



Please ask for Rachel Lenthall  
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The Chair and Members of Overview  
and Performance Scrutiny Forum

4 January 2016

Dear Councillor,

Please attend a meeting of the OVERVIEW AND PERFORMANCE SCRUTINY FORUM to be held on TUESDAY, 12 JANUARY 2016 at 5.00 pm in Committee Room 1, Town Hall, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to items on the Agenda
2. Apologies for Absence
3. Leader and Cabinet Member for Regeneration - Budget Preparation Progress Report (Verbal)

5:05 to 5:40pm

4. Leader and Cabinet Member for Regeneration - Internal and External Communications Progress Report (Pages 5 - 10)

5:40 to 6:05pm

5. Cabinet Member for Health and Wellbeing - Public Space Protection Orders Progress Report (Pages 11 - 16)

Chesterfield Borough Council, Town Hall, Rose Hill, Chesterfield S40 1LP

Telephone: 01246 345 345, Text: 07960 910 264, Email: [info@chesterfield.gov.uk](mailto:info@chesterfield.gov.uk)

[www.chesterfield.gov.uk](http://www.chesterfield.gov.uk)

6:05 to 6:30pm

6. Forward Plan (Pages 17 - 30)

6:30 to 6:35pm

7. Scrutiny Monitoring (Pages 31 - 36)

6:35 to 6:40pm

8. Scrutiny Project Group Progress Updates

6:40 to 6:50pm

Concessions on fees and charges

9. Work Programme for the Overview and Performance Scrutiny Forum (Pages 37 - 42)

6:50 to 6:55pm

10. Overview and Scrutiny Developments

6:55 to 7:00pm

11. Joint Overview and Scrutiny (Pages 43 - 46)

7:00 to 7:05pm

12. Minutes (Pages 47 - 58)

7:05 to 7:10pm

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sandy', with a stylized flourish at the end.

Local Government and Regulatory Law Manager and Monitoring Officer



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## **FOR PUBLICATION**

### **EXTERNAL AND INTERNAL COMMUNICATIONS STRATEGIES PROGRESS REPORT**

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MEETING:	OVERVIEW AND PERFORMANCE SCRUTINY FORUM
DATE:	12 JANUARY 2016
REPORT BY:	COMMUNICATIONS AND MARKETING MANAGER
WARD:	ALL
KEY DECISION REFERENCE (IF APPLICABLE):	N/A

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#### FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS: Overview and Performance Scrutiny Forum – External and Internal Communications Strategies Progress Report – 14 June 2015  
<http://chesterfield.moderngov.co.uk/ieListDocuments.aspx?Clid=178&Mid=4315&Ver=4>

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

1.1 To update the forum on progress to implement the council's external and internal communications strategies during the past six months.

#### **2.0 RECOMMENDATIONS**

2.1 To receive and consider the progress report at appendix 1 on the delivery of the external and internal communications strategies.

### **3.0 BACKGROUND**

3.1 At its meeting on 16 June 2015 the forum asked for six monthly updates on progress to deliver the council's external communications strategy and the internal communications strategy.

### **4.0 PROGRESS ON DELIVERING THE STRATEGIES**

#### **4.1 External communications strategy**

4.2 Since the last report to the Overview and Performance Scrutiny Forum the council has carried out its bi-annual survey of residents – the Are You Being Served? residents' survey.

4.3 Data from the survey is used to measure progress towards reaching the 2017 targets set in the strategy. These figures, along with other data collected, have been used to provide an update on progress against the strategy objectives. This can be found at appendix 1.

4.4 Two targets in the strategy have been met two years ahead of schedule and a further three are showing progress in line with expectations to enable the strategy targets to be met by 2017.

4.5 Three results from the residents' survey are slightly down on the 2013 resident survey results and so progress in these areas is not as hoped.

4.6 The results are somewhat of a surprise given that the council is doing more external communications than it was in 2013. An analysis of the accompanying comments from residents showed only a handful of remarks were made about communications and there is nothing among them that would indicate any particular problems or areas of concern among the public.

4.7 However, work is just starting on the 2016/17 team and service plans so this opportunity will be taken to see what actions can be taken to improve these scores by the end of the strategy period in 2017.

#### **4.8 Internal communications strategy**

4.9 Progress on the measures in the internal communications strategy can be given annually after the employee survey. The next update will be provided at the forum's June 2016 meeting.

4.10 Appendix 1 provides an update on work which has taken place in the past six months to contribute towards the delivery of the strategy.

## **5.0 CORPORATE CONSIDERATIONS**

5.1 There are no financial, legal or equalities considerations arising from this report.

## **9.1 RECOMMENDATIONS**

9.2 To receive and consider the progress report at appendix 1 on the delivery of the external and internal communications strategies.

## **10.0 REASON FOR RECOMMENDATIONS**

10.1 To enable the council to be more responsive to the community and staff through improved communication and engagement.

JOHN FERN  
COMMUNICATIONS AND MARKETING MANAGER











You can get more information about this report from  
John Fern on 01246 345245

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**Appendix 1: Progress against measures in the External Communications Strategy and Internal Communications Strategy.**

Progress in delivering the External Communications Strategy is being measured by progress against eight targets. The table below shows progress at the end of December 2015 against these targets.

<b>Progress against measures in the external communications strategy as at 4 January 2016</b>					
Target	2013	December 2015	Target (by 2017)	Direction of travel	Strategy target achieved
% of residents who feel fairly/ very well informed	59.7%	56.2%	64%		
% of residents who read Your Chesterfield and say they feel fairly/fully informed about the council's services	80.2%	79%	82%		
% of residents who would speak highly of the council	43%	46.1%	47%		
Number of unique visitors to the council website	254,744	327,005	285,000		
% of people who find it fairly/very easy to get information from the council's website	36.3%	32.8%	42%		
Number of followers to corporate Twitter account	3,600	5,070	8,000		
Number of followers to corporate Facebook site	815	1,746	2,000		
% of neutral or positive media stories about the council	80%	84%	81%		

## **Appendix 1: Progress against measures in the External Communications Strategy and Internal Communications Strategy.**

- 1.1 In addition to the progress outlined in the table other work is continuing to help deliver the objectives within the strategy.
- 1.2 Since the last report to the Forum the major area of work which has been carried out is the development of a new website for the council that can be viewed easily on smartphones and tablets, as well as laptops and desk computers.
- 1.3 The test site is live and content migration work is nearly completed, ahead of a planned public launch in March.
- 1.4 Once completed phase two of the project will look at improving the content for users by making it more focused on the needs of customers, using analytic data to show what the public wants and needs.
- 1.5 In the past six months the council has started producing regular videos which are being used on our website, and YouTube, Twitter and Facebook social media sites. While viewer numbers are varying according to the topic area, videos are typically attracting between 150 and 1,700 viewers, with numbers growing as more people become aware of the range of videos available.

### **2.0 Internal Communications Strategy**

- 2.1 Since the last report the major area of work to help deliver the Internal Communications Strategy has been to develop a new intranet for the council. The finishing touches are currently being made to the site, ahead of it going live to users in February.
- 2.2 Roadshow events will be held at different work bases to engage with staff and councillors about the new site, which can be accessed on any work or personal device, including smartphones, tablets, laptops and desk computers.
- 2.3 The introduction of the new intranet will be a key factor in improving internal communication, as well as promoting cross-team working.
- 2.4 In the past six months videos have started to be used to aid internal communications, primarily to help promote the Borough Bulletin staff newsletter. It is planned to increase the use of videos for internal communication once the new intranet goes live.
- 2.5 The council's two executive directors have also been carrying out Back to the Floor style visits to different teams within the council. This aims to improve two way communications and allows senior managers the opportunity to experience the reality of working in different roles, while getting feedback from staff on what is working well and what could be improved.

