



Please ask for Donna Cairns
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The Chair and Members of Cabinet

22 June 2015

Dear Councillor,

Please attend a meeting of the CABINET to be held on TUESDAY, 30 JUNE 2015 at 11.30 am in Committee Room 1, 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. Minutes (Pages 5 - 16)

To approve as a correct record the Minutes of the Cabinet meeting held on 9th July, 2013.

4. Forward Plan (Pages 17 - 28)

Items Recommended to Cabinet via Cabinet Members

Cabinet Member for Governance

5. Honorary Aldermen (Pages 29 - 32)

Cabinet Member for Housing

6. Refurbishment of Ebenezer Row – waiver of standing orders (Pages 33 - 36)

Cabinet Member for Health and Wellbeing

7. Funding to Voluntary and Community Organisations 2015/16 – Service Level Agreements (Pages 37 - 76)
8. Local Government Act 1972 - Exclusion of the Public

To move “That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 – information in relation to financial and business affairs.”

Part 2 (Non Public Information)

Cabinet Member for Health and Wellbeing

9. Sport and Leisure Equipment Replacement (Pages 77 - 98)

Yours sincerely,

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

Local Government and Regulatory Law Manager and Monitoring Officer

CABINET

Tuesday, 16th June, 2015

Present:-

Councillor Burrows (Chair)

Councillors T Murphy
Blank
Huckle

Ludlow
Serjeant
A Diouf

Non Voting Members Bagley
J Innes

Hollingworth+

+ Attended for Minute Nos. 7 – 20.

*Matters dealt with under Executive Powers

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

No declarations of interest were received.

8 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Brown, T. Gilby and Wall.

9 MINUTES

RESOLVED –

That the minutes of the meeting of Cabinet held on 2 June 2015 be approved as a correct record and signed by the Chair.

10 FORWARD PLAN

The Forward Plan for the four month period July – October 2015 was reported for information.

*** RESOLVED –**

That the Forward Plan be noted.

11 **RIGHT TO BUY - SOCIAL MOBILITY FUND**

The Housing Service Manager – Business Planning and Strategy submitted a report to advise of a successful bid to the Right-to-Buy (RTB) Social Mobility Fund and to recommend for adoption a local Right-to-Buy Mobility scheme. The scheme was designed to lower the impact of the loss of stock due to the RTB in high demand areas of the Borough.

The Right-to-Buy Social Mobility Fund was a national initiative to provide certain categories of tenants with the opportunity to access home ownership where taking up the RTB on their current property was not feasible.

Following a review in Chesterfield, it was identified that tenants in designated defective non-traditional property types could benefit from assistance into home ownership with access to the Fund. The scheme would allow for a £20,000 Government contribution for eligible tenants. The Council was successful in its bid and would be eligible to draw down £200,000 under the scheme. Tenants in eligible properties were to be contacted about the new Scheme.

A locally devised scheme was also proposed to assist other households wanting to purchase their own home, as an alternative to RTB in areas of high demand for Council properties. The proposal was to offer tenants a contribution of £20,000 towards a deposit for a property on the open market. The contribution was likely to be less than the discount available under RTB. The total fund available for the local scheme was also to be limited initially to £200,000.

It was proposed that a review take place within the first six months of the implementation of both schemes.

*** RESOLVED -**

- 1) That the successful Right-to-Buy Social Mobility Fund bid be noted and the steps that were proposed to be taken to implement the scheme locally be agreed.
- 2) That the development and implementation of a locally designed Social Mobility Scheme be approved, to offer an alternative to exercising the Right-to-Buy in high demand areas of the Borough.

- 3) That the planned inclusion of an additional £200,000 in the Housing Capital Programme to create a fund for the local scheme be approved.
- 4) That Cabinet receives a progress report on the effectiveness or otherwise of the Right-to-Buy Social Mobility Fund scheme and also the locally devised Social Mobility Scheme six months post implementation.

REASON FOR DECISIONS

To meet Corporate Plan Objectives: 'to increase the supply and quality of Housing in Chesterfield Borough to meet current and future needs' and 'to become financially self-sufficient by 2020, so we can continue to deliver the services our communities need.'

12 LEADER & EXECUTIVE MEMBER FOR REGENERATION ACCOUNTS 2014/15

The Chief Finance Officer submitted a report on the Revenue Outturn and the Capital Outturn for the Leader and Executive Member for Regeneration Portfolio Accounts for 2014/15. The report provided explanations for significant variations from the Revised Estimates approved at Cabinet on 17 February 2015 (Minute No. 192 (2014/15)).

***RESOLVED –**

That the report be noted.

REASON FOR DECISION

To enable the portfolio's Revenue Outturn to be included in the Council's overall Statement of Accounts.

13 DEPUTY LEADER & EXECUTIVE MEMBER FOR PLANNING ACCOUNTS 2014/15

The Chief Finance Officer submitted a report on the Revenue Outturn for the Deputy Leader and Executive Member for Planning Portfolio Accounts for 2014/15. The report provided explanations for significant variations from the Revised Estimates approved by Cabinet on 17

February 2015 (Minute No. 192 (2014/15)), and sought approval for the carry forward of the funding for the consultancy advice still needed to support adoption of the Council's Local Plan, which was considered at Minute No. 20 below.

***RESOLVED –**

That the report be noted.

REASON FOR DECISION

To enable the portfolio's Revenue Outturn to be included in the Council's overall Statement of Accounts.

14 EXECUTIVE MEMBER FOR GOVERNANCE AND ORGANISATIONAL DEVELOPMENT ACCOUNTS 2014/15

The Chief Finance Officer submitted a report on the Revenue Outturn and the Capital Outturn for the Executive Member for Governance and Organisational Development Portfolio Accounts for 2014/15. The report provided explanations for significant variations from the Revised Estimates approved at Cabinet on 17 February 2015 (Minute No. 192 (2014/15)).

***RESOLVED –**

That the report be noted.

REASON FOR DECISION

To enable the portfolio's Revenue Outturn to be included in the Council's overall Statement of Accounts.

15 EXECUTIVE MEMBER FOR CUSTOMERS & COMMUNITIES FINAL ACCOUNTS 2014/15

The Chief Finance Officer submitted a report on the Revenue Outturn and the Capital Outturn for the Executive Member for Customers and Communities Portfolio Accounts for 2014/15. The report provided explanations for significant variations from the Revised Estimates approved at Cabinet on 17 February 2015 (Minute No. 192 (2014/15)).

***RESOLVED –**

That the report be noted.

REASON FOR DECISION

To enable the portfolio's Revenue Outturn to be included in the Council's overall Statement of Accounts.

16 EXECUTIVE MEMBER FOR ENVIRONMENT ACCOUNTS 2014/15

The Chief Finance Officer submitted a report on the Revenue Outturn and the Capital Outturn for the Executive Member for Environment Portfolio Accounts for 2014/15. The report provided explanations for significant variations from the Revised Estimates approved at Cabinet on 17 February 2015 (Minute No. 192 (2014/15)) and sought approval for a number of carry forward requests, which were considered at Minute No. 20 below.

***RESOLVED –**

That the report be noted.

REASON FOR DECISION

To enable the portfolio's Revenue Outturn to be included in the Council's overall Statement of Accounts.

17 HOUSING GENERAL FUND FINAL ACCOUNTS 2014/15

The Chief Finance Officer and the Housing Service Manager – Business Planning and Strategy submitted a report on the Revenue Outturn and the Capital Outturn for the Housing General Fund Final Accounts for 2014/15. The report provided explanations for significant variations from the Revised Estimates approved at Cabinet on 17 February 2015 (Minute No. 192 (2014/15)).

***RESOLVED –**

That the report be noted.

REASON FOR DECISION

To enable the portfolio's Revenue Outturn to be included in the Council's overall Statement of Accounts.

18 HOUSING REVENUE ACCOUNT FINAL ACCOUNTS 2014/15

The Chief Finance Officer and the Housing Service Manager – Business Planning and Strategy submitted a report on the Revenue Outturn and the Capital Outturn for the Housing Revenue Account Budget Final Accounts for 2014/15. The report provided explanations for significant variations from the Revised Estimates approved at Cabinet on 10 February 2015 (Minute No. 183 (2014/15)) and sought approval for a number of carry forward requests.

***RESOLVED -**

- (1) That the report be noted.
- (2) That the revenue and capital carry forward requests for £234,740 (paragraph 3.6 of the report) and £1,446,590 (paragraph 4.1 of the report) respectively and the associated financing arrangements be approved.

REASON FOR DECISION

To enable the Housing Revenue Account Budget Revenue Outturn to be included in the Council's overall Statement of Accounts.

19 EXECUTIVE MEMBER FOR LEISURE, CULTURE AND TOURISM FINAL ACCOUNTS 2014/15

The Chief Finance Officer submitted a report on the Revenue Outturn and the Capital Outturn for the Executive Member for Leisure, Culture and Tourism Portfolio Accounts for 2014/15. The report provided explanations for significant variations from the Revised Estimates approved at Cabinet on 17 February 2015 (Minute No. 192 (2014/15)).

***RESOLVED –**

That the report be noted.

REASON FOR DECISION

To enable the portfolio's Revenue Outturn to be included in the Council's overall Statement of Accounts.

20 GENERAL FUND BUDGET OUTTURN 2014/15

The Chief Executive and Chief Finance Officer submitted a report on the General Fund Revenue and Capital Outturns for 2014/15. The report provided explanations for significant variations from the Revised Estimates approved at Cabinet on 17 February 2015 (Minute No. 192 (2014/15)) and sought approval for a number of carry forward requests.

* RESOLVED –

- 1) That the General Fund Revenue and Capital Outturn reports for 2014/15 be noted.
- 2) That the £313k revenue account surplus be transferred to the Retained Business Rates Reserve account.
- 3) That the officer recommendations in relation to the General Fund carry forward and deferred growth requests (para 4.8 of the report) be agreed.
- 4) That the level of General Fund Reserves and Balances (Section 6 and Appendix E) be approved.
- 5) That the capital financing arrangements set out in Appendix F of the report be approved.
- 6) That Full Council be recommended to consider the report.

