



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

29 April 2016

Dear Councillor,

Please attend a meeting of the OVERVIEW AND PERFORMANCE SCRUTINY FORUM to be held on TUESDAY, 10 MAY 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. Deputy Leader and Cabinet Member for Planning - Progress on the Council Plan - Year 1 - 2015/16 (Pages 3 - 22)
5:05pm to 5:25pm
4. Overview and Scrutiny Work Programme 2016/17 (Pages 23 - 32)
5:25pm to 5:45pm
5. Scrutiny Annual Report 2015/16 (Pages 33 - 60)
5:45pm to 6:00pm

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6. Forward Plan (Pages 61 - 62)
6:00pm to 6:05pm
7. Scrutiny Monitoring (Pages 63 - 68)
6:05pm to 6:10pm
8. Joint Overview and Scrutiny (Pages 69 - 74)
6:10pm to 6:15pm
9. Overview and Scrutiny Developments
6:15pm to 6:20pm
10. Minutes (Pages 75 - 84)
6:20pm to 6:25pm

Yours sincerely,

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

Local Government and Regulatory Law Manager and Monitoring Officer

For publication

Progress on the Council Plan – Year 1 – 2015/16

Meeting: Overview and Performance Scrutiny Forum

Date: *10th May 2016*

Cabinet portfolio: Deputy Leader

Report by: Policy and Communications Manager

1.0 Purpose of report

- 1.1 To report and discuss the progress made during the first year of delivery on the Council Plan 2015 – 2019.
- 1.2 To highlight the key activities and commitments to be delivered during the second year of the plan.

2.0 Background

- 2.1 In 2015/16 the Council moved from the production of a one year plan to a four year strategic Council Plan following a recommendation from the Local Government Association's peer challenge in late 2013. A four year Council Plan is one element of the Council's response to this which, along with a revised medium term financial plan and strengthened transformation programme, is enabling the Council to plan effectively for the financial and policy challenges it faces.
- 3.2 The plan defines the Council's key priorities and aims, based on those identified by Executive Members and officers and taking account of a wide range of evidence. The plan is aimed at providing focus, setting out priorities that will require collected corporate effort during the period. It is not an attempt to

describe every service that the Council will provide; this will be covered by service plans on an annual basis.

- 3.3 The revised Council Plan was approved at full Council on the 25th February 2016. It takes into account new data available during 2015/16 including the indices of multiple deprivation 2015 and the new health profile.

4.0 Council Plan 2015/16 commitment progress

- 4.1 There were 34 key commitments to be delivered during 2015/16. 29 (85%) of these commitments have been fully delivered and a further two are close to completion.

- 4.2 Progress information is available for all 34 commitments is available at appendix 1. Key outputs and outcomes for 2015/16 include:

- A range of partnership activities contributing to a significant reduction (36%) in young people not in employment, education or training and a 9.6% rise in the number of businesses within the Borough
- Launch of our new website, which focuses on improving user experience and access
- The completion of the £3 million supported housing scheme at Parkside. This scheme is now providing 22 high quality homes for older people
- Invested £32million in improving our housing stock
- Improvements to parks including a new play area at Circular Road and a new sports pavilion at Eastwood Park
- Opening of the new £11.25 Queen's Park Sports Centre. There have already been significant increases in customers accessing the facilities and improving their health and wellbeing
- All Chesterfield Borough Council employees are paid on or above the living wage

5.0 Commitments for year 2 of the Council Plan

- 5.1 Within the revised Council Plan there are 54 key commitments for year 2 of the plan – 2016/17. These are described in appendix 2.
- 5.2 The progress towards these commitments will be monitored and challenged on a quarterly basis via the performance management




framework. This includes progress reports for discussion at the Overview and Performance Scrutiny Forum.

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DRAFT - 2015/16 Council Plan Project Progress – Year End

1.1 Our Priority – to make Chesterfield a thriving borough

Key Project	RAG	Progress
1 - Apprenticeships Town	✓	<p>We worked with Chesterfield College to launch our plans for Chesterfield to become an apprenticeships town. We are working with other partners to develop opportunities for apprenticeships in the Borough. These include:</p> <ul style="list-style-type: none"> • A 'Skills Made Easy' Programme providing small and medium sized companies across Sheffield City Region with access to apprenticeships and bespoke training for their existing workforce. So far, over 160 Chesterfield based employers have engaged in the process with 270 training plans agreed. • Two programmes (Ambition Sheffield City Region and Talent Match) to support 18-24 year olds not in training, education or employment to enter the labour market. Both schemes operate via a local delivery model, with each providing a key worker / coach in Chesterfield to offer intensive support to individuals. • At Jan 16 there were 305 young people (18-24 year olds) claimant unemployed in Chesterfield, this compares to baseline of 475 young people in Jan 2015. This represents a reduction of 170 or 36% (ahead of the reduction seen nationally of 21%)
2 - Local employment and skills plan for Peak resort	✓	<p>Local labour clauses have been agreed in 100% of eligible major developments during 2015/16.</p> <p>We developed a local employment and skills plan to maximise job opportunities at the new Peak Resort.</p>

