when parking)	
4. Put a Pelican Crossing on Racecourse Road near to Edmund Road for the Children at Cavendish School	
5. Something done about cars and motor bikes speeding up and down Racecourse Road	
6. Right of Way between Stand Road and Allsops Place needs to be looked at (for safety issues) to protect OAPs	
<i>Amenities (including Leisure/Recreation/Green Spaces/Parks) :-</i>	
7. Advertise local events so try and get people involved. Hold local events	
8. Chesterfield Timebank - micro timebanks set up in assembly areas - getting people doing things for each other - community resilience, building community spirit	
9. More designated children’s play areas	
10. Provide community premises to allow community activities	
11. Run a youth bazaar (help young people to run a bazaar)	
12. Run community events - galas, fun days, festivals, etc. - that will bring people together	
13. Set up youth groups that are affordable	
<i>Community Safety/Police :-</i>	
14. Anti-social behaviour - drugs - needles discarded - dog fouling - litter	
15. Move drug dealers and get rid of their constant stream of customers at all hours of day and night	
16. Police mobile office to be available to us	
<i>Miscellaneous :-</i>	
17. Agencies co-ordinating (working together better)	
18. All agencies working together to address whatever issue, i.e. a problem with health can be fed from local residents to a local councillor which can be fed up to public health to address	
19. Can do culture - co-operation	

COMMUNITY ASSEMBLY (NORTH) – YOUR ISSUES FOR CHANGE
“What you thought we could realistically do together to make changes”

Suggested Issues for change	Priority
Miscellaneous :-	
20. Community assemblies to engage more with younger people to give them a better say in things that matter to them	
21. Encourage community development to tackle specific environment issues associated with a given locality; success dependent on the ability and availability of one person or small group to lead and encourage - Council support also vital - fund up and equipment, e.g. grass mowers	
22. Encourage people to keep their own gardens neat and tidy instead of the Council doing it for them	
23. Encourage people to work together	
24. Find ways of encouraging young and old to work together to respect each others views	
25. Get young people involved in organising an assembly meeting and let them choose the venue	
26. Keep hedges trimmed (Council) so people can't hide and they look tidier	
27. Litter pick	
28. Make sure these forums are better advertised to encourage residents to participate	
29. More organisations throwing money in	
30. More people “doing” instead of moaning	
31. People to stop throwing litter	
32. Recognition of work done by volunteers to offset isolation	
33. Seek retired people with organisational skills in a given small area - e.g. with open spaces badly managed	
34. Some dog walkers to show more consideration (about where they let dogs foul)	
35. Target a specific small area - police and councillors and residents and Borough Council officer to encourage residents to attend a meeting	
36. The economic structure. Too many young people unable to get jobs. Too many families are struggling. Don't like Pay Day Loan companies and they should be legislated against	
37. To get your message to all wider group, approach groups in your area, e.g. Newbold Women - churches - Probus - by offering a speaker at one of their meetings - could be just 15 min slot	
38. Use community notice boards and allow residents access to use them	

COMMUNITY ASSEMBLY (SOUTH) – YOUR ISSUES FOR CHANGE
“What you thought we could realistically do together to make changes”

APPENDIX 4	
Suggested Issues for change	Priority
Perception / Atmosphere :-	
1. Look out for one another	
Location/Access (Including Transport, Lighting, Roads) :-	
2. Bus links to hospital and up Calow Lane	
3. Cycle paths “Joined-up” – Public right of way linked to Grassmore CP	
4. Car parking to be restricted on the road to occupants (Robin Croft)	
5. Derbyshire County Council could do more to resolve the parking problem by making a car park on the part of the large playing field at the side of the school drive.	
6. Fix roads and pavements and kerbs	
7. Have a better bus service	
8. Keep areas at night well lit	
9. Lower parking charges for Royal (Park and Ride ?)	
10. Maintain street lighting	
11. Parking Wardens more regular outside infant school to stop inconsiderate parking.	
12. Replace signage at crossroads on Maynard Road in middle, bad crossroads, bus route and children walking to school.	
13. Stop putting cycle paths near Tesco and causing traffic chaos on Derby Road.	
Amenities (including Leisure/Recreation/Green Spaces/Parks) :-	
14. Awareness of existing health facilities/activities/opportunities/schemes community may not be aware of and what is available	
15. Mobile library in Boythorpe	
16. Schools worker in all schools to provide after school activities and support for teaching staff	
17. Build communities – advertise community centres and events for all ages programme or events	
18. Cemetery improved for peaceful reflection	
19. Community garden on garage site	
20. Develop community activities	
21. Improve Barnes Road play ground	
22. Improve health and wellbeing (green gym area, cycle, walk, play, exercise classes for elderly.	
23. Improve Spital Cemetery with the Friends of Spital Cemetery	
24. Initiate physical activity opportunities – projects	
25. Intergenerational work – computers, gardening, cooking	
26. Make use of Old Chapel for community activities	
27. Multi Use Gaming Area	
28. Organise activities for young people to reduce Anti Social Behaviour and keep occupied (give an hour a week)	
29. Parks development team to develop Hady Playing Fields	
30. Set up more facilities/activities for children in the evenings/weekends (not just kids holidays) x 3	
31. Use Hunloke Garden more	
32. Village games team to do some work	