REASON FOR DECISION

In the interest of sound financial management.

21 **REVIEW OF CODE OF CORPORATE GOVERNANCE AND THE ANNUAL GOVERNANCE STATEMENT**

The Corporate Management Team submitted a report on the Council's compliance with the Code of Corporate Governance requirements during the year 2014/15.

The review of the Code of Corporate Governance had been used to provide evidence to support the preparation of the Annual Governance Statement.

The report included:

- A review of the key elements of the systems and processes that comprised the Authority's governance arrangements, and examples and evidence of assurances in support of the Authority's Annual Governance Statement;
- An action plan arising from the above assessment;
- An Annual Governance Statement for the Council to accompany the Council's Statement of Accounts for 2014/15.

The Code of Corporate Governance had first been adopted in 2002, revised in 2008 and revised again following further guidance issued jointly by SOLACE (Society of Local Authority Chief Executives) and CIPFA (Chartered Institute of Public Finance and Accountancy) in 2012.

The report would be further considered at the next meeting of the Standards and Audit Committee.

*** RESOLVED -**

- 1) That the following documents be referred to the Standards and Audit Committee:
 - a) the Annual Review of the Local Code of Corporate Governance for 2014/15 (Appendix 1 to the report);
 - b) the Annual Governance Statement (Appendix 2 to the report);
 - c) the Annual Governance Statement Action Plan (Appendix 3 to the report).

- 2) That the Standards and Audit Committee be recommended to:
 - a) consider the documents listed in resolution (1) above;
 - b) subject to any amendments that they consider appropriate, approve the Annual Governance Statement and Action Plan;
 - c) recommend that the Annual Governance Statement be signed by the Leader and Chief Executive.
- 3) That a review of the Code of Corporate Governance be undertaken after 12 months.
- 4) That progress on implementing the Action Plan be monitored by the Corporate Management Team.

REASONS FOR DECISIONS

To enable the Cabinet and the Standards and Audit Committee to monitor the Council's compliance with the Code of Corporate Governance.

To comply with the requirements of the Accounts and Audit Regulations 2011.

To support the maintenance of sound governance arrangements within the Council.

22 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

RESOLVED –

That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 – as they contained information relating to information relating to financial and business affairs.

23 **SECURITY SERVICES DSO FINAL ACCOUNTS 2014/15 AND BUSINESS PLAN 2015/16**

The Chief Finance Officer and Head of Contract (Kier) submitted a report on the Final Accounts for 2014/15 and the Business Plan for 2015/16 in respect of the Security Services D.S.O..

It was proposed that £5000 from the surplus be transferred to a Future Loss Provision and the balance of the surplus be transferred to the Budget Risk Reserve.

*** RESOLVED –**

- 1) That the final accounts for the 2014/15 financial year in respect of the Security Services D.S.O. be received and the financial position noted.
- 2) That £5,000 of the surplus be transferred to a Future Loss Provision.
- 3) That the balance of the surplus (£13,379) be transferred into the Budget Risk Reserve.
- 4) That the Business Plan forecast for 2015/16 be approved.

REASON FOR DECISIONS

To enable the financial position of the Security Services D.S.O. to be included within the Council's overall Statement of Accounts for 2014/15.

24 **LANDSCAPE AND STREETSCENE SERVICES (SPIREPRIDE) FINAL ACCOUNTS 2014/15 AND BUSINESS PLAN 2015/16**

The Chief Finance Officer submitted a report on the Final Accounts for 2014/15 and the Business Plan for 2015/16 in respect of Landscape and Streetscene Services.

*** RESOLVED -**

- 1) That the SpirePride Final Accounts for the 2014/15 financial year be received and the financial position noted.

- 2) That the surplus of £113,562 be transferred into the Budget Risk Reserve, in accordance with the Council's Financial Strategy.
- 3) That the Business Plan forecast for 2015/16 be approved.

REASON FOR DECISIONS

To enable the financial position of SpirePride to be included within the Council's overall Statement of Accounts for 2014/15.

25 CLEANSING INTERNAL SERVICE PROVIDER CLEANING OF BUILDINGS FINAL ACCOUNTS 2014/15 AND BUSINESS PLAN 2015/16

The Chief Finance Officer submitted a report on the Final Accounts for 2014/15 and the Business Plan for 2015/16 in respect of the Cleaning of Buildings Internal Service Provider (ISP).

It was proposed that the surplus of £5,577 be transferred to the Budget Risk Reserve.

*** RESOLVED –**

- 1) That the final accounts for the Cleaning of Buildings ISP for the 2014/15 financial year be received and the financial position noted.
- 2) That the surplus of £5,577 be transferred into the Budget Risk Reserve.
- 3) That the Business Plan forecast for 2015/16 be approved.

REASON FOR DECISIONS

To enable the financial position of the Cleaning of Buildings ISP to be included within the Council's overall Statement of Accounts for 2014/15.

26 **OPERATIONAL SERVICES I.S.P. FINAL ACCOUNTS 2014/15 AND BUSINESS PLAN 2015/16**

The Chief Finance Officer and the Housing Service Manager – Operational Services submitted a report on the Final Accounts for 2014/15 and the Business Plan for 2015/16 in respect of the Operational Services Internal Service Provider (ISP).

It was proposed that £100,000 of the surplus be transferred to the Housing Revenue Account and that the remainder be set aside to fund the items detailed in paragraph 3.4 of the report.

*** RESOLVED -**

- 1) That the Final Accounts for 2014/15 be received and the financial position noted.
- 2) That £100,000 of the surplus is transferred to the Housing Revenue Account, as anticipated in the HRA Business Plan 2014/15.
- 3) That the balance of the 2014/15 surplus (£260,360) be set aside to fund the items detailed in paragraph 3.4 of the report.
- 4) That the Business Plan forecast for 2015/16 be approved.

REASON FOR DECISIONS

To enable the financial position of the Operational Services I.S.P. to be included within the Council's overall Statement of Accounts for 2014/15.

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

What is the Forward Plan?

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

What is a Key Decision?

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

- a decision to spend £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 Council's Policy Framework set out in Article 4 of the Council's Constitution.

Are any other decisions included on the plan?

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

How much notice is given of forthcoming decisions?

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

What information is included in the plan?

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

How is consultation and Community Engagement carried out?

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

Notice of Intention to Conduct Business in Private

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

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

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

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

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

Huw Bowen
Chief Executive

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



CHESTERFIELD
BOROUGH COUNCIL

Meeting Dates 2015/16

<u>Cabinet</u>	<u>Council</u>
30 June 2015	
14 July 2015* 21 July 2015	22 July 2015
8 September 2015* 22 September 2015	
6 October 2015* 20 October 2015	14 October 2015
3 November 2015* 17 November 2015	
1 December 2015* 15 December 2015	16 December 2015
12 January 2016* 26 January 2016	
9 February 2016* 23 February 2016	25 February 2016
8 March 2016* 22 March 2016	
5 April 2016* 19 April 2016	27 April 2016 (ABM)
3 May 2016* 17 May 2016 31 May 2016	11 May 2016 (ACM)

*From 2015/16, Joint Cabinet and Employment and General Committee meet immediately prior to the first meeting of Cabinet each month

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

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decisions								
Key Decision 337	THI Scheme Project Evaluation - to receive a final evaluation of the THI project for Chesterfield Town Centre.	Cabinet	Deputy Leader & Cabinet Member for Planning	14 Jul 2015	Report of Development Management and Conservation Manager	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public	
Key Decision 398	Sale of CBC Land/Property	Deputy Leader & Cabinet Member for Planning	Deputy Leader & Cabinet Member for Planning	30 Jul 2015	Report of Head of Kier	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains financial information	
Key Decision 495	Local Government Pension Scheme To approve the revised Discretions in accordance with the changes to the Local Government Pension Scheme Regulations	Cabinet	Cabinet Member - Business Transformation	14 Jul 2015	Report of HR and Payroll Lead	Jane Dackiewicz Tel: 01246 345257 jane.dackiewicz@chesterfield.gov.uk	Public	
Key Decision 502	Waste and Recycling Re-designation of Customers To extend the application of commercial waste collection charges to charitable organisations in response to changes in legislation.	Cabinet	Cabinet Member - Health and Wellbeing	14 Jul 2015		Mel Henley melhenley@chesterfield.gov.uk	Public 3	

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 505	Funding to Voluntary and Community Organisations 2015/16 – Service Level Agreements	Cabinet	Cabinet Member - Health and Wellbeing	30 Jun 2015	Report of the Economic Development Manager	Laurie Thomas Tel: 01246 345256 laurie.thomas@chesterfield.gov.uk	Public	
Key Decision 507	Sheltered Housing Strategy - Delivery of the Next Phase	Cabinet	Cabinet Member - Housing	20 Oct 2015	Report of the Housing Services Manager - Customer Division	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Exempt 6	
Key Decision 510	Community Infrastructure Levy To approve the adoption of the Community Infrastructure Levy, subject for formal notification and consultation	Cabinet Council	Deputy Leader & Cabinet Member for Planning	14 Jul 2015 22 Jul 2015	Report of Strategic Planning and Key Sites Manager	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public	
Key Decision 511	Updated Town Centre Masterplan	Cabinet	Leader & Cabinet Member for Regeneration	14 Jul 2015	Report of the Economic Development Manager	Laurie Thomas Tel: 01246 345256 laurie.thomas@chesterfield.gov.uk	Public	