## FOR PUBLICATION

### Public Space Protection Orders and a Review of Dog Control Orders

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MEETING:	<b>Overview and Performance Scrutiny Forum</b>
DATE:	12 <sup>th</sup> January 2016
REPORT BY:	Senior Environmental Health Officer (Environmental Protection)
WARD:	ALL
COMMUNITY ASSEMBLY:	ALL

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#### **1.0 Purpose of the Report**

- 1.1 To provide information on Public Space Protection Orders (PSPO's).
- 1.2 To consider the current Dog Control Orders (DCO's) in place across the Borough.
- 1.3 Set out the legal context of PSPO's and DCO's.

#### **2.0 Information on Public Space Protection Orders**

- 2.1 The Public Space Protection Order (PSPO) is a new power under the Anti – Social Behaviour, Crime and Policing Act 2014 (The Act)
- 2.2 PSPO's are intended to deal with a particular nuisance or problem in a particular geographical area that is detrimental to the local communities quality of life, by imposing conditions on the use of that area which apply to everyone. They are designed to ensure the law-abiding majority can use and enjoy public spaces, safe from anti-social behaviour.
- 2.3 Local Authorities are responsible for making new PSPO's; although enforcement powers can be much broader (i.e. can include the Police). This new power is not available to parish and town councils.
- 2.4 The legal test is designed to be broad and focus on the impact anti-social behaviour is having on victims and communities. A PSPO can be made by the local authority if they are satisfied on reasonable grounds that the activities carried out or likely to be carried out, in a public space:
  - Have had, or is likely to have a detrimental effect on the quality of life of those in the locality
  - Is, or likely to be of a persistent or continuing in nature
  - Is, or is likely to be unreasonable

➤ Justifies the restrictions imposed.

- 2.4 Local Authorities can make a PSPO on any public space within its own area. The definition of public space is wide and includes any place to which the public or any section of the public has access.
- 2.5 A PSPO can contain both restrictions and requirements which will be determined by the Council after consultation with the Police and other relevant agencies, partners or communities. These can be targeted against particular behaviours, by particular groups at specific times with more than one restriction being included within the PSPO. This means the Order can deal with a wider range of behaviours than the orders and by-laws it replaces.
- 2.6 Breaching a PSPO is a criminal offence and enforcement officers can issue Fixed Penalty Notices if appropriate to do so.
- 2.7 The PSPO's can be in place for a maximum of three years and are designed to be flexible and responsive to need. There is no limit on the number of times that orders can be renewed, as long as the need is still present. Variation of PSPO's can be done at any time to respond to the changing needs of public spaces.

### **3.0 Existing Dog Control Orders**

- 3.1 A list of existing Dog Control Orders is contained in Appendix 1.
- 3.2 It should be noted that if there are no changes to be made to the existing list of Dog Control Orders, these would automatically transfer to PSPO's within three years (i.e. October 2017).
- 3.3 Any amendments to the existing list of Dog Control Orders would require consultation with the Police, other relevant agencies, partners and local communities.

### **4.0 Implications for Chesterfield Borough Council**

- 4.1 Legal – should any changes be made to the existing list of Dog Control Orders, the implementation of the PSPO can be challenged by any Interested person within 6 weeks of the making of the Order; the challenge is made at the High Court. Anyone who is directly affected by the making of the PSPO can challenge the order. A challenge can be made on the basis that the Council does not have the power to make the Order, or that the particular prohibitions or requirements are unnecessary or that procedurally the order is defective.
- 4.2 Financial – there is a financial implication in that the control zones will need to be signed to allow enforcement. The more restrictions in place, the more signage that needs to be displayed.

- 4.3 Human resources – breaching a PSPO is a criminal offence and enforcement officers can issue Fixed Penalty Notices. It would be advisable to put in place a review across the whole Council as to which staff has enforcement powers. Some staff may need refresher training.

## **5.0 Summary**

- 5.1 Under the Anti-Social Behaviour Crime and Policing Act 2014, there is provision for local authorities to introduce measures to address anti-social behaviour in public spaces. As relevant to this report – the Public Space Protection Order.

- 5.2 The new Orders are more flexible and can be applied to a much broader range of issues, with local authorities having the ability to design and implement their own prohibitions or requirements where certain conditions are met, these being that the Council must be satisfied on reasonable grounds that activities carried out in a public space will have or are likely to have:

- A detrimental effect on the quality of life of those in the locality
- Is, or likely to be of a persistent or continuing in nature
- Is, or is likely to be unreasonable
- Justifies the restrictions imposed.

## **6.0 Considerations and Recommendations**

- 6.1 Does the Scrutiny Forum wish to make any amendments to the existing list of Dog Control Orders?
- 6.2 The Scrutiny Forum is advised that all amendments must be supported by evidence.
- 6.3 Does the Scrutiny Forum wish to include any other public open spaces with a specific PSPO for 'dog control/responsible dog ownership'? (for example, Queens Park and Holmebrook Valley Park currently covered by local by-laws).
- 6.3 Does the Scrutiny Forum wish to carry out a holistic review of PSPO's (i.e. to include other aspects of anti-social behaviour for example littering and drinking alcohol); of which, Dog Control Orders would be one particular issue?
- 6.4 Recommend that Scrutiny Forum consider commissioning a Council wide staffing review regarding enforcement powers.
- 6.5 Recommend that Scrutiny Forum consider what staffing options could be put in place for 'out-of-hours' enforcement; i.e. evening and weekend patrols.
- 6.5 Consider whether future variation, renewal or introduction of future PSPO's is delegated to Officers, with Scrutiny Forum being informed.

## **Appendix 1 – List of current Dog Control Orders**

**DC01**      Fouling in cemeteries (Boythorpe, Brimington, Spital and Staveley)

**DC02**      Dogs on leads at cemeteries (Boythorpe, Brimington, Spital and Staveley)

**DC03**      Fouling of land – all public open spaces

**DC04**      Dog exclusion zone at Eastwood Park, Hasland

It is an offence for any person in charge of a dog at any time if he takes the dog onto, or if he permits it to enter or to remain on the land which applies to the Order unless he has a reasonable excuse for failing to do so or the owner, occupier or other person or authority having control of the land has consented generally or specifically to his failing to do so.

The offence does not apply to a person who is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948, or to a deaf person in respect of a dog trained by Hearing Dogs for Deaf People (registered charity number 293358), or to a person who has a disability which affects his mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by Dogs for the Disabled (registered charity number 700454), Support Dogs (registered charity number 1088281) or Canine Partners for Independence (registered charity number 803680) and upon which he relies for assistance.

This Dog Control Order applies only to the children's play area in Eastwood Park. See map below.

**DC05**      Dogs on leads at Eastwood Park, Hasland

It is an offence for any person in charge of a dog to fail to keep the dog on a lead at any time unless he has a reasonable excuse for failing to do so or the owner, occupier or other person or authority having control of the land has consented generally or specifically to his failing to do so.

This Dog Control Order applies to the northern part of Eastwood Park only, including the service road, car parks, gardens, courts and bowling green (but excluding Eastwood Park Lodge and Hasland Village Hall). See map below.