COMMUNITY ASSEMBLY (SOUTH) – YOUR ISSUES FOR CHANGE
“What you thought we could realistically do together to make changes”

Suggested Issues for change	Priority
Community Safety/Police :-	
33. Evening patrols to deter hooligans in the park	
34. Increase community policing (visual walking the beat – detecting and seeing obvious signs of drug using)	
35. Neighbourhood Watch Areas x 2	
36. Police Patrol x 2	
37. Reduce Anti Social Behaviour	
38. Report crimes and concerns to police and authorities	
39. Stronger police presence	
Miscellaneous :-	
40. Communicate better to local people the activities already available and help people to set up new ones	
41. Councillors need to listen to needs of their community	
42. Cut back hedges	
43. Develop a clear plan of action	
44. Do more for older people	
45. Dog wardens in the area	
46. Easier communication with regular well advertised contacts	
47. Facilitate local meetings at local centres to discuss local issues at convenient times	
48. Give support to the officers who give their time in communities	
49. Have projects (joint) where we target issues eg, clean our streets	
50. Health and social care	
51. Initiating projects	
52. Keep the place clean	
53. Links/opportunities to other key agencies to maximise any ideas/projects in other areas – funding sources	
54. Local volunteers to put up notices on local boards	
55. Marketing – promotion of activities eg, FB, twitter, media	
56. Maximise the funding opportunities that exist. If Las do not have funds (landfill/ERDF/city region etc)	
57. More information about what is going on	
58. More joined up eg, county/town/borough and NE Derbyshire	
59. Not a lot with cuts being imposed by the government	
60. Part of the internal road at Boythorpe Cemetery is very much in need of repair (the bottom part of the cemetery)	
61. Partnership working between organisations x 2	
62. Provide some funding to allotments, eg Hunloke Avenue to improve its perimeter fencing and gateway security	
63. Publicity of events	
64. Reaching people who don't join in	
65. Regular newsletters to increase communication and use local notice boards	
66. Removal of illegal development	
67. Remove the trees (Robin Croft)	
68. Sharing information	
69. Sterner fines for persistent dog poo offenders	
70. Work together for the common good	
71. Working together with all agencies, hoping they will listen and take positive action	

COMMUNITY ASSEMBLY (WEST) – YOUR ISSUES FOR CHANGE
“What you thought we could realistically do together to make changes”