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Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 512	Careline Partnership – current position	Cabinet	Cabinet Member - Housing	21 Jul 2015	Report by Housing Service Manager – Customer Division	Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk	Exempt 3	
Key Decision 513	Approval to Dispose of Miscellaneous Housing Stock	Cabinet	Cabinet Member - Housing	14 Jul 2015	Report of Housing Service Manager – Business Planning & Strategy	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3	
Key Decision 525 Page 20	General Fund Budget Outturn 2014/15	Council	Leader & Cabinet Member for Regeneration	22 Jul 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 530	Annual Report to Tenants	Cabinet	Cabinet Member - Housing	21 Jul 2015	Report of Service Manager - Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcrogan@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	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 531	Refurbishment of Ebenezer Row – waiver of standing orders To seek approval to waive standing orders in order to carry out works and services of a specialist nature at a grade II listed building.	Cabinet	Cabinet Member - Housing	30 Jun 2015	Report of Housing Services - Business Planning and Strategy Manager	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	
Key Decision 532	Further update report on Westwood Avenue, Middlecroft	Cabinet	Cabinet Member - Housing	14 Jul 2015	Report of Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 1, 3	
Key Decision 533	Replacement of Boilers at the Winding Wheel To seek approval and funding for the replacement of the boilers located at the Winding Wheel, which services the Winding Wheel, Stephenson's Memorial Hall and the Parish Church.	Cabinet Council	Cabinet Member - Town Centre and Visitor Economy	14 Jul 2015 22 Jul 2015	Report of Cultural and Visitor Services Manager	Bernadette Wainwright Tel: 01246 345779 bernadette.wainwright@chesterfield.gov.uk	Public	
Key Decision 534	Proposals for Restructure of Housing Customer Division	Joint Cabinet and Employment & General Committee	Cabinet Member - Housing	14 Jul 2015	Report of Housing Service Manager – Customer Division	Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk	Exempt 1, 3, 4 information in relation to individuals, business affairs and labour relations	

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 535	Performance Management Framework	Cabinet	Deputy Leader & Cabinet Member for Planning	21 Jul 2015	Report of Policy Manager	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	
Key Decision 536	Sport and Leisure Equipment Replacement Replacement and addition to current fitness equipment provision and associated technology.	Cabinet Council	Cabinet Member - Health and Wellbeing Cabinet Member - Health and Wellbeing	30 Jun 2015 22 Jul 2015	Report of Sport and Leisure Manager	Mick Blythe Tel: 01246 345101 mick.blythe@chesterfield.gov.uk	Exempt - financial and business affairs	Exempt Exception Notice Approved 22.6.15
Key Decision 537	Procurement Options A paper providing options for the future service delivery method for the procurement service	Cabinet	Cabinet Member - Business Transformation	22 Sep 2015	Report of Business Transformation Manager	Karen Brown Tel: 01246 345293 karen.brown@chesterfield.gov.uk	Public	
Key Decision 538	Linacre Road Update Approval of ongoing project work to support Draft Masterplan.	Cabinet Council	Deputy Leader & Cabinet Member for Planning	14 Jul 2015 22 Jul 2015	Report of Surveyor	Linda Martin Tel: 01246 345445 linda.martin@chesterfield.gov.uk	Exempt Financial and business affairs	Exempt Exception Notice Approved 22.6.15

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Private Items -Non Key/ Significant but non-Key								
Non-Key 363	Application for Home Repairs Assistance	Cabinet Member - Housing	Executive Member Housing - Executive Member decisions	30 Jul 2015	Report of Business Planning and Strategy Manager - Housing Services	Jane Thomas jane.thomas@chesterfield.gov.uk	Exempt 1, 3 Information relating to an individual Information relating to financial affairs	
Non-Key 364	Application for Waiver of Private Sector Housing Discretionary Decisions (including Home Repair Assistance and Disabled Facilities Grants)	Cabinet Member - Housing	Cabinet Member - Housing	30 Jul 2015	Report of Local Government and Regulatory Law Manager	Stephen Oliver Tel: 01246 345313 stephen.oliver@chesterfield.gov.uk	Exempt 1 Contains information relating to an individual.	
Non-Key 367	Lease of Commercial and Industrial Properties	Deputy Leader & Cabinet Member for Planning	Deputy Leader & Cabinet Member for Planning	24 Jun 2015	Report of Kier Asset Management	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs	

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Non-Key 372	Creation of Digital Content Editor post	Joint Cabinet and Employment & General Committee, Council Council	Leader & Cabinet Member for Regeneration Leader & Cabinet Member for Regeneration	30 Jun 2015 22 Jul 2015	Report of Communications and Marketing Manager	John Fern Tel: 01246 345245 john.fern@chesterfield.gov.uk	Public	
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 & Cabinet Member for Planning	Deputy Leader & Cabinet Member for Planning	14 Jul 2015	Report of Development Management and Conservation Manager	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public	
Non-Key 31	Corporate Health and Safety Improvement Programme 2015 - 18	Cabinet	Cabinet Member - Governance	14 Jul 2015	Report of Business Transformation Manager	Karen Brown Tel: 01246 345293 karen.brown@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	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Non-Key 35	Community Assemblies Annual Report Community Assemblies Annual Report	Cabinet	Cabinet Member - Governance	14 Jul 2015	Report of the Community Development Worker	Wendy Blunt Community Development Officer Tel: 01246-345344 wendy.blunt@chesterfield.gov.uk	Public	
Non-Key 36	Equalities Annual Report Equalities Annual Report	Cabinet	Cabinet Member - Governance	14 Jul 2015	Report of the Policy Officer	Katy Marshall Tel: 01246 345247 katy.marshall@chesterfield.gov.uk	Public	
Non-Key 38	Performance Outturn against the Corporate Plan 2014/15	Cabinet	Deputy Leader & Cabinet Member for Planning	21 Jul 2015	Report of the Policy Manager	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	
Non-Key 39	Statutory Officers – changes to disciplinary and dismissal procedures Changes to the law on how disciplinary and dismissal of statutory officers (Chief Executive, Chief Finance Officer and Monitoring Officer) are dealt with	Council	Cabinet Member - Governance	22 Jul 2015	Report of Local Government and Regulatory Law Manager and Monitoring Officer	Gerard Rogers Tel: 01246 345310 gerard.rogers@chesterfield.gov.uk	Public	

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FOR PUBLICATION

HONORARY ALDERMEN/ALDERWOMEN

MEETING:	1. CABINET 2. CABINET MEMBER FOR GOVERNANCE
DATE:	1. 30 JUNE 2015 2. 22 JUNE 2015
REPORT BY:	DEMOCRATIC SERVICES MANAGER
WARD:	ALL
COMMUNITY ASSEMBLIES	ALL

FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS:	None
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1.0 PURPOSE OF REPORT

- 1.1 To enable the Cabinet to consider proposals to confer the title of Honorary Alderman/Honorary Alderwoman on former Members of the Borough Council.

2.0 RECOMMENDATIONS

- 2.1 That an extraordinary meeting of the Council be held to confer the title of Honorary Alderman on former Councillor Jim McManus on Monday 6 July 2015, at 6.00pm.
- 2.2 That a further extraordinary meeting of the Council be held in September, 2015 to confer the title of Honorary Alderman/Alderwoman on any further former Councillors that are nominated by the Leader of the Council.

2.3 That the Chief Executive, in consultation with the Leader of the Council, be authorised to make the necessary arrangements including approval to the resourcing of the two events at an estimated cost of £4,500.00.

3.0 BACKGROUND

3.1 Section 249(1) of the Local Government Act 1972 permits the Borough Council to confer the title of Honorary Alderman or Alderwoman on former Members of the Council who have, in its opinion, rendered eminent services to it. After the Honorary Freedom of the Borough it is the highest honour the Council can bestow.

3.2 Section 249(1) of the Local Government Act 1972 was amended in 2009 to include the title of 'Honorary Alderwoman'.

3.3 The conferment of the title requires the convening of a Special Council Meeting and a two-thirds majority of the Members voting at the meeting.

3.4 Since Local Government Reorganisation in 1974, the Borough Council has conferred the title of Honorary Alderman/ Alderwoman on the following former Members of the Council:

- Walter Everett in 1980
- Harry Haywood in 1987
- M G Caulfield in 2004
- R Jepson in 2004
- D A Wain in 2004
- T E Whyatt in 2004
- AS Qazi in 2011
- June Beckingham in 2011
- T Kendellen in 2011
- M Leverton in 2011

4.0 MAJORITY GROUP'S PROPOSAL

- 4.1 It is understood that the Majority Group wishes to recognise the eminent services rendered to the Council by former Councillors by conferring upon each of them the title of Honorary Alderman/Alderwoman.
- 4.2 Former Councillor McManus and his family have been contacted and he is happy to accept the title of Honorary Alderman.
- 4.3 The Leader of the Majority Group is currently consulting on proposals to offer the title of Honorary Alderman/Alderwoman on other former councillors.
- 4.4 It is suggested that an extraordinary meeting of the Council be held to confer the title of Honorary Alderman on former Councillor Jim McManus on Monday 6 July and that a further extraordinary meeting of the Council be arranged for September, 2015 for any further proposed recipients of the title Honorary Alderman/Alderwoman. Each of the meetings will be followed by a civic reception at the Town Hall.

5.0 RISKS AND UNCERTAINTIES

- 5.1 None arising from the contents of this report.

6.0 FINANCIAL IMPLICATIONS

- 6.1 A supplementary budget provision in the region of £4,500.00 will be required to be approved in respect of resourcing the two events.

7.0 EQUALITIES CONSIDERATIONS

- 7.1 None arising from the contents of this report.

8.0 RECOMMENDATIONS

- 8.1 That an extraordinary meeting of the Council be held to confer the title of Honorary Alderman on former Councillor Jim McManus on Monday 6 July 2015, at 6.00pm.

- 8.2 That a further extraordinary meeting of the Council be held in September, 2015 to confer the title of Honorary Alderman/Alderwoman on any further former Councillors that are nominated by the Leader of the Council.
- 8.3 That the Chief Executive, in consultation with the Leader of the Council, be authorised to make the necessary arrangements including approval to the resourcing of the two events at an estimated cost of £4,500.00.

9.0 REASONS FOR RECOMMENDATION

- 9.1 To recognise the eminent services rendered to the Council by former Councillor Jim McManus.
- 9.2 To recognise the eminent services rendered to the Council by other long serving and distinguished former councillors.

SANDRA ESSEX
DEMOCRATIC SERVICES MANAGER

Further information on this matter can be obtained from Martin Elliott
(01246 345236)

Officer recommendation supported

S.L. Blank.