<p>3 - Dedicated business support advisers</p>		<p>We brought dedicated business support advisers into Chesterfield Borough as part of the Sheffield City Region and D2N2 Growth Hubs to help businesses to survive and thrive.</p> <p>The number of businesses currently stands at 3,190 (2015 figure which is the latest available). This compares to the baseline of 2910, therefore the number of businesses has increased by 280, or 9.6%. This is slightly ahead of the increase seen nationally of 8.4%.</p>
<p>4 – Facilitate 7,500 sq metres of commercial floorspace and 300 homes at Chesterfield Waterside.</p>		<p>We put in place the canal infrastructure at Chesterfield Waterside to unlock further development.</p> <p>Pre-application discussions have been held with developers and scope agreed for 300 rented apartments, a hotel and 7,500 sqm commercial floorspace in the Basin Square character area.</p> <p>Pre-application discussions have also been held with a potential developer for the Station Approach character area.</p>
<p>5 - Develop regeneration plans for Staveley and Rother Valley Corridor</p>		<p>We developed a funded delivery plan for the regeneration of the Staveley and Rother Valley Corridor. This work included:</p> <ul style="list-style-type: none"> • pre-application meetings with landowners, including detailed design and masterplan reviews • Securing agreement with Derbyshire County Council regarding the transport modelling and evidence required • Discussions with Derbyshire County Council regarding school provision • The Homes and Community Agency have been approached for support to deliver key infrastructure and engage with HS2 to scope regeneration benefits for the project • Confirmation of the open space/sports requirements has been secured

		A project board, has been established to oversee the progress.
6 - New development partner for Northern Gateway		<p>The focus of this activity shifted during 2015/16 as the co-operative building – a major part of the Northern Gateway became vacant.</p> <p>We are working with private and public sector partners to secure the redevelopment of the co-operative building and are assisting with securing tenants.</p> <p>Developers have submitted a planning application for a leisure based development at the site. This includes a hotel on the upper floor, six family restaurants, of between 2,929 sq ft and 3,796 sq ft in size, on the ground floor and a 16,000 sq ft health and fitness area in the basement.</p>
7 - Develop plan for market upgrade	✓	<p>We commissioned a feasibility study of Chesterfield's open market, which developed a series of options to make the market a more attractive location for both traders and shoppers.</p> <p>These options are now being fully considered in terms of desired outcomes, deliverability, and financial implications.</p>
8 - Adopt masterplan for town centre	✓	The revised masterplan was adopted by Cabinet on 14th July. An implementation plan is now in place to move the priority projects forward including the reconfiguration of the outdoor market, public realm strategy, digital strategy etc. This includes dialogue and liaison with other stakeholders.
9 - Programme of events	✓	A programme of events that enhance the visitor experience have been delivered on time and within budget. Events have included a walking festival, a well dressing and the establishment of

		a monthly artisan market. More events are planned for the rest of the year. An agreement with Derbyshire County Cricket Club has also been approved which will secure the future of a week long Festival of Cricket at Queen's Park.
10 - Digital connectivity in Council buildings and innovation centres	✓	We delivered the latest digital connectivity to tenants at our innovation centres and provided wi-fi access in several key council buildings.
11 - Improvements to Council website	✓	The new website has been launched. It is accessible on a variety of devices including mobile phones and tablets. The website focuses on improving user experience with significant improvements in navigation and service access. Further improvements are planned for 2016/17.
12 - Develop digital inclusion strategy	✓	We developed a digital inclusion strategy, to increase skills, access and connectivity among our communities.

1.2 Our Priority – to improve the quality of life for local people

Key Project	RAG	Progress
13 - Complete and let Parkside Housing scheme	✓	We completed and fully let the new £3 million supported housing scheme at Parkside. This scheme is now providing 22 high quality homes for older people.
14 - Invest £32 million in Council Housing	✓	We have invested £32 million in our council housing stock, maintaining the Decent Homes Standard in all properties. This has included over £7 million on home energy improvements including, external wall, loft and cavity wall insulation and new heating systems.
15 - Agree a strategic approach to enable the Council to build housing for sale and rent		Extensive changes to housing legislation have made this activity significantly more complicated. Work is being undertaken to understand the

		impact of the changes and alternative models being developed which could potentially enable the Council to build housing for sale and rent.
16 - Open Eastwood Park sports pavilion	✓	A range of sports clubs are benefitting from the opening of a new pavilion at Eastwood Park, Hasland funded by Chesterfield Borough Council and Sport England. The pavilion provides changing facilities for sports groups using the park as well as a tea room, kitchen facilities and a meeting room which is used by a variety of community groups.
17 - Estate regeneration in Barrow Hill	✓	Estate improvement consultation with community has taken place and draft proposals developed for the CBC Housing areas. Development on site is expected in January 2016. Update report due to Cabinet hopefully 3rd or 17th November. In light of the rent reduction we are proposing taking £1 million out of budget and phasing work over two full financial years. The planning application will be submitted shortly.
18 – Improve the play area at Circular Rd park	✓	Following consultation and engagement activity the improvements to Circular Rd play area are now complete and being used by the community.
19 - Improve the play area at Stand Rd park		Currently working Friends of Group and Bowls Club to develop a scheme and secure funding. Some setbacks with regards to attracting external funding however further applications for funding have been made.
20 - Masterplan for King George V	✓	We developed a masterplan for King George V park and supported the King

		George V Bowls Club with a successful external funding bid to fund floodlighting, green side shelters and a roof for their new pavilion.
21 - Open new Queen's Park Sports Centre	✓	In January 2016 we opened the doors to our brand new £11.25million Queen's Park Sports Centre. The facilities at the new centre are excellent and care has been taken to ensure that the new centre is accessible for all residents. The number of visits to the centre between January 2016 and April 2016 is over 19,000 higher than for the same period in 2015. We also have over 1,400 more members at the new site than at the old.
22 - New outdoor gym at Langer field	✓	The new accessible outdoor gym was completed in September 2015 and a community opening day has taken place.
23 - Membership of Healthy Communities Network	✓	We were the first district in Derbyshire to be successful in becoming an affiliate member of the Healthy Communities Network (Derbyshire County Council are the primary member). We are now benefiting from a range of knowledge sharing and coloration opportunities to improve the health and wellbeing of our communities.
24 - Promote "Time to Change" mental health campaign	✓	Mental health issues have been a key focus of the Equality and Diversity Forum during 2015/16. This has included included mental health awareness sessions and dementia friend's events and training. CBC occupational health contract has also been revised to put more emphasis on mental health. Work is currently underway on the healthy workplaces initiative to proactively respond to health and mental health challenges within our workforce. Our European Health and Safety Week 2015 campaign focused on mental