APPENDIX 5

Suggested Issues for change	Priority
<i>Perception / Atmosphere :-</i>	
1. Try to create more community spirit - now sure how!	
2. Holme Park Avenue Estate is a very pleasant environment to live - the important focus is to maintain this and continue to prevent crime/anti-social behaviour	
3. Get people to know each other through community activities - create a sense of ownership and pride in your area	
4. Generate positivity/goodwill - will produce ownership and ideas/cohesion	
<i>Location/Access (Including Transport, Lighting, Roads) :-</i>	
5. 20 mph limit - all local roads x 2	
6. Highlight at the top/middle of Ashgate Road that it is 30 mph	
7. Improve parking facilities for shops/cafes on Chatsworth Road	
8. Monitor speeding drivers along Old Road	
9. Put people before traffic	
10. Sort car parking issues for residents	
11. Stricter enforcement of 30 mph speed limit on Ashgate Road	
12. Weight limit on commercial vehicles passing through Peak District - access only	
<i>Amenities (including Leisure/Recreation/Green Spaces/Parks) :-</i>	
13. Better sporting facilities	
14. Continue to support activities for young people (e.g. new sport initiative - be patient, numbers will grow)	
15. Refurbish Queens Park Sports Centre instead of wasting money on new	
<i>Community Safety/Police :-</i>	
16. Police to target anti-social hot spots to deter it	
17. Surveillance cameras for Holme Hall Shopping Centre	
<i>Miscellaneous :-</i>	
18. Encourage the provision of local health and well-being services	
19. Events like the Newbold and Brockwell Community Forum “Clean Up” Days	
20. Fund community events that improve the well-being of the area	
21. Get refuse collectors to clean up after them	
22. Improved communication and networks	
23. Involve children in clearing up procedures	
24. Lack of cash for projects frustrating	
25. More on the spot fines for dog fouling	
26. Offer opportunities to support self help	
27. Olympic legacy for town - future plans to take account for benefit of future generations	
28. Place bins near bus stops, more bins for dog muck	
29. Pro-active consultation with communities (not just community groups) re changes/improvements	
30. Provide better “joined up” community and public services - not enough people know what is out there in all areas	
31. Redevelopment of Robinsons site (will aid parking problem)	
32. Share knowledge and expertise about the area/issues x 2	
33. Talk to community groups about how unused land/space can be used for the improvement of local people’s lives	
34. Tidy up Somersall kids park	
35. Walton Works development happens quickly	

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CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 APRIL 2014 TO 31 JULY 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	6 May 2014	Assistant Executive Member Support Members	Meeting.	Service Manager - Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Public
Key Decision 291	Review of Allocations Policy - Welfare Reform	Cabinet	Executive Member - Housing	6 May 2014	Assistant Executive Member Support Members	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	6 May 2014		Meetings	Head of Regeneration	Alan Siviter Tel: 01246 345954 alan.siviter@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	6 May 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	22 Apr 2014	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	22 Apr 2014	Assistant Executive Member Support Members	Meetings.	Business Planning and Strategy Manager - Housing Services	Jane Thomas Tel: 01246 345708 jane.thomas@chesterfield.gov.uk	Public
Key Decision 347	Anti-Social Behaviour Review	Joint Cabinet and Employment & General Committee	Executive Member - Customers and Communities	8 Apr 2014	Assistant Executive Member	Meetings	Head of Business Transformation	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Exempt 1 Information relating to individuals

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	22 Apr 2014	Assistant Executive Member Support Members.	Meeting.	Business Planning and Strategy Manager - Housing Services	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Public
Key Decision 355	Proposed Sports Pavilion for Eastwood Park	Cabinet	Executive Member - Environment	8 Apr 2014	Assistant Executive Member	Meeting	Head of Environment	John Ramsey Tel: 01246 345097 john.ramsey@chesterfield.gov.uk	Public
Key Decision 369	Consideration of Tenders for the Construction of the New Sports Centre (L000)	Cabinet	Executive Member - Leisure, Culture and Tourism	8 Apr 2014	Assistant Executive Member	Meeting	Head of Environment	Darran West Tel: 01246 345751 darran.west@chesterfield.gov.uk	Exempt 3 Contains financial information
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	6 May 2014	Assistant Executive Member	Meeting	Head of Environment	Darran West Tel: 01246 345751 darran.west@chesterfield.gov.uk	Public
Key Decision 374	Review of Fleet Facilities Manager	Joint Cabinet and Employment & General Committee	Executive Member - Housing	8 Apr 2014	Assistant Executive Member	Meeting	Report of Operational Services Manager	Martyn Bollands Tel: 01246 345020 martyn.bollands@chesterfield.gov.uk	Exempt 3 Contains financial information