Signed

Cabinet Member

Date 22.6.2015

Assistant Cabinet Member comments (if applicable)/declaration of interests

FOR PUBLICATION

EXTERNAL IMPROVEMENT WORKS - EBENEZER ROW, STAVELEY (H000)

MEETING: 1. CABINET
 2. CABINET MEMBER FOR HOUSING

DATE: 1. 30 JUNE 2015
 2. 22 JUNE 2015

REPORT BY: HOUSING SERVICE MANAGER – BUSINESS
 PLANNING AND STRATEGY

WARD: STAVELEY AND LOWGATES

COMMUNITY
ASSEMBLIES: EAST

KEY DECISION 531
REFERENCE
(IF APPLICABLE):

FOR PUBLICATION

1.0 PURPOSE OF REPORT

1.1 To seek an exemption to the Council's Contract Procedure Rules in order to carry out external improvement works to Ebenezer Row, Staveley.

2.0 RECOMMENDATION

2.1 That Cabinet approves the work to refurbish the exterior of the 10 properties at Ebenezer Row, Staveley and agrees to waive the Contract Procedure Rules (Section 4.2.5) in respect of the procurement of the manufacturing and installation of the windows and doors.

3.0 **BACKGROUND**

- 3.1 Built in 1860, the 10 properties at Ebenezer Row, Porter Street, Staveley are in need of considerable external improvement, including works to roofs, chimney stacks, guttering, windows and doors. Residents are experiencing issues with water penetration and draughts due to the condition of the roof, windows and doors. In addition the rear glazed door poses a health and safety risk to tenants as it is at the bottom of the internal staircase.
- 3.2 The properties are Grade 2 listed and in order to carry out the above improvements, listed building consent is required. Unfortunately, as the properties are within the ownership of Chesterfield Borough Council, the Council's own Conservation Officer could not give permission for the work to be carried out. An application was therefore submitted to the Secretary of State and formal approval has now been granted for the work, with the Council's Conservation Officer being allowed to sign off any detailed proposals.
- 3.3 In order to obtain listed building consent from the Secretary of State to carry out these works, we had to supply detailed drawings and specifications showing the design, construction and materials used in the manufacture of the related building components.
- 3.4 A Sheffield based company, Firth (UK) Ltd, who specialise in timber products for listed buildings were approached and provided the drawings and specifications required for listed building consent.
- 3.5 Firth (UK) Ltd have over 75 years of experience and are experienced in the regulations surrounding listed buildings and regularly work with Conservation, Heritage Building and Planning Officers. All of their products are bespoke in order to replicate the exact style of existing windows and doors.
- 3.6 Approval is sought to waive the Council's Contract Procedure Rules in order to directly award the manufacture and installation of the windows and doors to Firth (UK) Ltd in accordance with their designs and specifications. Firth (UK) Ltd is a local company with the specialist skills and knowledge to carry out this work, indeed their designs have already been approved by the Secretary of State. They have indicated they could commence work on site within 10 weeks if appointed. If this waiver was not granted the work would need to be openly tendered and could result in a delay of up to six months of work commencing on site and designs which differ from those already approved.

3.7 The Contract Procedure Rules state that *‘Except where the Public Contracts Regulations 2006 apply and having regard to European law and subject always to legal comment from the Regulatory and Local Government Law Manager a waiver may be granted to allow a contract to be placed by direct negotiation with one or more suppliers rather than in accordance with Rule 9. A waiver can be granted in the following circumstances; (Section 4.2.5) for the execution of works or services or the purchase of supplies involving specialist or unique knowledge or skills’.*

3.8 The work to roofs and chimney stacks will be carried out by the Council’s Operational Services Division as part of the Housing Capital Programme for 2015/16.

4.0 **FINANCIAL CONSIDERATIONS**

4.1 The costs associated with the external improvement works will be met from the Housing Revenue Account Housing Capital Programme for 2015/16 which was approved by Council on the 26 February 2015.

4.2 The works to the roofs and chimney stacks will cost in the region of £120,000 and will be met from the roofing programme for which there is a budget of £3.2million.

4.3 The works to the windows and doors will cost in the region of £130,000 and will be met from the window and door replacement programmes for which there are budgets of £1.6million and £100,000 respectively.

5.0 **RISK MANAGEMENT**

Description of the Risk	Risk Rating	Likelihood	Impact	Mitigating Action	Likelihood	Impact
Deterioration of property and living conditions if the works to property is delayed	Medium	Medium	Medium	Works included in Capital Programme and to commence as early as possible	Low	Low
Design and specification do not meet with requirement of Conservation Officer	Medium	Medium	Medium	Work to be procured in discussion with Conservation Officer	Low	Low

6.0 **EQUALITIES ISSUES**

6.1 This work is not being specifically carried out in response to equality issues however it is recognised that the substantial improvements to the 10 properties will have many benefits for the residents including a contribution to improved health and wellbeing.

7.0 **RECOMMENDATION**

7.1 That Cabinet approves the work to refurbish the exterior of the 10 properties at Ebenezer Row, Staveley and agrees to waive the Contract Procedure Rules (Section 4.2.5) in respect of the procurement of the manufacture and installation of the windows and doors

8.0 **REASONS FOR RECOMMENDATION**

8.1 The Council will be able to maintain its 'Decent Homes Standard' targets in line with the Council's Vision and Council Plan objective to improve the quality of life for local people.

8.2 The condition of the Public Sector housing stock and its environment will be maintained and improved.

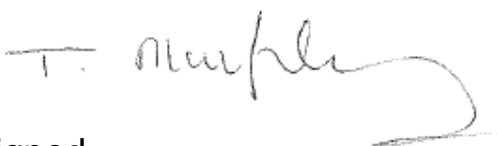
8.3 To contribute to the aims of the Housing Strategy and deliver the HRA Business Plan.

ALISON CRAIG

HOUSING SERVICE MANAGER – BUSINESS PLANNING AND STRATEGY

You can get more information about this report from Alison Craig on ext. 5156.

Officer recommendation supported.



Signed

Cabinet Member

Date 22.6.2015

Consultee Cabinet Member/Support Member comments (if applicable)

FOR PUBLICATION

FUNDING TO VOLUNTARY AND COMMUNITY ORGANISATIONS 2015/16 - SERVICE LEVEL AGREEMENTS

MEETING:	1. CABINET 2. CABINET MEMBER FOR HEALTH AND WELLBEING IN CONSULTATION WITH CABINET MEMBER FOR GOVERNANCE
DATE:	1. 30 JUNE 2015 2. 22 JUNE 2015
REPORT BY:	DEVELOPMENT AND GROWTH MANAGER
WARD:	ALL
COMMUNITY ASSEMBLY:	ALL
KEY DECISION REFERENCE	409

FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS: n/a

1.0 PURPOSE OF REPORT

1.1 To seek Members' agreement to Service Level Agreements contained within the report.

2.0 RECOMMENDATIONS

2.1 The level of funding for Service Level Agreements (SLAs) be maintained at the 2014/15 level to all organisations. A total fund of £266,160 for 2015/16.

2.2 The SLA Schedule 1 table, for each organisation, attached at Appendix 2 to the report, be approved for inclusion within the SLAs for 2015/16.

2.3 That a review is undertaken during 2015/16, with partners from across Derbyshire on the future level of funding available for voluntary and

community groups to reflect changes in the total levels of public finance available, taking into account any impacts this may have locally.

3.0 BACKGROUND

- 3.1 Members agreed in November 2007 that large grant funding should be delivered through Service Level Agreements. This format enables an annual review of the delivery of services to which the Council contributes, without the need for organisations to complete full application forms. Schedule 1 of the SLA provides details of the activities to be delivered with clear outputs and milestones identified against which the service can be monitored.
- 3.2 All recipients have submitted an Annual Progress Report outlining achievements during 2014/15 and attended an annual review meeting which has helped to inform the SLAs for 2015/16. Annual Progress Reports are attached at Appendix 1.
- 3.3 Each organisation has provided copies of their latest audited accounts. These accounts have been reviewed and a financial test has been conducted by the Chief Accountant. A further annual review of performance against targeted outcomes contained within the SLA will be undertaken in the autumn of 2015/16 in line with current practice.

4.0 SERVICE LEVEL AGREEMENTS

- 4.1 The Schedule 1 for each SLA has been reviewed in accordance with the recommendation approved in the 2014/15 report to Cabinet. The Schedule has recently been updated to reflect the new Council Plan with each organisation identifying those objectives, outcomes, measures and targets to which they can contribute. Each organisation has completed the revised schedule 1 to reflect activities planned for the coming year and these are attached at Appendix 2.
- 4.2 During 2014/15, in addition to the review of schedule 1, the level of funding to be made available to organisations in future years has been discussed with the Executive Member for Customers and Communities and the Leader of the Council resulting in the recommendation that budgets for 2015/16 be maintained at the 2014/15 level. A budget of £266,160 was included with the approved Council's budget report in February 2015.

- 4.3 It is proposed that the overall level of funding for SLAs be maintained for all organisations for the period 2014/15 as detailed below, subject to satisfactory adherence to the terms of the SLA's by the organisations in receipt of the funding.

Table 1

SLAs	14/15 Actual	15/16 Proposed
CAB	133,750	133,750
Law Centre	46,330	46,330
Shopmobility	24,210	24,210
DUWC	44,090	44,090
Links	17,780	17,780
Total	£266,160	£266,160

5 FUTURE YEARS FUNDING

- 5.1 The level of funding available to SLA's has remained constant since 2007/08. Given the financial pressure that the Council has faced in previous years and the savings required in the coming years, it is proposed that a full review is undertaken, with partners from across Derbyshire (who are also facing likely reductions in overall public funding available) on the likely level of funding available to support voluntary and community groups in the area.
- 5.2 It is proposed that a review is undertaken as early in the year as possible in order to allow sufficient time for the organisations potentially affected to consider how the findings of the review may impact upon them. This is not to predetermine any outcome, but in the event of a reduction in available funding, organisations will need to have time to consider how any savings can be achieved, what impact there will be on the delivery of services, the impact on the delivery of activity currently paid for by the Council and also to enable a full Equalities Impact Assessment to be prepared for consideration by Members.