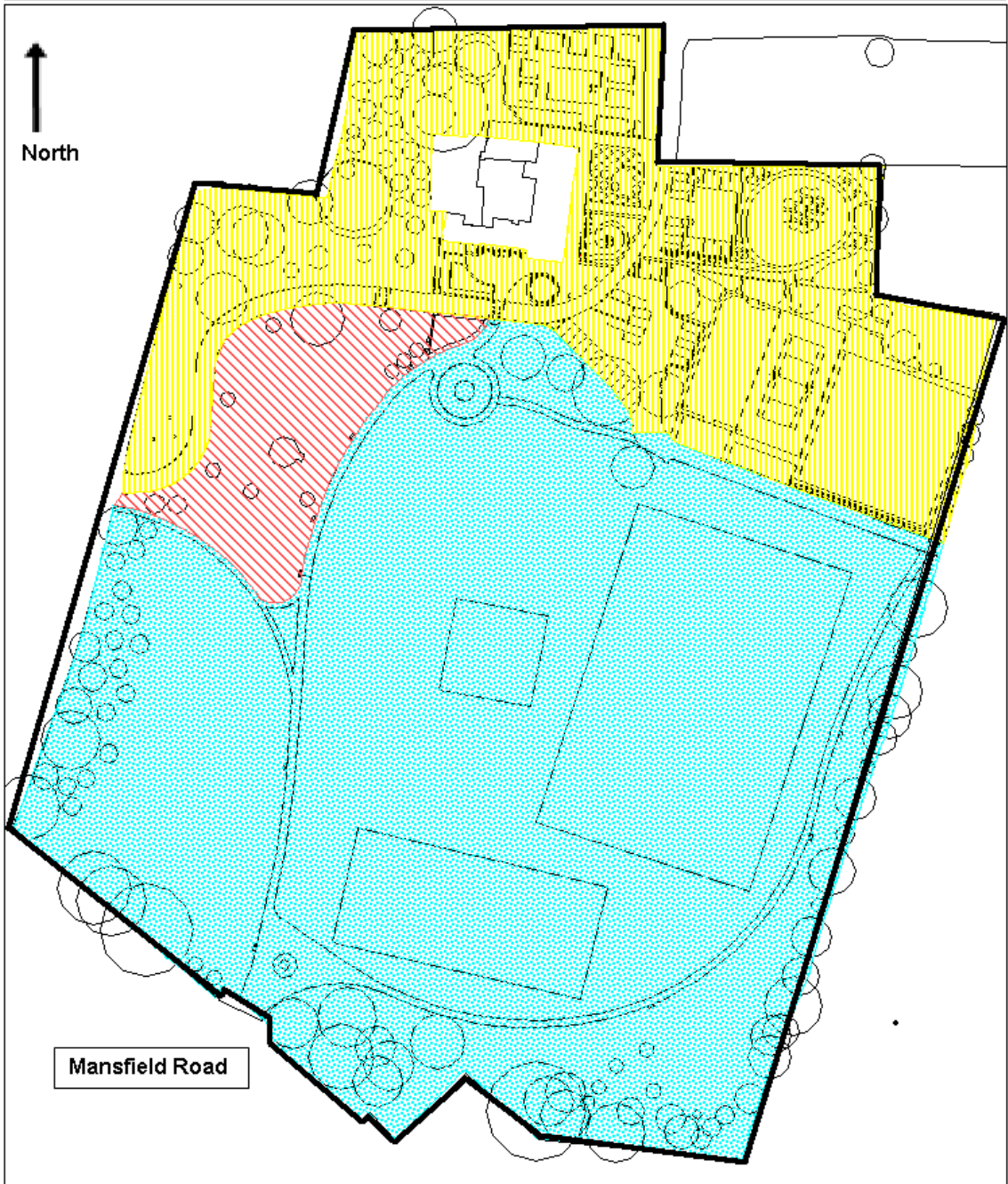
**DC06**      Dogs on leads by direction at Eastwood Park, Hasland




It is an offence for any person in charge of a dog at any time if he does not comply with a direction given to him by an authorised officer of the Council

to put and keep the dog on a lead unless he has a reasonable excuse for failing to do so or the owner, occupier or other person or authority having control of the land has consented generally or specifically to his failing to do so.

This Dog Control Order applies to Eastwood Park (excluding the northern part of the park and the children's play area). See map below.

# EASTWOOD PARK - DOG CONTROL ORDERS 2013



KEY	ORDER
	DOGS ON LEADS
	DOGS EXCLUDED
	DOGS ON LEAD BY DIRECTION (OF AN AUTHORISED OFFICER)

Park Boundary



**END OF REPORT**



CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN  
FOR THE FOUR MONTH PERIOD 1 FEBRUARY 2016 TO 31 MAY 2016

**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](mailto:democratic.services@chesterfield.gov.uk). Such representations must be received in advance of 5 clear working days before the date Cabinet meeting itself, normally by the preceding Monday. 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](http://www.chesterfield.gov.uk)



**CHESTERFIELD**  
BOROUGH COUNCIL

## Meeting Dates 2015/16

<u>Cabinet</u>	<u>Council</u>
2 June 2015* 16 June 2015 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)

## Cabinet members and their portfolios are as follows:

Leader and Cabinet Member for Regeneration	Councillor John Burrows	
Deputy Leader and Cabinet Member for Planning	Councillor Terry Gilby	
Cabinet Member for Business Transformation	Councillor Ken Huckle	Assistant Member Councillor Keith Brown
Cabinet Member for Governance	Councillor Sharon Blank	Assistant Member Councillor Mick Wall
Cabinet Member for Health and Wellbeing	Councillor Chris Ludlow	Assistant Member Councillor Helen Bagley
Cabinet Member for Housing	Councillor Tom Murphy	Assistant Member Councillor Sarah Hollingworth
Cabinet Member for Town Centre and Visitor Economy	Councillor Amanda Serjeant	Assistant Member Councillor Jean Innes

## In addition to the Cabinet Members above, the following Councillors are voting Members for Joint Cabinet and Employment and General Committee

Councillor Helen Elliott  
Councillor Gordon Simmons  
Councillor John Dickinson  
Councillor Jean Innes  
Councillor Maureen Davenport

\*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
<b>Key Decisions</b>								
Key Decision 337	<b>THI Scheme Project Evaluation</b> - to receive a final evaluation of the THI project for Chesterfield Town Centre.	Cabinet	Deputy Leader & Cabinet Member for Planning	26 Jan 2016	Report of Development Management and Conservation Manager	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public	
Key Decision 398	<b>Sale of CBC Land/Property</b>	Deputy Leader & Cabinet Member for Planning	Deputy Leader & Cabinet Member for Planning	Not before 30th Jan 2016	Report of Head of Kier	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains financial information	
Key Decision 495	<b>Local Government Pension Scheme</b> To approve the revised Discretions in accordance with the changes to the Local Government Pension Scheme Regulations	Cabinet Council	Cabinet Member - Business Transformation	26 Jan 2016 25 Feb 2016	Report of HR and Payroll Lead	Jane Dackiewicz Tel: 01246 345257 jane.dackiewicz@chesterfield.gov.uk	Public	
Key Decision 513	<b>Approval to Dispose of Miscellaneous Housing Stock</b>	Cabinet	Cabinet Member - Housing	23 Feb 2016	Report of Housing Service Manager – Business Planning & Strategy	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3	

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 549	<b>Environmental Health Fees and Charges 2016-17</b> To approve the fees and charges for environmental health services for 2016-17.	Cabinet	Cabinet Member - Health and Wellbeing	9 Feb 2016	Report of the Senior Environmental Health Officer	Esther Thelwell Senior Environmental Health Officer esther.thelwell@moderngov.co.uk	Public	
Key Decision 557	<b>Review of Fees and Charges for Outdoor Recreation 2016/17</b>	Cabinet	Cabinet Member - Health and Wellbeing	26 Jan 2016	Report of the Leisure and Amenities Manager	Andy Pashley Tel: 01246 345099 andy.pashley@chesterfield.gov.uk	Public	
Key Decision 558	<b>Review of Cemeteries Fees and Charges for 2016/17</b>	Cabinet	Cabinet Member - Health and Wellbeing	26 Jan 2016	Report of the Bereavement Services Manager	Angela Dunn Bereavement Services Manager Tel: 01246 345881 angela.dunn@chesterfield.gov.uk	Public	
Key Decision 559	<b>Review of Fees and Charges for Waste and Recycling 2016/17</b>	Cabinet	Cabinet Member - Health and Wellbeing	26 Jan 2016	Report of the Operations Manager	Dave Bennett Tel: 01246 345122 dave.bennett@chesterfield.gov.uk	Public	

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 563	<b>Review of Car Parking Charges</b> To review car parking prices and agree prices for 2016	Cabinet	Cabinet Member - Town Centre and Visitor Economy	12 Jan 2016	Report of Town Centre Operations Manager and Parking and CCTV Manager	Andy Bond Tel: 01246 345991 andy.bond@chesterfield.gov.uk	Public	
Key Decision 574	<b>General Fund Revenue Budget Summary</b>	Cabinet	Leader & Cabinet Member for Regeneration	12 Jan 2016	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 576	<b>Collection Fund revised estimates 2015/16</b>	Cabinet	Deputy Leader & Cabinet Member for Planning	26 Jan 2016	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 577	<b>Risk Management Strategy and in year review</b>	Cabinet Council	Deputy Leader & Cabinet Member for Planning	9 Feb 2016 25 Feb 2016	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	