		<p>health awareness and five steps to wellbeing. This included:</p> <ul style="list-style-type: none"> • Mental health awareness training for key officers and members • Five ways to wellbeing interactive display • Management behaviour style self-assessment with a particular focus on reduce stress
25 - Intensive support and financial advice in four key areas	✓	A successful partnership programme to support people with intensive financial, health and wellbeing and housing issues has been delivered in four of our most deprived neighbourhoods. Residents in parts of St. Helens, Grangewood, Holmehall and Middlecroft were able to access a range of support from agencies including Citizens Advice Bureau, the Derbyshire Law Centre, Chesterfield Borough Council and Derbyshire County Council.
26 - Assess applicants ability to pay rent before home allocation	✓	A new allocations policy and procedure has been developed and approved. This includes the pre-assessment of housing applicants ability to pay rent before home allocation. There has been a re-focus in staff resources to carry out the assessments but also to assist people with moving towards meeting the criteria.
27 - Increased support for homeless people	✓	The “no second night out” service is commissioned for the whole of Derbyshire by Derby City Council. We have worked with Derby City and provided additional funding secure increased provision for Chesterfield Borough from Autumn 2015.
28 - Paying all Council staff a living wage	✓	All Chesterfield Borough Council staff are now paid at or above the living wage.

1.3 Our Priority – to provide value for money services

Key Project	RAG	Progress
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29 - Freeze council tax	✓	Council tax for 2015/16 was frozen.
30 - Consult on options for current Queen's Park Sports Centre land		Further scoping and impact work is being undertaken for demolition of the existing Queen's Park Sports Centre. Consultation remains a commitment for 2016/17.
31 - Great Place: Great Service transformation programme	✓	<p>We reviewed and strengthened our Great Place: Great Service transformation programme. The business case has been completed providing re-assurance over payback periods and longer term savings (500K per annum by 2020) to contribute towards achieving a balanced budget.</p> <p>£450,000 of revenue savings have been generated during 2015/16 as a results of transformation activity outside the GPGS scope, this relates to service reviews, procurement reviews and general changes in the way we deliver our services. In addition there has been along with over £650,000 of Capital income from the sale of buildings which has been enabled by transformational activity.</p>
32 - On-line booking facilities	✓	Online booking facilities are now available for the Winding Wheel, Pomegranate and the majority of sport centre provision.
33 - Maintain Investors in People standard and develop a new Workforce Strategy	✓	The IIP bronze standard was achieved in June 2015. A new Workforce Strategy and action plan has been developed and approved.
34 - Develop a new operating model for the council		<p>Significant progress has been made on developing a new target operating model for the Council to take us to 2020. The following steps have been completed during 2015/16:</p> <ul style="list-style-type: none"> • Agreed strategic design principles • Assessed the capability and capacity gaps within the organisation • Considered the Councils 90 plus services and identified where alternative delivery models and/or

		<p>transformation opportunities should be explored further</p> <ul style="list-style-type: none">• Contribution of £201k for 16/17 and £325k to balancing the general fund budget identified from ceasing and reducing some lower priority service areas• Key workstreams identified for progression during 2016/17 <p>The target operating model is expected to be approved in early summer 2016.</p>
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2016/17 Council Plan Commitments

1.1 Our Priority – to make Chesterfield a thriving borough

1. Agree local labour clauses in 100% of new eligible major developments and fill at least half of the jobs locally where those clauses are in place
2. Working with Sheffield City Region to facilitate business access to apprenticeships and workforce training via the Skills Bank programme to further reduce the number of young people not in education, employment or training.
3. Implementing a growth strategy and action plan to achieve planned sustainable growth within the borough and continue to increase business numbers.
4. To have started work on the infrastructure to the first phase of Waterside Basin Square enabling the development of the Basin Square and Station Approach character areas.
5. Implementing the delivery plan for the regeneration of the Staveley and Rother Valley Corridor.
6. Increasing the occupancy at the Markham Vale Enterprise Zone.
7. Developing an implementation plan for the town centre with a strong focus on town centre management.
8. Refreshing the town centre events programme to maximise footfall.
9. Exploring alternative delivery models for cultural services to ensure quality and sustainability.
10. Working with the market traders and other stakeholders to agree a programme of improvement for the outdoor market to be delivered during the course of this plan.
11. Working with private and public sector partners to develop the infrastructure to facilitate the delivery of Peak Resort.

12. Working with private and public sector partners to secure the redevelopment of the Co-Operative building in the town centre and are assisting with securing tenants.
13. Continuing to improve digital connectivity within our business and leisure and cultural venues to prepare for future needs and aspirations.
14. Developing the delivery mechanism for the priority actions from the Chesterfield Digital Strategy and associated action plans.
15. Completing reviews of key transactional services to identify where it is possible, cost effective and customer focused to move services online.

1.2 Our Priority – to improve the quality of life for local people

16. Publish a new Local Plan for growth in the Borough.
17. Launching the Community Infrastructure Levy to help meet the infrastructure needs and priorities necessary for the sustainable development of Chesterfield.
18. Producing an Affordable Housing Supplementary Planning Document to simplify the mechanisms for securing new affordable housing.
19. Agreeing a strategic approach to allow the Council to build its own housing for sale and rent and developed a plan for site delivery.
20. Investing a further £29million in our Council Housing Stock to ensure that it continues to meet the Decent Homes Standard and delivers affordable warmth for our tenants.
21. Delivering a further £200,000 of assistance to vulnerable homeowners through the provision of an interest free loan.
22. Introducing a new affordable warmth strategy reflecting and strengthening partnership working with local authority energy partnership, health and social care and private property owners and voluntary organisations.
23. Completing an options appraisal and make recommendations to members with regard to the possible implementation of selective licensing.