5.0 RISK MANAGEMENT

Description of the Risk	Impact	Likelihood	Mitigating Action	Resultant likelihood	Resultant Impact
Maintaining funding to voluntary and community organisations in 2015/16 could impact on other Council services given the limited financial flexibility the Council faces.	H	M	This funding is considered in the context of the Council's budget setting process and has been approved within the 2015/16 budget; a review will be undertaken with partners from across Derbyshire to establish future resources to support voluntary and community groups.	M	L
There is a risk that there may be disagreement regarding the content of the SLAs with individual organisations	M	L	Annual review meetings and regular monitoring mean that a good dialogue exists between the Council and the organisations funded and agreement on targets can be reached satisfactorily.	L	L
The level of funding may not be sufficient to meet the demand for advice, this could lead to long waiting times for residents to receive the advice they need.	M	M	This is a risk for the organisations as well as the Council and has been managed well by the advice agencies. Measures such as relocating to the Town Hall will help to mitigate	M	L

Description of the Risk	Impact	Likelihood	Mitigating Action	Resultant likelihood	Resultant Impact
			this risk by provide economies of scale to the organisations involved.		
There is a risk to the reputation of the Council if a review of funding to voluntary groups is not undertaken efficiently.	M	M	CBC will work with other public sector partners to review the impact of future funding constraints on the vol/com sector. This will be undertaken as soon as possible to ensure groups are adequately consulted.	M	M

6.0 **FINANCIAL CONSIDERATIONS**

- 6.1 The financial implications are set out within the report. The proposed budget for SLAs to the voluntary and community sector of £266,160 was incorporated within the overall Council budget report approved in February. It is proposed that consultation takes place with partners across Derbyshire on the future funding of voluntary and community groups to reflect changes in the levels of public funding available.
- 6.2 All applicants, with the exception of Links, have passed the Council's financial test. Links have more than 50% of their average annual spend in reserves. However, in line with Charities Commission guidance, this is considered to be good practice in terms of financial management for third sector organisations.

7.0 **EQUALITIES CONSIDERATIONS**

- 7.1 A preliminary Equality Impact Assessment (EIA) has been undertaken with regard to the recommendation to maintain funding at previous levels. It is proposed that a full EIA is prepared following the consultation with groups on the impact of a proposed 10% reduction in funding in 2016/17.

8.0 **RECOMMENDATIONS**

- 8.1 The level of funding for Service Level Agreements (SLAs) be maintained at the 2014/15 level to all organisations. A total fund of £266,160 for 2015/16.
- 8.2 The SLA Schedule 1 table, for each organisation, attached at Appendix 2 to the report, be approved for inclusion within the SLAs for 2015/16.
- 8.3 That a review is undertaken during 2015/16, with partners from across Derbyshire on the future level of funding available for voluntary and community groups to reflect changes in the total levels of public finance available, taking into account any impacts this may have locally.


9.0 **REASON FOR RECOMMENDATIONS**

- 9.1 To ensure that the future delivery of funding to Voluntary and Community Groups meets the priorities of the Council and the needs of the residents of Chesterfield within a realistic and sustainable budget.

N JOHNSON
DEVELOPMENT AND GROWTH MANAGER

Further information on this matter can be obtained from Laurie Thomas/Lynda Sharp (Ext. 5256).

Officer recommendation supported.



Signed Cabinet Member

Date 22.6.2015

Consultee Cabinet Member/Assistant Cabinet Member comments (if applicable)/ declaration of interests

Derbyshire Law Centre

2014/15

1. Introduction

Derbyshire Law Centre continues to deliver high quality free legal services to the residents of Chesterfield Borough. A detailed review of the services that we have provided can be found in our annual report 2013/14 where the overview ends on 31.8.2014. The annual report can be downloaded from our website.

The Law Centre's core service is to deliver specialist legal advice, assistance and representation in social welfare law:

- Community care (legal aid contract awarded in August 2014)
- Debt
- Discrimination
- Employment
- Housing and homelessness
- Immigration
- Mortgage Rescue scheme
- Tackling hate and harassment

2. An overview of the past nine months since 1.4.2014

2.a Name change

Derbyshire Law Centre has changed its name from Chesterfield Law Centre, after 25 years since its inception. A copy of the historical timeline is attached. An A1 version is available for viewing at the Law Centre or at a Cabinet meeting where we would be happy to give a short presentation about the work we do.

2.b Sharing premises

We are extremely pleased to report that we have moved into new premises where we are sharing the same address with three other advice agencies: Derbyshire Unemployed Workers' Centres, LINKSCVS and TRUST. Sharing premises has been and continues to be beneficial for our clients who can get advice under the one roof as well as making fewer trips for different advice which protects their incomes. The move has also been beneficial for our legal team as working in close proximity with other advice agencies mean that we can conclude our cases quickly.

2.c Provision of advice, assistance and representation

We continue to advise people on:

- Community care matters such as advising disabled and older people and their carers on: their rights to access care services, choosing residential homes, staying in their own homes, how care bills can be paid and managing disability-related debts.
- Debt issues that include managing and writing off debts, negotiating payments with creditors, representing clients at court, developing a pay plan, increasing incomes through benefits advice. We often establish the client's trade and where applicable we approach their associations such as the British Legion to ask for payment to write off debts such as mortgage or rent arrears.

- Employment matters such as zero-hours contracts, not being paid the NMW, discrimination in work – mainly on the grounds of sex, race and disability, wages are not being paid, unfair dismissals and redundancies.
- Housing /homelessness matters for instance advising, assisting and representing families at risk from being evicted from rented properties; managing housing related debts that put their tenancies at risk; setting aside court orders right up to the last minute to negotiate a rescue package for tenants to ensure they have a roof over their heads; advising and assisting on serious disrepair that affects tenants' health as well on illegal evictions.
- Immigration issues involve us advising and assisting on entering and staying in the UK, uniting families together, etc.
- Mortgage Rescue where we advising, assisting and representing families at risk from being evicted from mortgaged properties. This includes setting aside orders to come up with an alternative rescue plan to keep them within their mortgaged properties or buying time to secure alternative living arrangements. Our service also involves managing debts and increasing incomes to assist them to remain in their mortgaged properties.
- Tackling hate and harassment issues where we educate, listen, advise and support people to report hate crimes to the Police; we work in partnership with public bodies and the Police to tackle harassment and hate crime.

We also continue to represent tenants and mortgagees at Chesterfield County Court duty scheme two days a week where this mainly involve us persuading for suspended possession order or an adjournment.

2.d Impact of the recession

The Law Centre has seen a rise of people being represented at County Court preventing homelessness to many families in Chesterfield. We are increasingly advising employees with poor terms and conditions such as zero-hours contracts or not ideally being paid the Living Wage. All this affects their ability to pay their debts including their mortgages or rents. We continue to work in partnership with Chesterfield CAB, DUWC and Financial Inclusion and Advice Derbyshire to look at ways of managing demand for advice. One example involved the Law Centre and DUWC into sharing premises.

2.e Feedback from clients and users

Feedback from clients 96% have demonstrated that there is a high level of satisfaction. A staggering 83% have said that our service have achieved positive health and well-being such reducing anxiety and stress.

2.f Volunteers

We continue to recruit and train new volunteers to become telephone assessors to provide us with additional resource in managing demand for advice. We have also trained CCAB and DUWC's volunteers to become effective caseworkers. They have learned about: the legal framework that governs national and local governments as well as the processes of producing legislation; establishing and maintaining good client care including confidentiality, taking instructions, identifying and achieving remedies and so on.

2.g New Website

The Law Centre is having a new website to develop to take into of the new changes that has happened in the last nine months. It is hoped that this will be launched in the early Summer.

Teresa Waldron, 21.1.2015

CHESTERFIELD BOROUGH COUNCIL
LINKS: THE CHESTERFIELD & N.E. DERBYSHIRE CVS & ACTION LTD

Links provides support to voluntary organisations and community groups operating in the local government districts of Chesterfield and North East Derbyshire. Links also leads projects and works in partnership across a wider area of Derbyshire.

Progress against targets has been good.

A Sustainable Community

Advised groups on legal structures and status.

Attended Community Assemblies meetings and worked with Donna Reddish re. supporting VCS groups to apply for the Community Chest grant.

A Cohesive Community with equality of access to services

Given one to one advice to groups and attended CBC Equalities Advisory Group and DPF.

Involvement in and supporting Big Local Interim Steering Group covering Hasland & Grassmoor in organising a launch event in Sept 2014.

A Community with Decent Homes for All

Disseminated the information on Decent Homes Standard of Chesterfield Borough Council.

A Working and Learning Community

Advised potential social enterprises at funding surgeries and via contracts advice.

One to one advice to groups including the provision of information on Social Return on Investment model for VCS groups.

Provided information to VCS groups on developing policies and running a VCS group.

A Safe, Healthy and Active Community

Advice given to VCS groups (including BME, learning disabilities, disability and mental health groups) on the promotion of and organising activities around community safety, healthy living and active community engagement.