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Key Decision 578	<b>General Fund Capital Programme</b>	Cabinet	Deputy Leader & Cabinet Member for Planning	26 Jan 2016	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 579	<b>Housing Repairs Budget 2016/17</b>	Cabinet	Cabinet Member - Housing	9 Feb 2016	REPORT OF HOUSING SERVICE MANAGER - BUSINESS PLANNING & STRATEGY	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	
Key Decision 580	<b>Housing Revenue Account Budget 2016/17 - 2021/22</b>	Cabinet	Cabinet Member - Housing	9 Feb 2016	REPORT OF HOUSING SERVICE MANAGER - BUSINESS PLANNING & STRATEGY	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	
Key Decision 581	<b>Housing Capital Programme</b> New Programme for 16/17, 17/18 and 18/19	Cabinet Council	Cabinet Member - Housing Cabinet Member - Housing	9 Feb 2016 25 Feb 2016		Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	

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 582	<b>Annual Housing Revenue Account - Rent and Service Charge Increase TO SET RENT AND SERVICE CHARGE LEVELS</b>	Cabinet	Cabinet Member - Housing	26 Jan 2016	REPORT OF HOUSING SERVICE MANAGER - BUSINESS PLANNING AND STRATEGY	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	
Key Decision 583	<b>HOUSING REVENUE ACCOUNT BUSINESS PLAN</b>	Cabinet	Cabinet Member - Housing	9 Feb 2016		Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	
Key Decision 584	<b>Purchase of Property under Strategic Acquisitions Policy</b>	Housing Services Manager - Business Planning and Strategy	Cabinet Member - Housing	Not before 2nd Dec 2015			Exempt 3	
Key Decision 585	<b>A Review of the Careline and Support Service</b>	Cabinet	Cabinet Member - Housing	9 Feb 2016	Report of Housing Service Manager - Customer Division	Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk	Exempt 3	

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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 586	<b>2016/17 Open Market Fees and Charges</b>	Cabinet	Cabinet Member - Town Centre and Visitor Economy	12 Jan 2016	Report of the Town Centre Operations Manager	Andy Bond Tel: 01246 345991 andy.bond@chesterfield.gov.uk	Public	
Key Decision 589	<b>Review of CCTV Service</b> To review the operation of the service, including levels of staff monitoring, investment required and relocation of the control room	Joint Cabinet and Employment & General Committee	Cabinet Member - Town Centre and Visitor Economy	9 Feb 2016	Report of the Town Centee Operations Manager	Andy Bond Tel: 01246 345991 andy.bond@chesterfield.gov.uk	Exempt 1, 4	
Key Decision 590	<b>Senior Pay Policy</b>	Cabinet Council	Cabinet Member - Business Transformation	26 Jan 2016 25 Feb 2016	Report of the HR and Payroll Lead	Jane Dackiewicz Tel: 01246 345257 jane.dackiewicz@chesterfield.gov.uk	Public	
Key Decision 593	<b>Ratification of the October 2015 Sheffield City Region devolution agreement</b>	Cabinet Council	Leader & Cabinet Member for Regeneration	23 Feb 2016 25 Feb 2016	Report of the Chief Executive	Huw Bowen Chief Executive Tel: 01246 345308 huw.bowen@chesterfield.gov.uk	Public	

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 594	<b>Decision to become a member of the East Midlands Mayoral Combined Authority</b>	Cabinet Council	Leader & Cabinet Member for Regeneration	23 Feb 2016 25 Feb 2016	Report of the Chief Executive	Huw Bowen Chief Executive Tel: 01246 345308 huw.bowen@chesterfield.gov.uk	Public	
Key Decision 595	<b>Decision regarding outstanding debt on 821 Sheffield Road, Chesterfield</b>	Deputy Leader and Cabinet Member for Planning	Deputy Leader & Cabinet Member for Planning	15 Jan 2016		Stephen Oliver Tel: 01246 345313 stephen.oliver@chesterfield.gov.uk	Exempt 3	
Key Decision 596	<b>Transforming Building Control in Derbyshire</b>	Cabinet	Leader & Cabinet Member for Regeneration	26 Jan 2016		Neil Johnson Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Exempt 3	
Key Decision Key Decision 598	<b>Workforce Strategy</b>	Joint Cabinet and Employment & General Committee	Cabinet Member - Business Transformation	9 Feb 2016		Kate Harley Kate.Harley@chesterfield.gov.uk	Public	

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
<b>Private Items (Non Key Decisions)</b>								
Non-Key 363  Page 27	<b>Application for Home Repairs Assistance</b>	Cabinet Member - Housing	Cabinet Member - Housing	Not before 30th Jan 2016	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 367	<b>Lease of Commercial and Industrial Properties</b>	Deputy Leader & Cabinet Member for Planning	Deputy Leader & Cabinet Member for Planning	30 Jan 2016	Report of Kier Asset Management	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs	
Non-Key Non-Key 376	<b>Building Cleaning Staffing</b>	Joint Cabinet and Employment & General Committee	Cabinet Member - Health and Wellbeing	12 Jan 2016	Report of Waste & Street Cleaning Manager	Dave Bennett Tel: 01246 345122 dave.bennett@chesterfield.gov.uk	Exempt 1 Information relating to Individuals	
<b>Non Key Decisions</b>								

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 46	<b>Calculation of Tax Base 2016/17</b>	Employment and General Committee		25 Jan 2016	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 47	<b>Approval of Business Rates Estimates 2015/16</b>	Employment and General Committee		25 Jan 2016	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision Non-Key Page 28 49	<b>Chesterfield Borough Council's Application to become an Affiliate Member of the Healthy Communities Network</b>	Cabinet Member for Health and Wellbeing	Cabinet Member - Health and Wellbeing	15 Dec 2015		Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	
Key Decision Non Key 50	<b>Consideration of the scrutiny report on Concessions on Fees and Charges</b>	Cabinet		12 Jan 2016		Anita Cunningham Tel: 01246 345273 anita.cunningham@chesterfield.gov.uk	Public	

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	<b>Application for Discretionary Rate Relief</b>	Cabinet Member for Business Transformation	Cabinet Member - Business Transformation	18 Jan 2016			Exempt 3	

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## SCRUTINY COMMITTEE RECOMMENDATIONS - IMPLEMENTATION MONITORING FORM

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> ( <i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i> ) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
EW6  Page 31	Dog Fouling	<b>EW 05.02.15</b>  <b>Cabinet 10.03.15</b>	<ol style="list-style-type: none"> <li>1. Review of staff resources – enforcement team.</li> <li>2. Realise potential of neighbourhood wardens.</li> <li>3. Purchase new mobile phones for street scene team.</li> <li>4. Borough wide review of provision of dog bins.</li> <li>5. Change signage wording re fine limit / introduce more innovative imagery for signs.</li> <li>6. Introduce co-ordinated and structured communication and engagement with communities.</li> </ol>	12 month progress report from date of decision.		Monitoring due 02.02.16 or 19.04.16 (to be agreed)
EW5 & CCO2	New Leisure Facilities (SPG) ( <i>now Leisure, Sport and Cultural Activities SPG including various sub groups</i> ) - -	<b>EW 05.06.14</b>  <b>Cabinet 23.09.14</b>	<ol style="list-style-type: none"> <li>1. Consider Community Engagement Strategy principles throughout corporate projects.</li> <li>2. Pre consultation dialogue takes place with key stakeholders.</li> <li>3. Internal communications and engagement plan be developed for projects impacting on employees.</li> </ol>	6 month progress report	Agreed by OP on 16.06.15 that CCO will monitor corporate progress. EW Progress report received 23.04.15.	Next EW5 leisure progress report TBA. Next CCO2 - corporate progress report TBA.