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 380	Derbyshire County Council's Consultation on Proposed Budget Cuts - Potential Impact on Housing Services	Cabinet	Executive Member - Housing	6 May 2014	Assistant Executive Member	Meetings	Service Manager - Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Public
Key Decision 383	Chatsworth Road Conservation Area - outcome of consultation and adoption of proposal to designate a new Conservation Area on Chatsworth Road	Cabinet	Deputy Leader & Executive Member for Planning	22 Apr 2014		Meeting	Head of Regeneration	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public
Key Decision 388	Community Infrastructure Levy - Approval of Charging Schedule for Submission	Council	Deputy Leader & Executive Member for Planning	23 Apr 2014		Meetings	Head of Regeneration	Neil Johnson Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Public
Key Decision 389	Staveley Area Action Plan	Cabinet	Deputy Leader & Executive Member for Planning	6 May 2014		Meetings	Head of Regeneration	Neil Johnson Tel: 01246 345241 neil.johnson@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 390	Chesterfield Waterside GPF Loan	Cabinet	Leader & Executive Member for Regeneration	8 Apr 2014		Meetings	Head of Regeneration	Neil Johnson Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Exempt 3 Financial information
Key Decision 394	Review of Town Centre Events - impact of the reduced budget on town centre events programme	Cabinet	Executive Member - Leisure, Culture and Tourism	22 Apr 2014	Assistant Executive Member	Meetings	Head of Regeneration	Alyson Barnes alyson.barnes@chesterfield.gov.uk	Public
Key Decision 395	Review of Arts and Venues Policies and Strategies - a review 12 months after their adoption and their impact	Cabinet	Executive Member - Leisure, Culture and Tourism	20 May 2014	Assistant Executive Member	Meetings	Head of Regeneration	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Public
Key Decision 396	Statement of Community Involvement	Cabinet	Deputy Leader & Executive Member for Planning	8 Apr 2014		Meeting	Head of Regeneration	Neil Johnson Tel: 01246 345241 neil.johnson@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 397	Review of the Museum's Acquisitions, Rationalisation and Disposal Policies	Cabinet	Executive Member - Leisure, Culture and Tourism	20 May 2014	Assistant Executive Member	Meeting	Head of Regeneration	Alyson Barnes alyson.barnes@chesterfield.gov.uk	Public
Private Items -Non Key/ Significant but non-Key									
Key Decision 34	Application for Home Repairs Assistance	Executive Member - Housing	Executive Member Housing - Executive Member decisions	30 Apr 2014	Assistant Executive Member	Meeting	Head of Housing	Jane Thomas Tel: 01246 345708 jane.thomas@chesterfield.gov.uk	Exempt 1, 3 Info. relating to an individual Info. relating to financial affairs
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	22 Apr 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 25	Local Government Equalities Framework Self Assessment	Cabinet	Executive Member - Customers and Communities	6 May 2014	Assistant Executive Member, Customers, Communities and Organisational Development Scrutiny Committee	Meetings	Head of Business Transformation	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public
Key Decision Non Key 26	Equality and Diversity Annual Report 2013/14	Cabinet	Executive Member - Customers and Communities	6 May 2014	Assistant Executive Member, Customers, Communities and Organisational Development Scrutiny Committee, Equality and Diversity Forum	Meetings	Head of Business Transformation	Katy Marshall Tel: 01246 345247 katy.marshall@chesterfield.gov.uk	Public

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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 37	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.	Pending Scrutiny recommendation to Cabinet 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 (6 monthly progress reports)
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 yet to be considered by Cabinet.	Report received 05.12.13. Next report due 10.04.14.
Page 38		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>	
Page 39 W2	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.</p> <p>Pending informal meeting before Scrutiny report submission 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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CHESTERFIELD BOROUGH COUNCIL

WORK PROGRAMME : OVERVIEW AND PERFORMANCE SCRUTINY FORUM on 3 APRIL 2014

	Scrutiny Meeting Date:	Business Items :	Status :	Raised by:	Executive Responsibility
1	03.04.14	Budget Scrutiny and Monitoring	Ongoing. Last reported 30.01.14.	O&P	Leader & Regeneration
2	03.04.14	Great Place, Great Service (council wide transformation programme) Progress Report (including ICT update).	Considered Joint Cabinet / Employment & General Committee 03.12.13. Last reported 30.01.14.	O&P Chairs	Deputy Leader / Executive Member Planning
3	03.04.14	Corporate Asset Management Plan	Available for progress update.	Former structure	Deputy Leader & Planning
4	03.04.14	Community Consultation Survey Results	Results from 'Are you being served' public survey.	Link Officer (Policy)	Customers & Communities
5	03.04.14	Scrutiny Report on Community Assemblies Involvement	Scrutiny introduction to Community Assemblies complete.	O&P Chairs	Governance
6	19.06.14 TBC	Refresh of Tenant Involvement	Meeting Tenant Challenge Panel on 24.03.14.	Link Officer (Housing)	Housing
7	19.06.14 TBC	Tenant Consultation Survey Results	Results from 'STAR' housing tenants' survey.	Link Officer (Policy)	Housing
8	19.06.14	Overview and Scrutiny Arrangements - Action Plan Progress	Action Plan being delivered. Update last received 28.11.13.	O&P Chairs	Governance
9	19.06.14	Council Corporate Performance Scrutiny and Monitoring	Report for 6 monthly monitoring. Last received 17.10.13.	O&P	Deputy Leader & Planning
10	19.06.14	Dog Control Measures Progress Report	Measures introduced to Hasland Park. Monitoring underway.	O&P	Environment