Chesterfield Citizens Advice Bureau Annual Report – Progress on Service Level Agreement 2014/15 (April-December)

Summary of Progress to date:

- Dealt with 16,030 enquiries, Advised 4883 people `new` to bureau to date. We expect to be `over target` on all measures and milestones by year end
- Positive outcomes on cases; on course to exceed dealing with over £5 million debts and helping people obtain benefit/financial gains exceeding £3.5million.
- Maintained strong accessible generalist service, outreach in GP surgeries, deprived areas and with specialist work in welfare benefits, debt, money skills, fuel poverty and mental health advocacy. We have expanded services to provide weekly advice sessions in all Chesterfield Children's Centres.
- We have successfully implemented additional Face to Face Advice sessions on money and fuel poverty issues.
- CAB Preventative Money Skills (financial exclusion) project funded by Big Lottery Fund has been very successful. We have given priority to supporting people improve money skills to avoid homelessness. We have also targeted vulnerable people including victims of domestic abuse (where undermining control of finances is often part of the abuse) offenders and young families. We have also given financial inclusion briefings to frontline workers who can `problem spot` when undertaking their role.
- We have played a key role in supporting the Council's Financial Inclusion Project; a multi-agency approach taking out services directly to the community in areas such as Poolsbrook and Barrowhill. Further plans to expand this to areas including Grangewood, Holme Hall, Stonegravels, St Helens and Middlecroft.
- We have promoted access to advice with a presence at Chesterfield Market in October 2014 by way of celebrating anniversary of the development of the CAB Service.
- Legal Aid was cut from April 2013 for many areas of social welfare law. Some Chesterfield CAB services for debt and welfare benefits (2.5 posts) were funded by legal aid, the funding for which ended. We have re-structured and resource permitting will maintain and enhance priority services. Funding has been received from Advice Services Transition Fund to support supervision/training of volunteer caseworkers based in the advice centres in North Derbyshire but this ends in July 2015. Funding from MacMillan for an advice project for cancer sufferers has ended but in partnership with NE Derbyshire CAB we have replacement funding for this from Big Lottery to support people with chronic life limiting illness.
- 2 Policy reports released highlighting problems of Payday lending and How Energy Suppliers are failing to deliver affordable warmth. We have helped produce a joint briefing from the Derbyshire CABx working in GP surgeries/Children's centres highlighting 5 key areas including funeral poverty. An evidence based response was sent to the House of Commons select committee enquiry looking at the impact of Benefit sanctions. We have contributed to national Citizens Advice campaigns including Employment Support Allowance, disadvantage suffered by people using prepayment meters to pay for energy, lack of rights for private renters, strengthened legal protection for victims of domestic abuse.

Trends in Advice Needs:

- Debts build as people struggle to make ends meet

- We are advising more people with priority debts (housing arrears, energy arrears fines and so on) amongst their financial problems as opposed to less complex cases where money is owed on credit alone.
- Rising cost of utilities with consequent affordability issues particularly evident
- Many people we help are struggling even when in work. Low wages and Self-employment options often give rise to insecure or stagnant income
- Hardship caused by Bedroom tax and welfare reforms (further change to come with proposed implementation start for Universal Credit in Chesterfield)
- High incidence of people left without money because of unfair benefit decisions/sanctions relating to Jobseekers Allowance and work capability testing of sickness benefits (Employment Support Allowance)
- Use of Payday loans/other forms of expensive credit to meet ongoing living costs
- Effect on mental and physical wellbeing of hardship including emergencies where people have no money or food.

1. Cohesive community with equality of access- inclusive borough where everyone feels valued and has fair and equal access to local services.

General:

Above target. We will finish the year well above target with **over 20,000 enquiries** dealt with and assisting **6000 people**. It is likely that numbers of people assisted and individual enquires will have shown an increase on the previous year of around 10%. Targets for debt managed and benefits income gained will have been surpassed. Amount of debt rescheduled is expected to be **£5,000, 000** .Benefits gained is expected to be **£ 3,500,000**. It should be noted that even with increases there is an issue of capacity to meet the demand for our services.

Discrimination advice; on target. We expect to be close to or on target for dealing with **100** discrimination enquiries. The most common form of discrimination advice enquiry remains around some employer's negative attitudes and disability. Discrimination is also evident in benefit enquiries with needs of people who are originally from Eastern European Countries. We are continuing to ensure that we have a diverse board drawn from all sectors of the community

Social Policy activity: Above target. We are well above target for this activity.

2. A community with decent homes for all-a place where everyone has access to a decent affordable home

Advice on housing and community support

Above target. By year end, we expect to have dealt with over **1200** enquiries concerning Housing support issues/services

Provision of advice to households in fuel poverty

Above Target. In the year 2013/14, we will have dealt with over **1000** enquiries concerning advice to people in fuel poverty. Advice may include benefit check, changing supplier, social tariffs, negotiating over fuel debt, accessing charitable support, referral for energy efficiency advice. In the year, we have continued to secure funding for a limited Fuel poverty project as part of our Big Lottery Funded Money Skills Project. The project has produced a range of successful outcomes including access to cheaper energy, avoidance of disconnection, energy efficiency advice, applications to charitable trusts.

3. A working and learning Community –a thriving borough where everyone has access to the jobs, support they need

Thriving town and employment opportunities

Above Target. Amount of debt rescheduled is expected to be **£5,000, 000**. Benefits gained are expected to be **£ 3,500,000 for the year**.

Above target .By yearend, we will have dealt with over **3000** enquiries from people living in the designated areas. The bureau continues to strive to ensure that its services are used by the people in greatest need.

Learning opportunities

We will be **above target** on the provision of volunteering opportunities and range of opportunities offered. We are now offering additional roles in reception, administration, training, fuel poverty, preventative money skills, casework, social policy and gateway (triage) assessments. People receive appropriate training and work to identifiable role specifications. This has meant that we have been able to maintain our extended opening hours and become more accessible for the community

4. A safe healthy and active community-a healthy, safe borough where the community is free from crime

Above Target. See information above on fuel poverty. The expansion of CAB advice direct at GP surgeries has led to improved access advice and to health improvements. Making advice available in doctors' surgeries, health centre's, clinics has been shown to significantly improve people's health and well-being. Good advice helps tackle non-clinical problems, like low income and debt, relieves the stress and anxiety that often underscore a patient's clinical symptoms. The service has now expanded into all Childrens Centres. Improve support for Carers and vulnerable people. By the year we expect to have dealt with **2,400** enquiries concerning entitlement and assistance with claims for disability and carers benefits.

Other Information and Future Plans

Active partnerships with other voluntary and statutory organizations including the `Fairer Derbyshire ` initiative.. Engagement with Local Authority –currently Welfare reform strategy and previous work from Affordable warmth strategy, Joint homelessness strategy for the North Derbyshire Local Authorities. We have contributed to the Public health locality plan for Chesterfield. We are part of a Consumer Empowerment Partnership with other advice agencies and Trading Standards. We have strengthened our links with North East Derbyshire CAB and are working on several joint projects including the provision of Money Advice to ex-offenders in conjunction with the probation service. We are currently working through Advice Services Transitional fund to strengthen joint working with Chesterfield Law Centre, Derbyshire Unemployed Workers Centre and North East Derbyshire CAB. This is currently focusing on developing volunteer casework skills/training to enhance debt and welfare benefits advice. We are also working on a joint electronic referral scheme with the aim of reducing waiting times for specialist debt and benefits advice. The group is also working jointly on a `pennies and pounds` project to improve financial inclusion of older people. Our Plans for 2015 include sharing a joint telephone advice service with N E Derbyshire CAB to offer an enhanced service.

January 13, 2015

Appendix

Example of the Value of Advice

Sarah lives in private rented housing with her partner.

They have a low income and are reliant upon Employment Support Allowance, disability benefits, Tax credits and other means tested benefits.

Sarah has recently given birth to her fourth child and requires significant help with a number of problems that are causing the family stress.

Sarah has a debt problem that is putting strain on a family life that is already challenging. She has been contacted by a Bailiff acting for the Magistrates Court enforcing a fine for non- payment of a TV licence. There are also six other non- priority debts which mean that she owes £7000 in total. One of the debts, from an energy company, is disputed as Sarah thinks it is the responsibility of a previous occupant of her home.

Sarah cannot manage her financial problem; she has recently begun to experience depression and feels less able to manage her life. She has health concerns about her youngest child. Her child has a brain injury and requires physiotherapy exercises to aid movement and development. Sarah and her youngest have to attend regular hospital appointments.

CAB caseworkers have worked with Sarah to ease pressure by:

- Successfully Challenging the debt allegedly owed to the Energy Company
- Coming to affordable arrangements to make reduced payments to creditors, including the Bailiffs. In longer term, we hope to assist Sarah to get most of the debts written off
- Ensuring that Sarah has claimed the benefit Carers Allowance for looking after her partner which can lead to additional premiums payable in other benefits.
- Assisted Sarah to make a claim for the benefit, Disability Living Allowance, for her youngest child.

The help from the CAB means that the family is better able to financially manage and ensures that money worries are not adding to the challenges of family life.



Chesterfield and District Shopmobility Ltd

Additional Report for Chesterfield Borough Council.

April – September 2014

Our members are of first importance to us and we continue to provide a valuable town centre service on their behalf with no change of the provision for our members.

Our Funding and Finance group have continue to address the funding shortfall with project funding, income generation and a high profile publicity campaign to gain an increased level of awareness and take up of our services.

Our affordable servicing-repair and breakdown facility continues to be a benefit to Chesterfield Members who have their own equipment and also use the town centre service, a member benefit is our free scooter loan service whilst a repair is being undertaken, this it to provide continued independence within their local community.

We are pleased to report that our Trusted Trader status has been awarded for a second year.

With a reduction of staff hours and restructure of work patterns, the town centre service has continued with no change of provision for our customers.

We continue to develop our good working relationships with statutory and voluntary organisations by providing work placements and volunteers are invaluable to the running of the service. Volunteers undertake a range of tasks for the charity to update their skills.

The service hours provided by our dedicated team of volunteers equate to over £14,000 the last 6 months. We would not be able to operate at this level without the input from our volunteers.

We are grateful to our funders who have appreciated the need for our charitys services which enables our customers to continue to carry out their daily life activities e.g.

- Shopping
- Social activities
- Doctor appointments

- Prescription pick up
- Council payments
- Social service visits
- Family activity

Income generation

Income generation has been by the following and has made this level of service sustainable,

- Membership fees
- Daily fees
- Short term loans
- Long term loans
- Raffles and store collections
- Donations
- Community events
- Sale of redundant stock
- Service and repair
- Contracted services

Future town centre plans

Our aim is to structure our leisure and shopping facility in line with the developments in Chesterfield town centre facilities and shopping needs of our customers. We have extended the permitted shopping area to include the new developments.

We continue to respond to the changing needs of the local community and visitors to Chesterfield who have mobility needs.