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> ( <i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i> ) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
EW5b	- Playing Pitches Strategy	<b>EW 20.10.14</b>	<ol style="list-style-type: none"> <li>1. Support the draft Playing Pitches Strategy as received by EW on 02.10.14.</li> <li>2. Progress report be received in 12 months to confirm delivery progress including on impact in reversing Junior Teams shortfall and interest of young people in playing.</li> </ol>	12 months progress report.	Progress report received 6.10.15. Further progress requested for recommendation No 2 in July 2016.	Monitoring due July 2016.
EW5c	- Sports Facilities Strategy	<b>EW 18.12.14</b> <b>Cabinet 13.01.15</b>	<ol style="list-style-type: none"> <li>1. Prioritise facilities to be community focused, aiming for good health impacts especially for those with mental health issues and the elderly.</li> <li>2. Physical access to comply with Sport England standards to encourage community based delivery and participation.</li> </ol>		Progress report received EW on 6.10.15.  Agreed to remove item from Monitoring.	<b>MONITORING COMPLETED 6.10.15.</b>
EW5d	- Parks and Open Spaces Strategy sub group.	<b>EW 18.12.14</b> <b>Cabinet 27.01.15</b>	<ol style="list-style-type: none"> <li>1. Community consultation take place when making proposals for investment in a park / open space, whilst also promoting health benefit awareness. Consultation to be in line with Council's Community</li> </ol>	6 month progress report.	Progress report received 6.10.15. Agreed to remove from Monitoring.	<b>MONITORING COMPLETED 6.10.15.</b>



Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> ( <i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i> ) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
Page 33			Engagement Strategy with regard to University of Nottingham students' engagement workshop model. 2. Prioritise disability access when developing such investment proposals. 3. Review Play Strategy in next 12 months. 4. Use Council website more effectively to promote parks and open spaces. 5. Use signs and notices better to promote parks and open spaces.	12 month progress report for Play Strategy.		
OP5	ICT Developments (under Great Place, Great Service)	<b>OP 10.09.14</b>  <b>Cabinet 02.12.14</b>	The Council recognises and values the varied and specialist knowledge required to support its ICT needs and requirements and that a sum of money equivalent to one full time equivalent post is put aside for this purpose.	6 month progress report.	Progress received 8.9.15 - OP resolved to reword recommendation. Rewording agreed OP on 10.11.15.	Monitoring next due 10.5.16.
OP4	Review into External Communications (SPG)	<b>OP 19.06.14</b>  <b>Cabinet 29.07.14</b>	1. Adopt clear branding 2. Review marketing / communication activities. 3. Introduce use of analytics. 4. Adopt a 'digital first' approach.	6 month progress report		Monitoring report received 16.06.15. Next due 12.01.16.

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> ( <i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i> ) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
EW4	Hackney Carriage Licence Limit (SPG)	<b>EW 16.01.14</b> <b>Appeals &amp; Regulatory Cttee on 12.02.14</b>	<ol style="list-style-type: none"> <li>1. Produce clear comparison survey by taxi rank.</li> <li>2. Produce written procedure for future reviews &amp; include in the Forward Plan.</li> <li>3. That Appeals &amp; Regulatory Cttee consider other options to reduce number of Hackney licences when new legislation permits.</li> </ol>	6 month progress report.	Information circulated 30.12.14. Progress provided to EW on 28.7.15 and 6.10.15.	Monitoring due July 2016.
EW3	Parking Policy (SPG)	<b>14.02.13</b> <b>Cabinet on 05.03.13</b>	<ol style="list-style-type: none"> <li>1. The barrier system of parking control which gives change, be extended to other car parks.</li> <li>2. Improvements be implemented for the New Beetwell Street MSCP to bring the facility up to a standard equivalent to that at Vicar Lane.</li> <li>3. Improvements to signage across the town centre and at the entry points to off-street car parks be undertaken.</li> </ol>	6 month progress report	Progress provided to EW on 05.09.13 and 05.06.14. To EW Members sent on 22.01.15. Progress to EW on 28.7.15 and on 6.10.15 Agreed to remove item from Monitoring.	<b>MONITORING COMPLETED 6.10.15.</b>
EW2	Review of Water Rates Payment Policy (SPG)	<b>16.01.14 and 05.06.14.</b> <b>Cabinet 29.07.14.</b>	<ol style="list-style-type: none"> <li>1. Provide 6 month update on collection process and technology review.</li> <li>2. Provide update when contract</li> </ol>	6 months	Further SPG review / recommendations approved	Monitoring due 8.12.15 to receive information

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> ( <i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i> ) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
Page 35			<p>signed and again after 1 year.</p> <p>3. Support review of Tenant's information.</p> <p>4. Provide 6 month update on number of evictions for water rates.</p> <p>5. Amend Policy wording.</p>		<p>29.07.14. Progress requested EW on 18.12.14 and sent 28.01.15. Progress received EW on 28.7.15 and 6.10.15. Agreed monitoring complete subject to specific info. being provided.</p>	<p>regarding responsibility for contract management and monitoring.</p>
CCO1	Statutory Crime & Disorder Scrutiny Ctte			6 monthly meetings		Next 6 monthly meeting due 26.01.16.
	“ “	<b>29/09/11</b> (No 0044)	Progress report on sharing information re alcohol related health problems and hospital admissions.	6 months from 29/09/11.	Statistics received 08.01.15. And also on 07.07.15.	Agreed on 08.01.15 that statistics on alcohol related health problems / hospital admissions be reported to each 6 monthly meeting.

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> ( <i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i> ) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
	“ “	<b>10.04.14</b> (No 58)	Derbyshire County Council Health Scrutiny Committee requested to obtain / share information regarding alcohol related hospital admissions.	Request made 13.05.14.	Awaiting response. Matter related to Item 1 above.	1. Agreed as above.
Page 36	“ “	<b>08.01.15</b> (No 35)	That the Executive Member for Environment be recommended to carry out a review of the decision to stop locking the park gates at night and to consider whether this may have led to the increase in anti-social behaviour and criminal damage and all the associated costs; and That the Crime and Disorder (Community, Customer and Organisation) Committee be provided with the details of the outcome of the review and the cost benefit analysis.	Report requested for 24.11.15 Meeting	Cabinet Member attended and responded to CCO meeting held on 07.07.15.  Progress reported 15.09.15 and 24.11.15.	Date for next progress monitoring report TBC.

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

\* Note recommendation wording may be abridged.

## CHESTERFIELD BOROUGH COUNCIL

### WORK PROGRAMME: OVERVIEW AND PERFORMANCE SCRUTINY FORUM for 12 January 2016

	<b>Scheduled Meeting Date(s):</b>	<b>Business Items :</b>	<b>Status :</b>	<b>Raised by:</b>	<b>Cabinet Member Responsibility</b>
1	<b>12.01.16</b>	Public Space Protection Orders	Report received 19.03.15. (Replaced Dog Control Orders). Briefing report deferred from 8.9.15. To inform consideration of creating a project group to look at the issue.	<i>O&amp;P</i>	<i>Cabinet Member Health and Wellbeing</i>
2	<b>12.01.16</b>	1.External Communications Strategy Progress Report; and 2. Internal Communications Strategy Progress Report.	1. Pending implementation of scrutiny recommendations / corporate action plan. Progress reports received 13.11.14 and 16.06.15. 2. Progress report received 16.06.15.	<i>O&amp;P</i>	<i>Leader / Cabinet Member Regeneration</i>
3	<b>10.05.16</b>	Council Plan and Performance	To receive progress in implementing the New Performance Management Framework (last received 10.11.15). Reports under this business item to also include, as available (1) Performance Management Monitoring results (last received 10.11.15) (& to include Deprivation in the Borough); and (2) Council Plan Review and Development (last received 19.3.15).	<i>O&amp;P Chairs</i>	<i>Deputy Leader / Cabinet Member Planning</i>