24. Introducing a new Empty Homes Strategy – reflecting new legislative opportunities and in view of financial incentives currently available from central government.
25. Reviewing our Private Sector Housing Strategy in light of recent changes in enforcement legislation and changes to benefits regulation and social care legislation.
26. Extensive progress on delivering estate regeneration programme at Barrow Hill and explored options for investment in other areas.
27. Developing and submitting a funding bid to the BIG Lottery for King George V Playing Fields.
28. Seeking funding to implement the Stand Road Bowls Pavilion project and for a children’s play area at Langer Lane.
29. Adopting a masterplan for improving Staveley Memorial Gardens.
30. The parks improvement programme will continue with a refurbishment of Thirlmere Road Play area and the development of plans for improvements in Hollingwood.
31. Retain the five Green Flags for Queen’s Park, Eastwood Park, Holmebrook Valley Park, Poolsbrook Country Park and the Crematorium.
32. Complete a Management Plan as the first step to enable Stand Road Park to achieve Green Flag status by 2020.
33. Continue to identify parks where improvements are required and where there is potential to release assets to fund improvements.
34. Developing a Health and Well-being strategy and action plan that focuses on community level initiatives and improvements.
35. Organising and promoting a wide range of events and activities at our parks with opportunities for the whole community.
36. Developing plans for an off-road Mountain Bike centre at Pools Brook Country Park to increase park usage for this activity.
37. Working with our partners to deliver the Chesterfield Health and Wellbeing Locality Plan and launch the Healthy Workplaces initiative at Chesterfield Borough Council.

38. Developing the evidence base and process for designating a Public Space Protection Order for Chesterfield Town Centre to reduce problem drinking and the use of psychoactive substances.
39. Exploring with our communities the potential for community asset transfer.
40. Achieved a reduction in the number of tenancies breaking down.
41. Improved tenant participation activities and events to improve service delivery and encourage further take up of services.
42. Reviewing and re-prioritising our community and voluntary sector funding.
43. Reviewing our Equality, Diversity and Social Inclusion Strategy.
44. Extending our partnership financial inclusion project into four more key areas.

1.3 Our Priority – to provide value for money services

45. Completing the Town Hall restack which includes freeing up space within the town hall for income generation.
46. Developed a new operating model for the council so that we are prepared to meet future challenges.
47. Developing a project management office which will increase the effectiveness and co-ordination of project management and allow us to prioritise resources for maximum benefit.
48. Achieved a balanced budget for 2016/17 and a revised four year plan for financial stability.
49. Commenced delivery of a revised Asset Management plan.
50. Increased commercial trading to secure a profit to reinvest in council services.
51. Continued to roll out agile working practice to reduce processing and travel time.

52. Further improvements to the Council's website to make it easier for residents and businesses to report issues, carry out transactions and to find relevant information they need about our services or the area.
53. The crematorium will launch a new online booking system for funeral directors, which will improve service access and free up staff time for improved service delivery.
54. Planning service improvements via the council's website will allow residents, developers and consultees to submit information online.

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FOR PUBLICATION

OVERVIEW AND SCRUTINY WORK PROGRAMME 2016/17

MEETING: OVERVIEW AND PERFORMANCE SCRUTINY FORUM

DATE: 10 MAY 2016

REPORT BY: POLICY AND SCRUTINY OFFICER

WARD: ALL

COMMUNITY FORUM: ALL

KEY DECISION REFERENCE (IF APPLICABLE): NON KEY DECISION REF NO 58

FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS: N/A

1.0 PURPOSE OF REPORT

1.1 To provide the Overview and Performance Scrutiny Forum with the proposed Overview and Scrutiny Committees' (OSC) Work Programme 2016/17 for consideration and adoption.

2.0 RECOMMENDATIONS

2.1 To consider and approve the overall Overview and Scrutiny Work Programme 2016/17 for recommendation to the Council's OSCs.

2.2 To consider appointment of Scrutiny Project Group Lead Members and memberships for recommendation to the Council's OSCs.

2.3 To consider appointments to Council Working Groups.

3.0 BACKGROUND

- 3.1 The overriding purpose of the overview and scrutiny function is to help the Council achieve the best it can achieve for its community through ensuring robust decision making. Alignment of overview and scrutiny work with council priorities and resource allocations will enable the best opportunity for the overview and scrutiny function to add value to those decisions and be more effective in its work.
- 3.2 The overview and scrutiny work programme will facilitate advanced planning, resource allocation and pro-active working with members, officers and other stakeholders to support the Council in making the best decisions it can.
- 3.3 The programme of work also makes transparent to all stakeholders, internal and external, what the forward planned work of OSCs will be.

4.0 WORK PROGRAMMING PROCESS

- 4.1 This year a new approach to the work programming process was piloted. Feedback received from all involved in the process has been very positive.
- 4.2 A recent corporate review of our overview and scrutiny arrangements found that there was a need for more clarity and transparency around the work programming process. An earlier corporate review of the function had also found there was a need to further develop scrutiny / cabinet working relationships.
- 4.3 In response OSC members were very keen to widen involvement and understanding of the work programming process and subsequently two Work Programming Action Days were organised and took place.

Action Day 1 Workshop : At our first Action Day event councillors, ie scrutiny, cabinet and other backbench, and senior managers, worked together informally by taking part in a group workshop to discuss and agree suggested business for the scrutiny work programme. Scrutiny, cabinet, backbench members and managers were all represented at each of 5 table groups. This workshop produced a long list of potential business items including 14 that might have been suitable for Scrutiny Project Group (task and finish) work.