CHESTERFIELD BOROUGH COUNCIL

	Scrutiny Meeting Date:	Business Items :	Status :	Raised by:	Executive Responsibility
11	11.09.14 TBC	ICT Strategy and Action Plan Progress Report	Strategy approved December 2012. Report received 30.01.14. 6 month update due July.	O&P Chairs	<i>Executive Member Governance</i>
12	11.09.14	Public, Private Partnership (Corporate Services) Performance Scrutiny and Monitoring	Last reported 26.09.13. Annual update due October 2014.	O&P (carried forward)	<i>Governance & Organisational Development</i>
13	TBC	Chesterfield Procurement Service	New arrangements pending scrutiny monitoring. Report received 30.01.14.	O&P Chairs	<i>Executive Member Governance</i>
14	Annually TBC	Council Corporate Plan	Received 17.01.13 and 30.01.14.	O&P	<i>Deputy Leader & Planning</i>
Scrutiny Project Groups :					
15	Every meeting	Welfare Reform	Part 2 – Review agreed 25.07.13.	O&P 28.05.12	<i>Leader & Regeneration</i>
16	Every meeting	External Communications Strategy	Review agreed 26.09.13.	O&P 26.09.13.	<i>Leader & Regeneration</i>
New Business Items Proposed :					
		Disposal of Hazardous Waste		<i>Member O&P</i>	<i>Environment</i>

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. Members may wish to agree items from the Forward Plan and Scrutiny Monitoring Form for 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 is 19 June 2014).

OVERVIEW AND PERFORMANCE SCRUTINY FORUM MEETING

Thursday, 30th January, 2014

Present:-

Councillor Innes (Chair)

Councillors	Bagley	Gilby +++++ +++++
	Borrell	Hawksworth
	Bradford	King + ++
	Burrows +++	Lowe
	Callan	Tom Murphy
	Flood	Slack
	Gibson	

Anita Cunningham, Scrutiny Officer
 Barry Dawson, Head of Finance +++
 Mark Evans, Head of Business Transformation + ++
 Sara Goodwin, Head of Governance +
 Steve Miller, arvato Head of Architecture and Design ++
 John Moran, Client Officer +++++
 Donna Reddish, Policy Manager +++++
 Mary Stead, Democratic Services Officer
 Darren Webber, arvato Head of ICT ++

+ Attended for Minute No. 62
 ++ Attended for Minute No. 63
 +++ Attended for Minute No. 64
 ++++ Attended for Minute No. 65
 +++++ Attended for Minute No. 66

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

No declarations were received.

61 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Lang.

62 **EXECUTIVE MEMBER FOR GOVERNANCE AND ORGANISATIONAL DEVELOPMENT - REPORT ON CHESTERFIELD PROCUREMENT SERVICE**

Councillor King, Executive Member for Governance and Organisational Development, Sara Goodwin, Head of Governance, and Mark Evans, Head of Business Transformation explained the reasons for the restructure of the Council's Procurement function.

The rationale for the restructure included:

- Experience gained from operating a short term in-house solution when Chesterfield withdrew from the Shared Procurement Unit hosted by Bolsover District Council.
- Increasing demands on the Procurement Unit, resulting from several major projects currently being undertaken by the Council, for example by Housing Services.
- Delivering the fundamental objectives of the Procurement function, to ensure that the process was legal, low-risk and achieved best value for the Council.
- Additional work to ensure compliance with the new EU Public Procurement Directives, and other legislation.
- Implementing the transition to electronic procurement activity, in line with these new directives.