## CHESTERFIELD BOROUGH COUNCIL

	<b>Scheduled Meeting Date(s):</b>	<b>Business Items :</b>	<b>Status :</b>	<b>Raised by:</b>	<b>Cabinet Member Responsibility</b>
4	<b>10.05.16</b>	Council's new Health and Wellbeing Group	Report received on 10.11.15 on the progress made regarding the establishment of a Health and Wellbeing group for Chesterfield Borough Council and to clarify the role and remit of the group as well as its links to the Chesterfield Health and Wellbeing Partnership.	O&P	<i>Cabinet Member Health and Wellbeing</i>
5	<b>08.03.16</b>	Great Place, Great Service (GPGS) ( <i>council transformation programme</i> )	Ongoing. Considered Joint Cabinet / Employment & General Committee 03.12.13. Last progress reported 08.09.15. 6-monthly progress requested and scheduled.	O&P Chairs	<i>Cabinet Member Business Transformation</i>
6	<b>Nov 2016</b>	Public, Private Partnership (Corporate Services) Performance Report	Written progress report received 10.11.15. Next Annual progress report due November 2016.	O&P ( <i>carried forward</i> )	<i>Cabinet Member Business Transformation</i>

## CHESTERFIELD BOROUGH COUNCIL

	Scheduled Meeting Date(s):	Business Items :	Status :	Raised by:	Cabinet Member Responsibility
<b>Items Pending Reschedule or Removal</b>					
	Budget Scrutiny and Monitoring	Ongoing. Last reported 08.12.15.	O&P	Leader / Cabinet Member Regeneration	
7	-	Council Plan Performance Monitoring (including considering deprivation in the Borough)	Council Plan (Formerly Corporate Plan) Corporate Performance Monitoring last received 19.06.14 & 10.11.15. <i>NB. In future this item will be included within business item reports requested on 'Council Plan and Performance'.</i>	O&P	Deputy Leader / Cabinet Member Planning
8	-	Review and Development of Council Plan 2015-2019	<i>Council Plan (Formerly Corporate Plan) reports received 17.01.13. 30.01.14. 19.03.15.</i> <i>NB. In future this item will be included within business item reports requested on 'Council Plan and Performance'.</i>	O&P	Deputy Leader / Cabinet Member Planning

## CHESTERFIELD BOROUGH COUNCIL

	<b>Scheduled Meeting Date(s):</b>	<b>Business Items :</b>	<b>Status :</b>	<b>Raised by:</b>	<b>Cabinet Member Responsibility</b>
9	TBC	ICT Strategy and Action Plan	Strategy approved December 2012. Report received 30.01.14. Part report received 11.09.14 under GPGS. Further progress received 16.06.15 and 8.09.15.	O&P Chairs	Cabinet Member Business Transformation
<b>Scrutiny Project Groups (SPG) :</b>					
	<i>Every Meeting</i>	Services Fees and Charges Concessions.	Appointed 16.06.15, Scope approved 8.09.15. SPG report approved 08.12.15 and due to be considered by Cabinet 12.01.16	O&P	
<b>New Business Items Proposed :</b>					
	TBC	Corporate Overview and Scrutiny Review : Stage 2 Completion Report	Progress report received 10.11.15. Work programme planning day to be scheduled for February, 2016	O&P Chairs / Scrutiny Project Board	Cabinet Member Governance

Note: Items for monitoring (from scrutiny reviews and/or recommendations) are not included above but are listed in the Scrutiny Monitoring Form a separate item on the agenda. Members may wish to agree items from the Forward Plan (FP) and Scrutiny Monitoring Form for the work programme. *[KEY to abbreviations: O&P = Overview and Performance Scrutiny Forum. CCO = Community, Customer and Organisational Development*



**CHESTERFIELD BOROUGH COUNCIL**

*Scrutiny Committee. E&W = Enterprise and Wellbeing Scrutiny Committee. TBC = to be confirmed].*  
(Subsequent meeting to 10.11.15 meeting, is 12.01.16).

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## JOINT SCRUTINY PANEL

Minutes of a meeting of the Joint Scrutiny Panel held in Chamber Suite 3, The Arc, Clowne, on Monday, 26<sup>th</sup> October 2015 at 1400 hours.

### **PRESENT:-**

Bolsover District Council (BDC):-

Councillor J. Wilson in the Chair

Councillor R. Turner, C. Millington (Scrutiny Officer) and A. Brownsword (Governance Officer)

Chesterfield Borough Council (CBC):-

Councillor H. Borrell, B. Dawson (Chief Finance Officer), and A. Cunningham (Policy and Scrutiny Officer)

North East Derbyshire District Council (NEDDC):-

Councillor K. Tait and S. Broadhead (Overview and Scrutiny Manager)

### **1. APOLOGIES**

Apologies for absence were received from Councillors J.E. Bennett (BDC), T. Gilby (CBC), A. Slack (CBC) and D. Skinner (NEDDC)

### **2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **3. URGENT ITEMS OF BUSINESS**

There were no urgent items of business.

### **4. MINUTES – 10<sup>TH</sup> MARCH 2015**

Moved by Councillor J. Wilson and seconded by Councillor R. Turner

**RESOLVED** that the minutes of a meeting of the Joint Scrutiny Panel held on 10<sup>th</sup> March 2015 be approved as a true and correct record.

## JOINT SCRUTINY PANEL

### 5. EXCLUSION OF THE PUBLIC

Moved by Councillor J. Wilson and seconded

**RESOLVED** that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in the stated Paragraph 3 of Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed

### 6. REVIEW OF INTERNAL AUDIT STRUCTURE EXEMPT – PARAGRAPHS 1, 3 AND 4

The Chief Finance Officer (CBC) presented the report which sought to inform the Joint Scrutiny Panel of a proposed revised management and staffing structure for the shared Internal Audit service.

The report also gave information regarding savings to be made, Equality Impact Assessments carried out and consultations.

It was noted that certain expertise could be bought in from Derbyshire County Council as and when required.

A discussion took place regarding whether there would be sufficient budget to buy in required expertise when necessary.

Moved by Councillor H. Borrell and seconded by Councillor J. Wilson

**RESOLVED** that (1) the revised structure and the re-evaluated grades be supported,  
(2) The recommendation be supported to transfer 5k of annual salary saving to the training budget, and to transfer 5k into a provision for external support.

The Chief Finance Officer (CBC) left the meeting.

### 7. BCN CONSULTANCY (BUILDING CONTROL) FUTURE BUSINESS CASE EXEMPT – PARAGRAPH 3

This item was withdrawn.

### 8. JOINT BOARD NOTES – 5<sup>TH</sup> OCTOBER 2015

It was noted that the Joint Scrutiny Panel had been established to look at shared services between the three authorities. These were Procurement (no longer in

## JOINT SCRUTINY PANEL

existence), Internal Audit and Building Control (both services were currently subject to a wider review). Due to the reduced shared services, it was felt that a discussion was necessary on the future role of the Joint Scrutiny Panel and the Joint Board had been asked to provide information on its future work programme.

In addition to Internal Audit and Building Control, the Joint Board had suggested that there was a possibility of scrutiny of other shared bodies e.g. Joint Crematorium Committee, but this was already included within the scrutiny panel's existing Terms of Reference.

Members also considered there may be potential to look at other issues affecting all three authorities such as Combined Authorities.

A discussion took place regarding whether to keep the Joint Scrutiny Panel and the frequency of any future meetings. It was noted that previous meetings had been very short due to lack of items for discussion.

Moved by Councillor R. Turner and seconded by Councillor H. Borrell

**RESOLVED** that (1) the Joint Scrutiny Panel remain in place,

(2) meetings of the Joint Scrutiny Panel take place as and when required,

(3) the Joint Crematorium Committee be written to and asked to provide performance and budget information for scrutiny.

(Scrutiny Officer)

### 9. TERMS OF REFERENCE

The Terms of Reference of the Joint Scrutiny Panel were amended to reflect the previous discussion.

Under the Role section, Procurement and the Home Improvement Agency were deleted.

Under Meetings of the Panel, it was amended to read: The Joint Scrutiny Panel will meet as and when required for the business stated.

Moved by Councillor R. Turner and seconded by Councillor H. Borrell

**RESOLVED** that the Terms of Reference of the Joint Scrutiny Panel be amended as detailed above.

(Scrutiny Officer)

## **JOINT SCRUTINY PANEL**

### **10. DATE OF NEXT MEETING**

The next meeting of the Joint Scrutiny Panel would be called as and when required and would be held at North East Derbyshire District Council.