Action Day 2 Workshops : At the second Action Day event, OSC and backbench members considered the long list of potential business

items generated from Action Day 1. In 3 table groups they used scoring criteria to prioritise the importance and impact of items on the list, particularly to identify the top 5 items for Scrutiny Project Group work. Having achieved a priority score for each item, the second workshop involved the timetabling of the prioritised items into a gantt chart to develop an emerging work programme.

5.0 WORK PROGRAMME 2016/17

- 5.1 The proposed work programme 2016/17 is attached to this report. The overall programme once approved will be recommended to the Community, Customer and Organisational Scrutiny Committee and Enterprise and Wellbeing Scrutiny Committee for adoption. The work programme documents can then be developed for each of these OSCs to provide more detail needed for each committee's work.
- 5.2 The proposed work programme was circulated internally to members and officers for consultation. Any responses and comments received from internal consultation will be reported at the Scrutiny Forum meeting.
- 5.3 The work programme business items are divided into two sections. The business items numbered 1 to 20 are the items generated from the Action Days' workshops. Those items in bold text (ie, 2, 7, 10, 12 and 16) are the top 5 business items identified for SPGs. The list is not in any priority order.

The remaining business items listed include:

- i) existing items on the OSC Monitoring Form
- ii) statutory Crime and Disorder Scrutiny Committee meetings
- iii) important routine items including reports on the Budget, Council Plan and Corporate Performance, and
- iv) scrutiny management reports.

- 5.4 On approving the proposed work programme the Scrutiny Forum will need to give consideration to appointments of Scrutiny Project Group Lead Members and memberships, ie for the Play Strategy and Venues business items.

Appointments to reserved places for scrutiny on Council Working Groups (ie non OSC working groups) will also need to be considered and agreed as necessary. These working groups include those of Member Development, Housing and Constitution Reform. This role requires reporting back from these groups to the parent OSC.

In addition workshop outputs suggested possible appointment to any Council Working Groups that may be appointed on the Workforce Strategy and Friends of Groups.

- 5.5 Members and officers should also be aware that there may be business items that arise during the year that require expedient scheduling within the work programme.

For example these may include any 'call-in' or petition received requiring immediate OSC attention. Cabinet Members and Managers may request to bring reports on business not included in the work programme. And in addition overview and scrutiny needs to remain responsive to important issues as and when they arise. Such matters may need to be accommodated expediently which could mean some displacement of other work programmed business.

6.0 WORK PROGRAMME 2017/18 ONWARDS

- 6.1 In supporting pre-decision scrutiny, the Council's policy approach is to provide time and opportunity for OSCs to appoint Scrutiny Project Groups to inform policy and service developments at the very early stages of planned work.
- 6.2 The proposed work programme attached does indicate some SPG work is likely to run into the 2017/18 civic year. There was also a commitment from the Action Days workshops that an SPG be appointed June 2017 to align with the council's deferred Market Reconfiguration work.
- 6.3 To continue with advanced work programme planning, it is therefore proposed that further work programme development, to consider business for 2017/18 and onwards, be commenced in October of this year.

7.0 RISK CONSIDERATIONS

- 7.1 There are no risk implications arising from the contents of this report.

8.0 FINANCIAL CONSIDERATIONS

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

9.0 LEGAL CONSIDERATIONS

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

10.0 EQUALITIES CONSIDERATIONS

10.1 There are no equalities implications arising from the contents of this report.

11 RECOMMENDATIONS

11.1 To consider and approve the overall Overview and Scrutiny Work Programme 2016/17 for recommendation to the Council's OSCs.

11.2 To consider appointments of Scrutiny Project Group Lead Members and memberships, for recommendation to the Council's OSCs.

11.3 To consider appointments to Council Working Groups.

12.0 REASON FOR RECOMMENDATIONS

12.1 To enable effective planning of the work of the overview and scrutiny function and thereby its contribution to the work of the Council.

ANITA CUNNINGHAM
POLICY AND SCRUTINY OFFICER

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

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Overview and Scrutiny Work Programme Gantt Chart for Civic Year 2016/17

	OPSF 10.5.16	OPSF 14.6.16	CCO 5.7.16		OPSF 6.9.16	EW 4.10.16	OPSF 8.11.16	EW 6.12.16	OPSF 10.1.17	EW 7.2.17	OPSF 7.3.17	EW 18.4.17
	CCO 24.5.16	EW 7.6.16	EW 26.7.16		CCO 13.9.16		CCO 22.11.16		CCO 24.1.17		CCO 21.3.17	
SPG & OSC Business Items	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
1. Housing Policy / HRA Bus Plan			EW					EW				
2 Play Strategy	SPG (EW)	SPG (EW)	SPG (EW)	SPG (EW)	SPG (EW)	SPG (EW)	SPG (EW)	SPG (EW)				
3 Workforce fit for future			CCO						CCO			
4 Friends of Groups	CCO						CCO					
5 Constitution Reform					OPSF						OPSF	
6 Procurement					OPSF						OPSF	
7 Future of old QP Leisure Centre			EW			EW			SPG (EW)	SPG (EW)	SPG (EW)	SPG (EW)
8 Public Space Protection Orders							OPSF		OPSF			
9 Careline		EW								EW		
10 Markets					CCO						CCO	
11 Press Red work			CCO									
12 Development of Town Centre									SPG (EW)	SPG (EW)	SPG (EW)	SPG (EW)
13 GPGS		OPSF							OPSF			
14 Communications		OPSF							OPSF			
15 STAR survey		EW						EW				
16 Venues	SPG (CCO)	SPG (CCO)	SPG (CCO)	SPG (CCO)	SPG (CCO)	SPG (CCO)	SPG (CCO)	SPG (CCO)				
17 Impacts of Welfare Reform					CCO				CCO			
18 Green Spaces			EW							EW		
19 Allotments Strategy						EW						
20 Health Scrutiny/Deprivation			CCO				CCO					

Crime and Disorder OSC					CCO						CCO	
Council Plan & Corp Performance	OPSF						OPSF					
Budget							OPSF		OPSF			
Monitoring - Dog Fouling						EW						
Monitoring - ICT Dvpts under GPGS		OPSF										
Monitoring - External Comms		OPSF										
Monitoring - Hackney Carriage			EW									
Monitoring - Concessions					OPSF							
Monitoring - Water Rates (EW2) NA												
Monitoring - Consultation (CCO2) NA												
Monitoring - Playing Pitches			EW									
OSC Work Programming	OPSF											
Scrutiny Annual Report	OPSF											

KEY and NOTES:

OPSF = Overview and Performance Scrutiny Forum .