Colin Mitchell

Chairperson

DUWC

2014 Report to Chesterfield Borough Council

April 2014 saw the Derbyshire Unemployed Workers' Centres move in to new premises at N01 Rose Hill East along with TRUST, the Derbyshire Law Centre and Links CVS. The facilities are a vast improvement on those used previously on Saltergate and Shepley's Yard. The close links with the Law Centre are working well for our clients who are benefitting from the new working relationship with the prevention of evictions, DUWCs taking referrals to quickly resolve benefits issues.

The Centres have, with the help of a volunteer, developed a new customised database for our advice and representation work that will vastly improve our reporting ability.

Back in 2013 we completed representation at **624** appeals tribunals. At the end of September 2014 we had completed **733** appeals tribunals. This is another year on year increase. **585** were for Employment and Support Allowance which continues to be the dominant issue coming through our doors in Chesterfield, Brimington and Staveley. Appeals have dropped off recently when the service provider ATOS withdrew from delivery of the Work Capability Assessment but will soon increase again with the backlog of work being undertaken. Appeals tribunals are times consuming and take our front line workers away from the office or outreach bases face to face enquires, putting a huge strain on our ability to keep our services open and accessible. We dealt with over **11500** enquiries from over **7500** people in 2013. **2938** enquiries originated from the Chesterfield Borough Area.

The DUWCs, with the help of Public Health, have conducted a Max Your Money campaign (still ongoing), that has helped people in Boythorpe, Birdholme, Holmehall, Middlecroft, Lowgates, Barrow Hill, New Whittington and Old Whittington. We are still to cover the St Helens area.

We continue to work with a number of partners on the Pennies and Pounds Project to help older people access advice.

We continue to conduct research and to work with the CABs and Law Centre on social policy work raising issues of both local and national concern.

Appendix 2

Service Level Agreement between Chesterfield Borough Council and Chesterfield Citizens Advice Bureau Schedule 1 – Work Programme for Service Delivery

Details of activity undertaken/to be undertaken in 2015/16, the Measures and Targets; Milestones; and, Actions and Achievements to date against Measures and Targets

CBC Council Plan Priority	CBC Council Plan Objectives	Measures and Targets	Milestones	Actions and achievements to date
<p>51</p>		<p><i>Please identify the measures and targets you will put in place to assist CBC in the delivery of the Council Plan objectives</i></p>	<p><i>Please identify key dates/actions/events expected in the coming year to help deliver measures and targets.</i></p>	<p><i>Please leave blank – this column will need to be completed for monitoring purposes half way through the financial year</i></p>
<p>To make Chesterfield a thriving borough</p>	<p>1.To make sure that local people benefit from the growth in Chesterfield Borough</p>	<p><i>Provision of advice/support to enable people to seek, gain and maintain employment. Assist bring income into local economy and/or ensure income is retained there.</i> <u>Target:</u> <i>18,000 enquiries dealt with per year 5000 new clients per year £3 million of debt rescheduled £3 million of financial gains for clients</i></p>	<p>27.5 hours generalist advice per week, 50 weeks per year with casework services including for those in greatest need.</p>	

	2. To continue delivering regeneration projects that will make Chesterfield Borough a better place			
	3. To develop our great town centre			
	4. To improve access to technology that meets the needs of our residents, businesses and visitors	<p><i>Provision of information through CAB Website and Public Ipad information point, linking to wider Chesterfield community and Council services</i></p> <p><i>Target: 4000 unique users of CCAB website/IPad information point per year.</i></p>	<p>Accessible website and information point, with up to date information & advice, linking to other services that meet needs of Chesterfield people. Use of social media via twitter.</p>	
	5. To improve the quality of life of local people	<p><i>Provision of housing & fuel advice to enable people to seek, gain and maintain the housing they need.</i></p> <p><i>Target:</i></p> <p><i>750 housing enquiries dealt with annually</i></p> <p><i>500 fuel poverty enquiries dealt with annually</i></p>	<p>27.5 hours generalist advice per week, 50 weeks per year.</p>	

	6. To increase the quality of public space for which the council has responsibility through targeted improvement programmes			
	7. To improve the health and well-being of people in Chesterfield Borough	<p><i>Provision of advice and support that tackles the social determinants of ill health & health inequality.</i></p> <p><u>Targets:</u> <i>18,000 enquiries dealt with per year</i> <i>5000 new clients per year</i></p> <p><i>£3 million of debt rescheduled</i> <i>£3 million of financial gains for clients</i></p> <p><i>70% of people receiving advice report better health & wellbeing (CAB Feedback sampling)</i></p>	<p>27.5 hours generalist advice per week, 50 weeks per year with casework services for those in greatest need. (and through project funding, provision of advice in primary health care settings, children's centres & mental health advocacy)</p>	
	8. To reduce inequality and support the more vulnerable members of our	<p><i>Provision of quality advice and support to help the most vulnerable members</i></p>	<p>27.5 hours generalist advice per week, 50 weeks per year with</p>	

	<p>community</p>	<p><i>of the community resolve their problems and access financial support</i> <u>Targets:</u> <i>18,000 enquiries dealt with per year</i> <i>5,000 new clients per year</i> <i>£3 million of debt rescheduled</i> <i>£3 million of financial gains for clients</i> <i>Work with partners to deliver an intensive support and advice package in 4 areas in the year. (Health, wealth & wellbeing project in conjunction with CBC and others)</i></p> <p><i>Deal with 1300 enquiries per annum from Holmehall, Grangewood, St Helens and Middlecroft.</i></p>	<p>casework services, including for those in greatest need. (and through project funding: provision of advice in primary health care settings, children's centres & mental health advocacy money skills and financial inclusion project work)</p>	
<p>To provide value for money services</p>	<p>10. To become financially self sufficient by 2020, so we can continue to deliver the services our communities need</p>			

**Service Level Agreement between Chesterfield Borough Council and Derbyshire Unemployed Workers Centre
Schedule 1 – Work Programme for Service Delivery**

Details of activity undertaken/to be undertaken in 2015/16, the Measures and Targets; Milestones; and, Actions and Achievements to date against Measures and Targets

CBC Council Plan Priority	CBC Council Plan Objectives	Measures and Targets	Milestones	Actions and achievements to date
Page 55		<i>Please identify the measures and targets you will put in place to assist CBC in the delivery of the Council Plan objectives</i>	<i>Please identify key dates/actions/events expected in the coming year to help deliver measures and targets.</i>	<i>Please leave blank – this column will need to be completed for monitoring purposes half way through the financial year</i>
To make Chesterfield a thriving borough	1.To make sure that local people benefit from the growth in Chesterfield Borough	Money brought into the local economy as a result of income maximisation advice, therefore supporting local businesses.	Targets: Total of £2.5 million is brought into north Derbyshire in new benefit and credit claims to be potentially spent in Chesterfield.	
		Volunteering opportunities offered to Chesterfield residents providing training and work experience. Targets: Total of £2 million is brought into	Total of 10 volunteers resident in Chesterfield contribute to DUWC service delivery. Close Links are maintained with Chesterfield Volunteer Centre.	

Part 1 To Improve the quality of life of local people		north Derbyshire in new benefit and credit claims to be potentially spent in Chesterfield		
	2. To continue delivering regeneration projects that will make Chesterfield Borough a better place			
	3. To develop our great town centre	Engagement with and help to develop Chesterfield's May Day Festival.	Monday May 4 th support for Gala in the Town Centre	
	4. To improve access to technology that meets the needs of our residents, businesses and visitors			
	5. To increase the supply and quality of housing in Chesterfield Borough to meet current and future needs			
	6. To increase the quality of public space for which the council has responsibility through targeted improvement programmes			
7. To improve the health and well-being of people in Chesterfield Borough	Fewer household living in poverty due to health inequalities tackled by	Those seeking help from DUWC are also signposted to other		

		<p>ensuring households are claiming disability, ill health and caring benefits.</p>	<p>organisations for additional health based assistance e.g. Trust, Asbestos Support Team.</p> <p>Target: 1000 households advised on PIP/DLA/IB/CA/IIDB/ESA claims.</p>	
	<p>8. To reduce inequality and support the more vulnerable members of our community</p>	<p>Provision of face to face welfare rights advice at three sites in the Borough. Provision of home visits when necessary and telephone where appropriate. Ensuring no barriers to use of DUWC services.</p> <p>Targeting 'hard to reach' groups:</p> <p>Advice provided at three sites – Central, Brimington, Staveley.</p>	<p>Targets: 3000 cases to be dealt with in total 12 home visits to be carried out.</p> <p>250 cases dealt with by telephone</p>	

To provide value for money services	10. To become financially self sufficient by 2020, so we can continue to deliver the services our communities need			

**Service Level Agreement between Chesterfield Borough Council and Derbyshire Law Centre
Schedule 1 – Work Programme for Service Delivery**

Details of activity undertaken/to be undertaken in 2015/16, the Measures and Targets; Milestones; and, Actions and Achievements to date against Measures and Targets

CBC Council Plan Priority	CBC Council Plan Objectives	Measures and Targets	Milestones	Actions and achievements to date
Page 59		<i>Please identify the measures and targets you will put in place to assist CBC in the delivery of the Council Plan objectives</i>	<i>Please identify key dates/actions/events expected in the coming year to help deliver measures and targets.</i>	<i>Please leave blank – this column will need to be completed for monitoring purposes half way through the financial year</i>
	1.To make sure that local people benefit from the growth in Chesterfield Borough	<p><i>The Law Centre will recruit, induct and train 10 volunteers a year.</i></p> <p><i>We will recruit people who are disadvantaged people including those who experience mental health.</i></p> <p><i>Derbyshire Law Centre will continue to provide free specialist legal services to the residents in Chesterfield Borough:</i></p> <ul style="list-style-type: none"> <i>-Community Care</i> <i>-Debt</i> <i>-Employment</i> 	<p><i>By the end of September 2015, we will recruit 5 volunteers.</i></p> <p><i>By end of the year, at least 50% of the volunteers will go into paid, educational and volunteering opportunities.</i></p> <p><i>By the end of September 2015, we will have assisted 175 clients and advised 750 callers.</i></p> <p><i>By 31.8.2015, we will</i></p>	