The meeting concluded at 1455 hours.

## OVERVIEW AND PERFORMANCE SCRUTINY FORUM

Tuesday, 10th November, 2015

Present:-

Councillor Slack (Chair)

Councillors	Borrell Callan Catt V Diouf Derbyshire  T Gilby + Blank ++	Councillors	P Gilby Miles Perkins Sarvent Simmons
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Anita Cunningham, Policy and Scrutiny Officer  
 James Drury, Executive Director +++  
 Martin Elliott, Committee and Scrutiny Co-ordinator  
 Donna Reddish, Policy Manager ++++  
 Michael Rich, Executive Director +

- + Attended for Minute No.29 and 30
- ++ Attended for Minute No. 31
- +++ Attended for Minute Nos. 28, 29, 30 and 31
- ++++ Attended for Minutes Nos. 28, 29 and 31

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

No declarations were received.

**27**    **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors J Barr and Dyke.

28 **CABINET MEMBER FOR HEALTH AND WELLBEING -  
CHESTERFIELD BOROUGH COUNCIL'S NEW HEALTH AND  
WELLBEING GROUP**

The Policy Manager attended to provide an update on the progress in establishing a Health and Wellbeing group for Chesterfield Borough Council and to clarify the role and remit of the group and how it links into the Chesterfield Health and Wellbeing Partnership.

The Policy Manager advised that the health profile of Chesterfield Borough continues to be an issue of significant concern to Chesterfield Borough Council. In response to this the Council Plan 2015 – 2019 identified a clear outcome to improve the health and wellbeing of people in the borough. In order to achieve this outcome the council has had an active role in the Derbyshire Health and Wellbeing Board. This board leads and advises on work to improve the health and wellbeing of the people of Derbyshire through the development of improved and integrated health and social care services.

Chesterfield Borough Council Borough Council currently makes a significant contribution to improving the health and well-being of local communities through both partnership and direct contributions, in order to maximise outcomes and reduce duplication the Chesterfield Borough Council Health and Wellbeing Group was established in October 2015 and includes officers from key service areas including housing, environmental health, environmental services, sport and leisure, development and growth, town centre and culture and arvato. The Policy Manager outlined the group's responsibilities and objectives as well as the group's achievements since its formation which included:

- Working on the council's bid to the Healthy Cities programme.
- Contributing to the council's application to become an affiliate member of the Healthy Communities Network.
- Coordinating mapping of the Indices of multiple deprivation data to avoid duplication of effort and ensuring consistency between services.
- Promoting learning and development opportunities including mental health awareness training and healthy workplaces champion training.



- Establishing a working group for the Healthy Workplaces initiative

Members noted with concern the Indices of multiple deprivation data, and asked whether deprivation was worsening in Chesterfield or if other areas were improving. The Policy Manager advised that deprivation levels were increasing nationally but the rate of increase in deprivation in Chesterfield was happening at a more rapid rate. Members asked why this was and were advised that there were great inequalities in health and income levels across the borough. Welfare Reform may also have impacted on some communities.

Members asked whether other areas in Derbyshire had also suffered with worsening deprivation. The Policy Manager advised that all Derbyshire districts had seen increased levels of deprivation apart from Bolsover, Derbyshire Dales and South Derbyshire. Members noted with concern the impact of welfare reform and the bedroom tax on the working age population of the borough.

The Policy Manager did note that while there were areas of worsening deprivation in Chesterfield there were a great many areas that were average with regard to the Indices of multiple deprivation, and some areas that were performing extremely well.

Members thanked the Policy Manager for attending and providing the progress report.

#### **RESOLVED –**

1. That the progress report be noted.
2. That a further progress report on the Chesterfield Borough Council Health and Wellbeing group be received at the May 2016 meeting of the Overview and Performance Scrutiny Forum.
3. That Health and Wellbeing and how we can work with the County Council on health, is considered as part of future Overview and Scrutiny work programming.

## 29 **DEPUTY LEADER AND CABINET MEMBER FOR PLANNING - COUNCIL PLAN AND PERFORMANCE**

The Deputy Leader and Cabinet Member for Planning, Executive Director, Michael Rich and the Policy Manager attended to provide a progress report on the implementation on the Council Plan during quarter 2 and discussed the development of the 2016/17 key Council Plan deliverables and the influencing factors.

The new framework had been designed to ensure that all services and employees; are clear about what projects are due to be achieved; ensure increased awareness and ownership of how projects are progressing; and focus resources and actions on the right outcomes. The Policy Manager noted that the new plan had the benefit of highlighting areas of performance that needed improvement “in year” so that improvement actions could be taken in a timely manner to improve performance before the year end.

The Policy Manager outlined the progress of current projects. During 2015-16 there were 34 Council Plan projects to be delivered. At the end of the second quarter, 8 of the 34 projects had been completed, 25 were rated as green, 7 as amber and 2 as red.

It was noted that projects rated as amber or red were subject to current or potential complications which could delay implementation. The project for the development of the regeneration plans for Staveley and Rother Valley Corridor had moved from green to amber rated during the second quarter due to the size and complexity of the project and the amount of stakeholder engagement and negotiation required in order to deliver them. The Great Place, Great Service transformation programme project had remained at amber rated however the programme had been thoroughly reviewed and refreshed during 2015 and a revised plan had been drafted for Cabinet approval.

The Policy Manager noted that during 2015/16 the large “Are You Being Served” residents’ satisfaction survey was undertaken and while there had not been a full data analysis as yet, levels of satisfaction with the council and council services remained high. The Policy Manager however noted that with cuts to local government budgets it would become more challenging going forward to maintain these levels of satisfaction.

The Policy Manager and the Executive Director noted that the key projects for 2016/17 update of the plan were currently being identified and developed, and that these priorities would be set with regard to performance and satisfaction data, data from the Indices of multiple deprivation as well as with regard to the councils emerging budget position.

Members asked several questions on specific projects in the council plan. Regarding Stand Road Park, it was asked why the project was included in the Council Plan whilst other similar projects were not. The Executive Director explained the reason related to the project being reliant on external funding. Regarding the redevelopment of the Queen's Park Sport Centre site and the public consultation on the site's redevelopment, Members questioned whether the red rating given should be reviewed.

Members also expressed concern that the customer satisfaction data showed a decline in resident's belief that they were able to influence decisions taken regarding their local area and questioned whether residents knowledge regarding community assemblies could be increased. The Policy Manager acknowledged that awareness amongst residents regarding community assemblies was low, with 75% of residents stating that they had never heard of the assemblies. It was noted however that this lack of awareness of community engagement was not unique to Chesterfield, but was an area of concern nationally.

Members thanked the Deputy Leader and Cabinet Member for Planning, Executive Director, Michael Rich and the Policy Manager for attending to provide the progress report.

## **RESOLVED –**

1. That the progress report be noted.
2. That a further progress report on the Council Plan be received at the May 2016 meeting of the Overview and Performance Scrutiny Forum.

30 **CABINET MEMBER FOR BUSINESS TRANSFORMATION - PUBLIC, PRIVATE PARTNERSHIP (CORPORATE SERVICES) PROGRESS REPORT**

The Executive Director, James Drury presented a report to update members on the performance of the PPP (Public, Private Partnership) contracts with arvato and Kier between October 2014 and September 2015.

The Executive Director highlighted key areas of achievement and improvement for members to note including:

- An increase in housing tenants paying their rent by direct debit.
- Improved Council Tax collection rates.
- The smooth integration of changes introduced by welfare reform.
- The awarding of Customer Service Excellence accreditation.
- ICT progress in the rollout of flexible working solutions.
- High occupancy rates of commercial properties.

The progress report also looked at developments over the next six months including the Town Hall restack, the opening of the new Queen's Park Sports Centre and the implementation a new corporate website and how arvato and Kier would be involved with delivering these projects.

The Executive Director advised that a good working relationship existed between the council, arvato and Kier, which would be critical as the council rolls out its transformation programme and continues to operate in an increasingly fluid and financially restricted context. It was noted that arvato and Kier had increased the amount of work they delivered for other local authorities but that it must be ensured this is not to the detriment of the services provided to the council and to its customers.