CCO = Community, Customer and Organisation Scrutiny Committee .

EW = Enterprise and Wellbeing Scrutiny Committee.

SPG (Block Shaded) = Scrutiny Project Group taking place over a number of months.

All other single entries are reports to committee.

Specific committee meeting dates are at the top of each column.

All SPGs running into April will be rolling over into the work programme for 2017/18 .

Subject to next years work programming, an SPG on Markets may start in civic year 2017/18 .

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FOR PUBLICATION

SCRUTINY ANNUAL REPORT 2015/16

MEETING: 1. OVERVIEW AND PERFORMANCE
SCRUTINY FORUM
2. COUNCIL

DATE: 1. 10 MAY 2016
2. 27 JULY 2016

REPORT BY: POLICY AND SCRUTINY OFFICER

WARD: ALL

COMMUNITY FORUM: ALL

KEY DECISION REFERENCE (IF APPLICABLE): NON KEY DECISION REF NO. 57

FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS: Various reports to Overview and Scrutiny Committees, Cabinet and related minutes.

LOCATION: Policy and Scrutiny Officer, Room 1.19
Democratic Services Room 1.23
ModGov System, Council Website.

1.0 PURPOSE OF REPORT

1.1 To present to the Overview and Performance Scrutiny Forum and Council the Scrutiny Annual Report which details the work of the Council's Overview and Scrutiny Committees and development of the Overview and Scrutiny function during 2015/16.

- 1.2 To promote the role, work and achievements of the Council's statutory Overview and Scrutiny function.
- 1.3 To provide an outline of Overview and Scrutiny work programme plans for 2016/17.

2.0 RECOMMENDATIONS

- 2.1 That the Overview and Performance Scrutiny Forum consider and approve, with or without amendment, the Scrutiny Annual Report for submission to Council.
- 2.2 That the Overview and Performance Scrutiny Forum agree that the Policy and Scrutiny Officer in consultation with the Overview and Scrutiny Committee Chairs approve any further, minor amendments to the report that may be needed.
- 2.3 That Council consider and endorse the Scrutiny Annual Report 2015/16.

3.0 BACKGROUND

- 3.1 The Scrutiny Annual Report is produced and presented to the Council each year. This is the Council's 10th Scrutiny Annual Report for submission to Council, following approval by the Overview and Performance Scrutiny Forum.
- 3.2 The provision of a Scrutiny Annual Report is considered to be good practice and is a requirement of the Council's Code of Corporate Governance which is adopted to ensure effective operation of the Council's functions.

4.0 SCRUTINY ANNUAL REPORT

- 4.1 The Scrutiny Annual Report attached sets out the work, achievements and impact of the Council's Overview and Scrutiny function during 2015/16. The Annual report intends to :-
 - i) give an overview of the effectiveness of the Overview and Scrutiny function and how it is developing;
 - ii) evidence and provide a comprehensive record of the work of the Overview and Scrutiny Committees; and
 - iii) promote and raise the profile of the statutory Overview and

Scrutiny function and the work of the Council's Overview and Scrutiny Committees.

5.0 RISK CONSIDERATIONS

5.1 There are no risk implications arising from the contents of this report.

6.0 FINANCIAL CONSIDERATIONS

6.1 There are no financial implications arising from the contents of this report.

7.0 LEGAL CONSIDERATIONS

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

8.0 EQUALITIES CONSIDERATIONS

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

9.0 RECOMMENDATIONS

9.1 That the Overview and Performance Scrutiny Forum consider and approve, with or without amendments, the Scrutiny Annual Report for submission to Council.

9.2 That the Overview and Performance Scrutiny Forum agree that the Policy and Scrutiny Officer in consultation with the Overview and Scrutiny Committee Chairs approve any further, minor amendments to the report that may be needed.

9.3 That Council consider and endorse the Scrutiny Annual Report 2015/16.

10.0 REASON FOR RECOMMENDATIONS

10.1 To enable Council oversight of the work and operation of the Overview and Scrutiny function, its effectiveness and contribution to the work of the Council.

ANITA CUNNINGHAM
POLICY AND SCRUTINY OFFICER

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

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CHESTERFIELD
BOROUGH COUNCIL

Draft

SCRUTINY

ANNUAL

REPORT

2015/16

CONTENTS:

Section		Page No
1.	Overview and Scrutiny Committee Chairs' Foreword	3
2.	Comments from the Chief Executive	4
3.	Overview and Scrutiny Committee Work and Achievements	6
4.	Scrutiny Outcomes and Impact on Service Delivery	12
5.	Scrutiny Developments During the Year	19
6.	Overview and Scrutiny Committee Work Programme for 2016/17	22
7.	Overview and Scrutiny Committee Memberships 2015/16	24

1 OVERVIEW AND SCRUTINY COMMITTEE CHAIRS' FOREWORD

In the past year local government has come under even greater pressure as the newly elected government continued to apply its austerity measures and Chesterfield Borough Council faced its seventh year of cuts to its funding. Following our elections the Council pledged to protect the residents of Chesterfield as best it could from this unprecedented attack on local democracy and services. This means that we have to question everything we do to ensure that we achieve value for money and find innovative ways to do things. Not only to make savings but also to generate new income to protect services. Thus never before has Scrutiny been so essential to good decision making.