		<ul style="list-style-type: none"> -Housing & homelessness -Immigration -Mortgage repossession -Tackling hate & harassment 	<p>have:</p> <ul style="list-style-type: none"> -Prevented homelessness, -Improved housing conditions or security, management of debt, -- -Retained jobs or achieved compensation for loss of job. -Increased knowledge of rights, Improved confidence or self esteem, reduction of stress and anxiety 	
	2. To continue delivering regeneration projects that will make Chesterfield Borough a better place	<i>The Law Centre continue to use local suppliers.</i>		
	3. To develop our great town centre			
	4. To improve access to technology that meets the needs of our residents, businesses and visitors	<i>As part of Digital Inclusion strategy, we will work towards installing a PC and printer in one of the two interview rooms to enable clients to log online to complete various forms such as Universal Credit and expenditure and income forms.</i>	<i>By the end of March 2016, we will have installed a PC and printer for one of our interview rooms.</i>	

		<i>The Law Centre will launch its new website from June 2015. This will enable Chesterfield residents to access information about the free specialist legal services that the Law Centre provides. The website will be updated on a regular basis.</i>	<i>By the end of September 2015, we will have launched our new website.</i>		
To Improve the Quality of life of Local people Page 61	5.To increase the supply and quality of housing in Chesterfield Borough to meet current and future needs	<i>The Law Centre will work in partnership with CBC on serious disrepair issues in order to improve clients' quality of housing.</i>	By 31.8.2015, we will have: -Prevented homelessness, -Improved housing conditions or security, management of debt,		
		<i>Derbyshire Law Centre will work in partnership with CBC to resolve issues of supply and demand of social housing for e.g. prevention of eviction.</i>	By 31.8.2015, we will have: -Prevented homelessness, -Improved housing conditions or security, management of debt,		
		<i>The Law Centre will continue to attend meetings with CBC housing officers and Cabinet members.</i>			
	6. To increase the quality of public space for which the council has responsibility through targeted improvement programmes				

7. To improve the health and well-being of people in Chesterfield Borough	<i>The Law Centre improves health & well-being of people in Chesterfield Borough through provision of free specialist legal advice service.</i>	<i>By the end of September 2015, we will have assisted 175 clients and advised 750 callers.</i>	
	<i>The Law Centre continues to work in partnership with advice agencies to ensure that Chesterfield residents have a smooth access to advice services.</i>		
	<i>To assist 350 and advise 1500 Chesterfield borough residents a year including those that are most deprived.</i>	<p><i>By the end of September 2015, we will have assisted 175 clients and advised 750 callers.</i></p> <p>By 31.8.2015, we will have:</p> <ul style="list-style-type: none"> -Prevented homelessness, -Improved housing conditions or security, management of debt, -- -Retained jobs or achieved compensation for loss of job. -Increased knowledge of rights, Improved confidence or 	

			self esteem, reduction of stress and anxiety	
		<i>To attend Welfare Reform and Financial Inclusion meetings organised by CBC.</i>		
	8. To reduce inequality and support the more vulnerable members of our community	Provision of support to victims of hate crime and harassment to residents in Chesterfield borough.		
		<i>Provision of advice to people on low incomes and/or living in deprived communities.</i>		
To provide value for money services	10. To become financially self sufficient by 2020, so we can continue to deliver the services our communities need			

**Service Level Agreement between Chesterfield Borough Council and Links CVS
Schedule 1 – Work Programme for Service Delivery**

Details of activity undertaken/to be undertaken in 2015/16, the Measures and Targets; Milestones; and, Actions and Achievements to date against Measures and Targets

CBC Council Plan Priority	CBC Council Plan Objectives	Measures and Targets	Milestones	Actions and achievements to date
		<i>Please identify the measures and targets you will put in place to assist CBC in the delivery of the Council Plan objectives</i>	<i>Please identify key dates/actions/events expected in the coming year to help deliver measures and targets.</i>	<i>Please leave blank – this column will need to be completed for monitoring purposes half way through the financial year</i>
To make Chesterfield a thriving borough	1.To make sure that local people benefit from the growth in Chesterfield Borough	One to one advice to 10 groups p.a.	Using pre-advice appointment questionnaire to find out groups' needs in relation to the growth in Chesterfield, and then giving advice and information accordingly. On-going throughout the year.	
		Promote the 4 Community Assemblies meetings (4 times p.a.)	Publicise and circulate the dates of the 4 Community Assemblies meetings to groups.	

		Promote the 4 Community Assemblies minor grants and community chest and support community groups to apply	Publicise and circulate the criteria and closing dates of the minor grants and community chest to groups. Throughout the year.	
	2. To continue delivering regeneration projects that will make Chesterfield Borough a better place	One to one advice to 10 groups p.a.	Using pre-advice appointment questionnaire to find out groups' needs in relation to the delivery of regeneration projects in Chesterfield, and then if relevant give advice and information accordingly. Throughout the year.	
		Organise an information workshop or a meeting with reps of 6-12 local groups to discuss the Chesterfield Borough Council (Corporate) Plan in relation to their plans and activities.	One workshop or meeting to take place sometime between Sept and Nov.	

	3. To develop our great town centre	Promote any relevant information to VCS groups that has an interest in the town centre of Chesterfield.	Publicise and circulate the information gathered to groups. On-going throughout the year.	
	4. To improve access to technology that meets the needs of our residents, businesses and visitors	Promote any relevant information to VCS groups including social enterprises that has an interest in the town centre of Chesterfield.	Publicise and circulate the information gathered to groups. On-going throughout the year.	
To Improve the quality of life of local people	5. To increase the supply and quality of housing in Chesterfield Borough to meet current and future needs	Liaison with housing department and DCC Adult Care regarding supportive housing for older people.	Publicise and circulate the information gathered to groups. On-going throughout the year.	
		Organise an information workshop or a meeting with reps of 6-12 local groups to discuss the Chesterfield Borough Council (Corporate) Plan in relation to their plans and activities.	One workshop or meeting to take place sometime between Sept and Nov.	

	6. To increase the quality of public space for which the council has responsibility through targeted improvement programmes	One to one advice to 10 groups p.a.	Using pre-advice appointment questionnaire to find out groups' needs in relation to the growth in Chesterfield, and then giving advice and information accordingly. On-going throughout the year.	
		Promote the 4 Community Assemblies meetings (4 times p.a.)	Publicise and circulate the dates of the 4 Community Assemblies meetings to groups. On-going throughout the year.	
		Promote the 4 Community Assemblies minor grants and community chest and support community groups to apply	Publicise and circulate the criteria and closing dates of the minor grants and community chest to groups. On-going throughout the year.	

	7. To improve the health and well-being of people in Chesterfield Borough	One to one advice to 15 groups p.a.	Using pre-advice appointment questionnaire to find out groups' needs in relation to health and well-being issues in Chesterfield, and then give advice and information accordingly. On-going throughout the year.	
		Liaison with DCC Public Health and the local Clinical Commissioning Groups (North Derbyshire and Hardwick) regarding the health and well-being issues.	Publicise and circulate the information gathered to groups. On-going throughout the year.	
	8. To reduce inequality and support the more vulnerable members of our community	One to one advice to 10 groups p.a. plus the promotion of and involvement in CBC Equality and Diversity Forum, Community Assemblies.	Publicise and circulate the information gathered to groups. On-going throughout the year.	

To provide value for money services	10. To become financially self sufficient by 2020, so we can continue to deliver the services our communities need	Promote any relevant information to VCS groups.	Publicise and circulate the information gathered to groups. On-going throughout the year.	

**Service Level Agreement between Chesterfield Borough Council and Chesterfield and District Shopmobility
Schedule 1 – Work Programme for Service Delivery**

Details of activity undertaken/to be undertaken in 2015/16, the Measures and Targets; Milestones; and, Actions and Achievements to date against Measures and Targets

CBC Council Plan Priority	CBC Council Plan Objectives	Measures and Targets	Milestones	Actions and achievements to date
		<i>Please identify the measures and targets you will put in place to assist CBC in the delivery of the Council Plan objectives</i>	<i>Please identify key dates/actions/events expected in the coming year to help deliver measures and targets.</i>	<i>Please leave blank – this column will need to be completed for monitoring purposes half way through the financial year</i>
To make Chesterfield a thriving borough	1.To make sure that local people benefit from the growth in Chesterfield Borough	<i>Evaluate future town centre services, improve and monitor all provision in line with developments.</i>	<i>Ongoing (review quarterly)</i>	
	2. To continue delivering regeneration projects that will make Chesterfield Borough a better place	<i>To look for funding and provide additional services for the town and borough of chesterfield in line with developments.</i>	<i>Ongoing</i> <i>Ongoing Review in line with town centre plan</i>	

	3. To develop our great town centre	<i>Promote chesterfield shopmobility further afield and attract new members/visitors to the service. 300 new members Attend 13 events</i>	<i>Ongoing Attend local events and promote our services.</i>	
	4. To improve access to technology that meets the needs of our residents, businesses and visitors			
To Improve the quality of life of local people	5.To increase the supply and quality of housing in Chesterfield Borough to meet current and future needs	<i>Work with members to achieve independence For members who use equipment within the home environment. 65 short term home loans 12 long term home loans</i>	<i>Ongoing Introduce our safe use of equipment and driving test/ instruction scheme.</i>	
	6. To increase the quality of public space for which the council has responsibility through targeted	<i>To work with the council to promote accessible places and</i>	<i>Evaluate the use of tracks, parks and safe mobility routes</i>	

	improvement programmes	<i>space for our members.</i>	<i>within the borough.</i>	
	7. To improve the health and well-being of people in Chesterfield Borough	<i>To continue to provide affordable services to members therefore combating isolation and promoting independence within the community.</i>	<i>Promote the use of mobility equipment to access open spaces.</i>	
	8. To reduce inequality and support the more vulnerable members of our community	<i>Evaluate our members mobility needs and respond accordingly with the correct mobility equipment.</i>		
To provide value for money services	10. To become financially self-sufficient by 2020, so we can continue to deliver the services our communities need			

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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