Members asked how the rollout of flexible working arrangements was progressing. The Executive Director advised that the technology was working well and that the staff involved in using the technology had responded well to the new working arrangements.

Members asked several questions about the progress of the town hall restack and when service areas would be relocating. The Executive Director advised that Environmental Services and Support Services would be the first to move in order to enable the registrar's office to move into the ground floor of the town hall.

Members noted despite the move from town centre to out of town and internet shopping that town centre occupancy rates remained above the national average. Executive Director, Michael Rich advised that maintaining this level of occupancy was an on-going challenge and that when shop lets were renegotiated they were often on much less favourable terms for the council, bringing in less income. Members expressed concern on how the town centre is shifting towards Markham Road and the Markham retail park and away from areas such as Knifsmiths Gate and the Victoria Centre. Members hoped that the redevelopment of the Coop building would lead to further regeneration in that area of the town centre.

Members were pleased to see progress with these key performance indicators. Members thanked the Executive Director for attending and providing the progress report.

#### **RESOLVED –**

1. That the progress report, and the comments of the committee, be noted.
2. That a further progress report be brought to the November, 2016 meeting of the Overview and Performance Scrutiny Forum.

#### **31 CABINET MEMBER FOR GOVERNANCE - CORPORATE REVIEW OF OVERVIEW AND SCRUTINY: STAGE 2 COMPLETION REPORT**

The Cabinet Member for Governance, the Policy Manager and Executive Director James Drury presented a report outlining the findings of Stage 2 of the Overview and Scrutiny Review and recommended actions to continue to improve the Overview and Scrutiny function. The second stage of the review focussed on areas for improvement that were identified in stage 1 in February 2015.

The Policy Manager advised that stage 1 of the review had identified the need for enhanced learning and development for members and officers which needed to include clarity on Scrutiny processes, requirements, roles, responsibilities and expectations. It also highlighted that a cultural change would be required to allow Scrutiny to be viewed as a partner in improving services and decision making, and that there would be a need to prepare for Scrutiny's role in the emerging devolution agenda. The

development of an increased presence of Overview and Scrutiny on the Intranet and Internet would also be a key focus during the end of 2015/16 and start of 2016/17.

The Policy Manager noted the excellent feedback in the report regarding scrutiny pre agenda meetings with officers welcoming the opportunity to clarify what will be expected of them at the scrutiny committee meetings and Chairs having the opportunity to request a particular focus of an officer's report.

The review had raised concerns about the current work programming approach, where it was noted that there should be more focus on quality rather than quantity of Scrutiny activities, linking the timetable scrutiny work to the forward plan, policy development as well as identifying policy areas where Scrutiny could lead. Centre for Public Scrutiny (CFPS) and Local Government Information Unit guidance suggested a programme should not contain too many reviews and should be timetabled in a way to fit with executive decision-making schedules in order to allow scrutiny to intervene for maximum impact.

The CFPS guidelines also highlighted the importance of setting aside a time to decide on some key issues for Scrutiny to investigate the following year and suggested holding away days for Scrutiny members to review performance data, emerging issues, public consultation data and Council priorities, and then collaboratively develop a draft work plan.

The Cabinet Member for Governance and members of the committee agreed that it was important that the profile of scrutiny needed to be raised so that residents could be more engaged with, and understand better the scrutiny process. Members noted that the public could become more involved in scrutiny if an annual work programme for scrutiny was published in order that they could see in advance when areas of work that interested them were due to be considered. The Executive Director noted that if there was an annual work plan, the launch of the plan would provide a good opportunity to engage with residents, especially if the plan was available on the council website. Members also agreed that there should be a focus on pre-decision scrutiny as it was this type of work that allowed scrutiny members to contribute to council policies and actions.

Members noted that with regard to planning a work programme it would be beneficial to focus on fewer work programme items in order to ensure a high quality of scrutiny activity, as well as of the subsequent outcomes

of scrutiny work. The Executive Director advised that as the Council Plan was looking forward and planning for the long term that it was important that if scrutiny was to be effective that it also took the same longer term view to planning its work programme.

Members agreed that both members and officers would benefit from more training on the council's scrutiny function. The Cabinet Member for Governance noted that it would be beneficial if members and officers had training together so as to understand how the roles linked together with regard to scrutiny work. The Policy and Scrutiny Officer advised that draft training plans for members and officers had been created and that much of the proposed training programme would be delivered to both members and officers, where appropriate.

Members thanked the Cabinet Member for Governance, the Policy Manager and the Executive Director for attending and providing the progress report.

#### **RESOLVED –**

1. That the proposed member development programme for Overview and Scrutiny be supported.
2. That the proposed officer development programme for Overview and Scrutiny be supported.
3. That the opportunities to increase Scrutiny presence on the Intranet, Internet, public meetings and publications are pursued during 2015/16 and early 2016/17 and that Intranet new features should be utilised where possible to aid Scrutiny project working.
4. That the proposal that the Policy Manager and Democratic Services Manager review Scrutiny staff roles and responsibilities to strengthen resilience and to respond to emerging issues be supported.
5. That the work programme actions outlined at section 6 of the officer's report be considered at work programme planning day in February, 2016.

**32 FORWARD PLAN**

The Forward Plan was considered by the Committee.

**RESOLVED -**

That the Forward Plan be noted.

**33 SCRUTINY MONITORING**

The Committee considered the Implementation Monitoring Form for Scrutiny Committee Recommendations.

**RESOLVED -**

1. That the Monitoring Report be noted.
2. That the recommendation at OP5 should be amended to:

That the Council recognises and values the varied and specialist knowledge required to support the Council's ICT needs and requirements and that a sum of money equivalent to one full time equivalent post is put aside for this purpose.

3. That the recommendation at OP5 be rescheduled for a progress report in 6 months.

**34 SCRUTINY PROJECT GROUP PROGRESS UPDATES**

The Committee and Scrutiny Coordinator provided members with an update on the work of the project group looking at the council's approach to providing concessions on fees and charges.

It was noted that the project group had requested that there be an extra meeting of the Overview and Performance Scrutiny Forum held in December to enable the project group's report to be considered in time for the report to be submitted to Cabinet on January 12, 2016. This would then enable the group's recommendations to be incorporated into department's budget setting processes.



**RESOLVED -**

1. That the update be noted.
2. That the request to hold an extra meeting of the Overview and Performance Scrutiny Forum be considered under the work programme item on the agenda.

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

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

**RESOLVED -**

1. To approve the Work Programme.
2. That an extra meeting of the Overview and Performance Scrutiny forum should be held on 8 December, 2015 to enable Forum members to consider budget reports and the project group report on Concessions on Fees and Charges.
3. That a progress report on the External and Internal Communication Strategies be added to the agenda for the next ordinary meeting of the Overview and Performance Scrutiny Forum.
4. That a progress report on the implementation of Public Space Protection Orders be added to the agenda for the next ordinary meeting of the Overview and Performance Scrutiny Forum.

**36 JOINT OVERVIEW AND SCRUTINY**

Councillor Borrell provided members with an update on the work of the Joint Scrutiny Panel with Bolsover and North East Derbyshire District Councils. At the last meeting of the panel it had been resolved that due to the reduced number of shared services between the authorities that meetings of the panel would only be called when there was business for the panel members to consider.

**RESOLVED -**

That the update be noted.

**37 OVERVIEW AND SCRUTINY DEVELOPMENTS**

Councillor Tricia Gilby advised forum members that as Chesterfield Borough Council's representative of the Sheffield City Region (SCR) Scrutiny Panel she had recently attended a meeting where a presentation had been given on the latest situation with regard to devolution to the SCR. It was noted that the devolution bill would place a requirement for the combined authorities to have a scrutiny function.

**RESOLVED -**

That the Committee and Scrutiny Coordinator circulate the presentation to all scrutiny members for their information.

**38 MINUTES**

The Minutes of the meeting of the Overview and Performance Scrutiny Forum held on 8 September, 2015 were presented.

**RESOLVED -**

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