At Joint Cabinet and Employment and General Committee Minute No. 24 the appointment of a Procurement Manager and a Procurement Officer had been approved. The additional cost of these posts would be financed from the Housing Revenue Account.

There was discussion about the difficulties recruiting suitably qualified and experienced Procurement staff, and the need to work in partnership with other local authorities where possible.

The Head of Governance and Head of Business Transformation were thanked for providing an explanation of the need to appoint Procurement staff at this time.

It was also recommended that a shared service option should be looked at in the future.

RESOLVED –

That the report be noted, and a shared service option be looked at in the future.

63 EXECUTIVE MEMBER FOR GOVERNANCE AND ORGANISATIONAL DEVELOPMENT - PROGRESS REPORT ON THE ICT STRATEGY

Councillor King, Executive Member for Governance and Organisational Development, Mark Evans, Head of Business Transformation, Steve Miller, arvato Head of Architecture and Design, and Darren Webber, arvato ICT Manager, attended the meeting to provide a summary of the Council's ICT Strategy 2012 – 2014.

The ICT Strategy was intended to facilitate delivery of the Corporate Plan 2012 -15, the Borough Council's Transformation Plan, the Customer Services Strategy, the Workforce Strategy, the Corporate Management Plan and the 'Great Place, Great Service' strategy, in which ICT would play a key role.

The ICT Strategy governance structure and Terms of Reference had been approved in January 2013 and has subsequently been considered in detail in joint workshops involving Heads of Service, Service Managers, and senior arvato managers, as well as ICT Project Teams. These workshops had produced a prioritised ICT Project Programme.

Governance was through an ICT Strategic Board, operational management and specialised user groups to prioritise projects and implement the strategy.

Key themes in the ICT Strategy were:

- developing citizen centric services
- equipping staff and Elected Members to work flexibly, using remote and mobile technology
- improvements to the Application system

- Corporate Intranet development
- Corporate Document Management System
- Geographical Information System
- e-payments
- replacement Contractor System for the Operational Services Division
- migration to new secure network, complying with current regulations and offering better data protection
- changing ICT governance structure to link with the 'Great Place, Great Service' governance structure
- facilitating staff moves within the Town Hall and from East Lodge and Staveley Housing Office.

The Borough Council IT infrastructure had been upgraded by significant investment in new equipment and operating systems that matched more closely the Council's requirements.

Improving communication between systems that had been set up by different departments was a priority, to increase efficiency.

arvato had been able to use its experience in other work-places to suggest ways to resolve IT problems, by integrating systems more effectively, and upgrading equipment. There was now a virtual infrastructure in operation, and back-up units to increase resilience. Access to planning documents had been made easier by a recent upgrade.

Members raised specific IT issues, which would be investigated by the ICT Manager, and requested further training on the use of Ipads, and on more recent versions of Word.

The ICT Strategy included the provision of more self-service options for the public and for Elected Members, and envisaged WiFi provision in major Council buildings, including the Town Hall committee rooms, the Pomegranate and the Winding Wheel.

The Head of Business Transformation and the arvato managers were thanked for their explanation of the ICT Strategy.

RESOLVED -

That Members and staff be trained on the use of the new equipment to guarantee that equipment was used to its full potential.

64 LEADER AND EXECUTIVE MEMBER FOR REGENERATION - UPDATE ON THE BUDGET

Councillor Burrows, Leader of the Council and Executive Member for Regeneration, and Barry Dawson, Head of Finance, provided an update on the Council's Budget.

This included information that had become available since the budget briefing given at the Overview and Performance Scrutiny Forum meeting on 19 December, 2013.

The update included the latest estimates of the possible deficit in 2014/15 and 2015/16, and information about the measures being taken to ensure that a balanced budget could be achieved. The pension revaluation figures were now available, and there had been further advice on business rate appeals.

There was discussion of the possible impact of budget cuts at Derbyshire County Council on services delivered by the Borough Council.

It was agreed that the 'Great Place, Great Service' project was an appropriate way to continue to provide services with reduced funding, and to protect staff from job-losses, by increasing efficiency and flexibility in working methods and service delivery.

Other options for balancing the budget were being considered, and some had already been implemented, including the merging of the Housing and Spirepride depots and some increases in fees and charges.