As can be seen from this Annual Report in committee we have ensured that we have received the information necessary to perform our role from Cabinet Members and officers on important matters such as balancing the budget, customer satisfaction and the impact of welfare and housing reform on the Borough's residents.

Scrutiny Project Groups have also played an important role. For instance, the Scrutiny Project Group on Leisure, Sport & Culture Activities focused on encouraging more people to improve their health and wellbeing by taking part in physical activities whatever their age or background. In addition to this the group was praised for the way in which its involvement at the planning and construction stage led to improvements to the delivery of new Queen's Park Sports Centre; notably to disability access.

In addition, recommendations made by the Scrutiny Project Group regarding Fees and Charges were reported to Cabinet in January and by February one in particular made a contribution to balancing the Council's budget for 2016/17.

Despite having a busy work programme we have also continued to review the way that Scrutiny operates. The Council needs to transform the way in which it works in order to do its best for Chesterfield. It therefore follows that Scrutiny must also transform itself. Consequently we are piloting a new approach to developing our work programme for the coming year 2016/17. During the 8 week period prior to the end of the 2015/16 Council year a series of events took place which brought together Executive, Scrutiny and back bench councillors with the Council's senior managers to share ideas about the Council's priorities and the risks faced in the short to medium term. This resulted in a long list of potential topics for the work programme which were then subject to further analysis by scrutiny members and their back bench colleagues. At all stages feedback from the public was taken into account. We believe that this approach will further strengthen Scrutiny's place in the Council's approach to change, service improvement and policy making.

Finally, we thank all our colleagues across the Council, Executive Members, Scrutiny Members, other Council members and officers for the contribution they have made to Scrutiny over the past year and we look forward to working with you on our new programme in the year ahead.

Councillor Tricia Gilby

Councillor Andy Slack

2 COMMENTS FROM THE CHIEF EXECUTIVE

(To be included)

3 OVERVIEW AND SCRUTINY COMMITTEE WORK AND ACHIEVEMENTS

The council's scrutiny structure currently comprises 3 Overview and Scrutiny Committees which are the **Overview and Performance Scrutiny Forum**, the **Enterprise and Wellbeing Scrutiny Committee** and the **Community, Customer and Organisational Scrutiny Committee**.

The Council's Overview and Scrutiny Committees (OSCs) may undertake scrutiny work as a committee, or appoint Scrutiny Project Groups (informal working groups) to undertake specific task and finish projects before reporting back to the parent Overview and Scrutiny Committee.

Work undertaken by our Council's OSCs during the municipal year 2015/16 is detailed below.

Pre-Decision Scrutiny and the Forward Plan

A standing item on each Scrutiny Committee agenda is the Council's Forward Plan. The Forward Plan is a document which by law must be public and contain details of the 'key executive decisions' the Cabinet and Cabinet Members will make over each forthcoming 28 day period. The Plan must also contain reference to those key decisions which are to be made in private.

This Council's policy approach is to provide a Forward Plan containing key decision details four months in advance (where that is possible) and to also include 'important non-key' decisions, ie, which may include non-executive decisions.

The Forward Plan should help provide our OSCs with the opportunity to undertake 'pre-decision scrutiny' before a decision is made, and to make any recommendations to influence and add value to a decision.

The Council's policy approach is also to provide time and opportunity for OSCs to appoint Scrutiny Project Groups to inform policy and service developments at the very early stages of planned work, often a long time before decision items are entered into the Forward Plan.

During the year the following Cabinet Members (and/or their Assistant Cabinet Members as necessary) have attended scrutiny committees to present pre-cabinet and other reports, policies, strategies and plans, and to answer scrutiny members' questions :

Leader of the Council / Cabinet Member for Regeneration, Councillor John Burrows
Deputy Leader and Cabinet Member for Planning, Councillor Terry Gilby
Cabinet Member for Governance, Councillor Sharon Blank.
Cabinet Member for Health and Wellbeing, Councillor Chris Ludlow
Cabinet Member for Housing, Councillor Tom Murphy
Cabinet Member for Town Centre and Visitor Economy, Councillor Amanda Serjeant
Cabinet Member for Business Transformation, Councillor Ken Huckle.

Throughout 2015/16 OSCs undertook both pre-decision and post-decision scrutiny, receiving reports and influencing decisions on the following policies, strategies, plans and services :

- Communications Strategy (internal and external)
- New Performance Management Framework
- ICT Strategy and Action Plan
- Procurement Service
- New Council Plan
- Great Place Great Service Transformation Programme
- Member Development Programme for Overview and Scrutiny
- Corporate Health and Safety Improvement Programme
- Outside Market Reconfiguration
- New Chesterfield Health and Wellbeing Group
- Corporate Services Public Private Partnership Performance
- Corporate Review of Overview and Scrutiny Arrangements
- Workforce Strategy
- Impact of Government Budget on Chesterfield Housing Service
- Council Budget Monitoring and Medium Term Financial Forecast
- Public Space Protection Orders
- Footpaths and Pavements Maintenance

Budget and Performance Scrutiny

Our OSCs undertake budget and performance scrutiny receiving and scrutinising budget management reports and corporate performance reports routinely. Key progress and performance reports on service improvement and action plans are also received. Throughout the year, the Council Leader, Deputy Leader, Cabinet Members and responsible officers are challenged on the budget, progress and performance for their service areas, and on how they continue to contribute to priorities for the Chesterfield community.