The changes in Chesterfield's economic base would affect revenue from business rates and Council Tax, now that old-established industries were being replaced by new businesses, but the long-term impact on the town, and on housing demand, would take many years to quantify.

Developments at Markham Vale and Chesterfield Waterside, with investment through Sheffield City Region and D2N2 Local Enterprise Partnerships, were progressing.

The success of Regeneration staff and Destination Chesterfield in promoting Chesterfield had recently been recognised by two national awards, for place-making and for the indoor market. The positive response to an opinion survey of 3000 Chesterfield citizens, with a response from over 800, was encouraging.

The town was attracting an increasing number of visitors, brought by coach and it was estimated that these visits had increased by over 15% in the past three years. Responses from visitors were generally positive.

RESOLVED -

That the Leader and Head of Finance be thanked for their update.

65 DEPUTY LEADER AND EXECUTIVE MEMBER FOR PLANNING - PROGRESS REPORT ON 'GREAT PLACE, GREAT SERVICE'

Councillor Gilby, Deputy Leader and Executive Member for Planning, and John Moran, Client Manager, gave a progress report on the 'Great Place, Great Service' strategy.

This strategy was intended to protect jobs and continue to deliver services at a reduced cost, because of a reduction of 27% in funding from central government. £1.4 million was being invested to save £3.5 million over 10 years.

The Client Manager explained that this would be a branded programme of activity, bringing together other strategies in an integrated approach. These strategies included:-

- Workforce Strategy
- Customer Services Strategy
- ICT Strategy
- Transformation Strategy.

The 'Great Place, Great Service' strategy had been approved by the Joint Cabinet and Employment and General Committee on 3 December 2013, at Minute No.16, and staff briefings had been given, stating that the first steps in the programme would be implemented within 90 days.

The actions already taken included:-

- appointing a Programme Office and three Project Officers
- establishing a governance structure for the project
- setting up groups of volunteers for key projects
- completing the project architecture (project initiative documents, terms of reference for volunteer groups, and project plans).
- making plans for a model office to show staff how the changes in working environments will look
- trialling a system to avoid the need for staff to clock in and out
- work to refurbish the Town Hall basement to allow for voluntary organisations to move in
- completion of the 'super depot' at Stonegravels for Spirepride and the Operational Services Division
- putting East Lodge on the market
- installing machines to receive rent and council tax payments at the Healthy Living Centre, enabling the Council to market the former Staveley Area Office
- recruiting more staff to join the Project Academy
- working on the installation of WiFi in Committee Room 1 at the Town Hall

Members congratulated the staff concerned on the rapid progress being made in modernising working environments, although there were some reservations about the suitability of 'open plan' offices for all staff.

The Town Hall's listed building status had resulted in delays while consent was obtained to alter the interior of a listed building.

Customers were encouraged to use the Customer Centric Services Centre, as well as on-line and telephone enquiries, instead of coming in person to the Town Hall for advice and assistance. Channel shift, away from face-to-face encounters, was popular with younger people, and self-service options were being increased. Work was in progress to map the current interactions between staff and the public, so that there would be a baseline from which to plan changes.

The use of electronic rather than paper communication was already reducing the cost of postage and printing, and when Document Management Systems were installed in more workplaces this saving would be even greater.

It was hoped that new ways of working would free more space in the Town Hall, to be let to other public sector organisations, to raise revenue.

More flexible working would also make it possible to offer a service to the public for more of the day, in response to demand.

Funds released by the sale of property would be reinvested in measures that would achieve further savings.

The Forum would continue to be updated on progress at every meeting.

RESOLVED -

That a report on the first 90 days of the 'Great Place, Great Service' programme be given to the next meeting of the Overview and Performance Scrutiny Forum.

66 DEPUTY LEADER AND EXECUTIVE MEMBER FOR PLANNING - REPORT ON CORPORATE PLAN

Councillor Gilby, Deputy Leader and Executive Member for Planning, and Donna Reddish, Policy Manager, provided an update on the Borough Council's Corporate Plan.

As a result of a peer challenge exercise, it had been decided to simplify and prioritise the Corporate Plan, so that the number of projects matched

the funding available and organisational capacity to deliver them. A revised Corporate Plan was being prepared by the Policy Manager and Communications and Marketing Manager.

The proposed priorities related to:-

- making Chesterfield a thriving borough – through a variety of aims such as creating and safeguarding jobs, regeneration projects and attracting visitors to the town;
- improving the quality of life for local people – including aims for decent homes, crime reduction, reduced anti-social behaviour, healthy lifestyles, clean streets and good quality parks and open spaces;
- providing value for money services – including aims around achieving value for money and effective customer service channels.

Proposed key projects for 2014 – 15 were:-

- ‘Great Place, Great Service’
- the Waterside development
- achieving the Decent Homes Standard
- building a new Sports Centre at Queen’s Park.

After discussion, Members agreed with the suggested priorities, and hoped that some of the other projects from the old Corporate Plan would be reinstated when resources permitted.

The Policy Manager was thanked for her presentation.

RESOLVED –

That the report be noted.

67 FORWARD PLAN

The Forward Plan was considered.

An explanation was given of THI (Townscape Heritage Initiative).

There were no further comments on the Forward Plan.

68 OVERVIEW AND SCRUTINY DEVELOPMENTS

A development session had been held before the meeting of the Overview and Performance Scrutiny Forum on chairing skills, to benefit Members who wished to chair Scrutiny Project Groups.

There were requests for a further session on questioning skills, especially the sequencing of questions. This would be discussed at the next Scrutiny Business Meeting.

Training on the Borough Council's decision-making process was requested, showing how reports moved through the system to a level where decisions were made.

Further suggestions about training needs would be welcomed by the Scrutiny Officer.

69 SCRUTINY MONITORING

Consideration was given to the Monitoring Form for the Implementation of Scrutiny Committee recommendations.

The Scrutiny Officer reported that the Scrutiny recommendation on Anti-Social Behaviour would be presented to Cabinet when a report on the same issue was under consideration, probably in late February 2014.

There were no other issues arising from the report.

70 SCRUTINY PROJECT GROUP PROGRESS UPDATES

An update was provided on Scrutiny Project Group progress on:-

Welfare Reform

Councillor Hawksworth had attended a meeting of the National Overview and Scrutiny Forum, about the provision of a toolkit on Welfare Reform, for use by Elected Members.

She had hoped that it would provide information that could be used for the scrutiny project, but it had not done so. A meeting of the project group was being arranged to produce a Scoping Document for this project.

External Communications Strategy

Councillor Borrell reported that visits had been made to Lincoln City Council, Derbyshire County Council and the Peak Park Board, to find out more about their communication processes. Written information had been obtained and would be made available.

Communications policy and practice depended to a large extent on local circumstances. The most obvious difference from Lincoln, for example, was the lack of good local radio and television coverage in the Chesterfield area.

There were some differences that could be addressed, for example in some other organisations the communications team included people working on marketing, whereas the Borough Council had marketing staff, but they did not work closely with the communications unit.

There was sufficient information to write a report, and a draft report would be presented at the next meeting of the Overview and Performance Scrutiny Forum.

71 **WORK PROGRAMME FOR THE OVERVIEW AND PERFORMANCE SCRUTINY FORUM**

The Work Programme for the Overview and Performance Scrutiny Forum was considered.

The Work Programme included items that were on the Agenda for every meeting, as well as those that had been dealt with at this meeting, and could now be removed.

Suggestions for the next Agenda included:

- a report on the Customer Survey results
- a report on the Corporate Asset Management Plan

- an update on the dog control measures at Hasland and their possible roll-out across the Borough..

Updates on the Budget, 'Great Place, Great Service' and the ICT Strategy would also be requested.

The Chair announced that negotiations were in progress with the Tenants' Scrutiny Representatives, in order to find a mutually convenient date to meet.

RESOLVED -

That after a meeting with Tenants' Scrutiny Representatives consideration would be given to adding scrutiny of Tenant Involvement to the active part of the work programme.

72 JOINT OVERVIEW AND SCRUTINY MINUTES

The Minutes of the Joint Overview and Scrutiny Panel held on 21 November, 2014 were provided, for information.

No items were raised for the Joint Overview and Scrutiny Panel agenda.

73 MINUTES

The Minutes of the meetings of the Overview and Performance Scrutiny Forum held on 28 November, 12 December and 19 December 2013 were presented.

RESOLVED -

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