In particular during the 2015/16 period OSCs have :

- Received reports and questioned the Leader of the Council, Deputy Leader and the Chief Finance Officer about ongoing budget proposals and the full draft budget for 2016/17.
- Scrutinised overall Corporate Performance against agreed priorities in the adopted new Council Plan.
- Monitored and challenged progress in implementing the Great Place, Great Service Council-wide Transformation Programme, including new plans to refresh the programme.
- Considered progress in implementing the Corporate Health and Safety Improvement Programme.
- Monitored and challenged progress in delivering the Chesterfield Community Safety Partnership Plan (see further information below).

Overview and Scrutiny Committee Power of 'Call-in'

Scrutiny legislation allows for an OSC to investigate, make reports and recommendations on Cabinet decisions that have been agreed but not yet put into action. Legislation allows for action on these decisions to be suspended pending such a Scrutiny inquiry.

This process is referred to as scrutiny 'Call-in'. Following any scrutiny call-in inquiry, the Scrutiny Committee (ie the Overview and Performance Scrutiny Forum) may request Cabinet reconsider its decision on the basis of the further evidence gathered.

During the 2015/16 year no 'call-ins' were made.

Health Scrutiny – Holywell Medical Practice

In July 2015 the Community, Customer and Organisational Scrutiny Committee (CCOSC) appointed Councillor Tricia Gilby as reporter to the committee on a matter being looked at by the Derbyshire County Council Health Overview and Scrutiny Committee (DCC HOSC).

The matter related to the possible closure of a number of GP practices in Chesterfield due to the imminent winding down of the Holywell Medical Group. Councillor Gilby attended a special meeting of the DCC HOSC to provide reports back to Chesterfield's CCOSC on more detailed plans and proposals going forward, and regarding the impact on people in those Chesterfield communities affected. DCC HOSC welcomed the direct and expedient reporting link with Chesterfield's Overview and Scrutiny Committee regarding a very important and fast advancing health issue affecting Chesterfield.

The latest report received confirmed that a temporary contract had been agreed with Royal Primary Care to ensure immediate continuity of GP service delivery in the areas affected, but that there were also proposals to reduce the existing 5 GP practices to 3. CCOSC continues to receive relevant reports.

Scrutiny Project Group on Concessions on Fees and Charges

A Scrutiny Project Group was appointed by the Overview and Performance Scrutiny Forum to look at how the council offered concessions on the fees and charges it made for services. There was no corporate policy in place guiding the application of reduced rates (subsidies) for chargeable services, ie, regarding the rate of discount or on eligibility criteria.

The Scrutiny review's objectives were to produce recommendations that would contribute to the development of a clear, corporate policy on setting concessions that:

- ensured equality of access to services for all residents and visitors;
- did not harm the financial position of the Council;
- ensured services used a consistent approach to setting concessions on fees and charges; and

- reflects the changes to benefits happening with the introduction of Universal Credit.

The review had direct input from local residents through consultation with Community Assembly members and their input is directly reflected in the project group's recommendations. The project group noted the benefit of involving residents and saw this as best practice for scrutiny reviews.

The Scrutiny Committee considered the Project Group's report on 8 December, 2015 and approved the following recommendations:

1. That concessions made on fees and charges should be used as part of a dynamic and agile pricing approach for services, where the overall objective is that total costs are covered.
2. That the concession on bulky waste and pest control services be reduced from 50% to 20%.
3. That the cost of providing concessions along with the provision of less popular or costly services should be supported by higher demand and popular services, along with revenue generated from services paid for at the full rate.
4. That Leisure Services and Theatres should continue to have the freedom to vary the rate of concessions offered to manage demand. The project group notes with approval the approach taken by these services to offering concessions and their focus on the overall cost of providing all services.
5. That services should establish the unit cost of providing a service before setting a price. The costing of services should include all possible applicable costs, both fixed and variable involved in delivering a service such as buildings, staff, materials and IT.
6. That where appropriate, services should only advertise that concessions are available rather than listing all concessionary categories at the point of a service being enquired about. Also, that those services should only grant concessions after entitlement of eligibility has been confirmed.
7. That the concessionary categories for all services should be updated to include the categories of:
 - I. Universal credit, with no earned income
 - II. Universal Credit with a housing element included

to reflect the changes to benefit delivery created by the introduction of Universal Credit

8. That the Sports and Leisure Manager should review the published list of categories giving entitlement to concessionary rates so that the list is shorter, clearer and easier to understand by service users.
9. That concessions should not be offered on the basis of being aged 60 or over. The project group notes that in the current climate of local government cuts, this category of concession is neither sustainable nor fair. Anyone who is financially disadvantaged who is 60 or over would still receive a concession based on one of the other concessionary categories.
10. That a member and officer working group be established to develop a corporate policy on concessions.
 - To produce a corporate policy on concessions that managers should use when setting concessionary rates for their services so that a corporate approach is taken when setting concessions
 - A corporate policy on the application of concessions would ensure greater consistency and fairness in the application of discounts, and greater transparency on the extent to which service costs are covered by the charges.
 - That a corporate policy on concessions on fees and charges includes all the recommendations made by the project group.
 - That the members of the scrutiny project group on concessions on fees and charges be included in the member and officer working group.

The report and its recommendations were considered and approved by Cabinet on 12 January, 2016 with the stipulation that before the implementation of any resolution that could have a financial implication to the Council, further investigation on the impact is carried out by officers and brought to Cabinet for consideration.

However Cabinet has approved the recommendation regarding the concessions on pest control and bulky waste being reduced to 20%.

Scrutiny Project Group on Leisure, Sport & Culture Activities

The role of this Project Group evolved from the Group set up in 2013 (see last year's annual report) to look at the development of new leisure centre facilities, which had concluded that there had been robust adherence to the Council's objectives in providing a new sports and leisure facility in respect of the procurement and planning processes, the design of the facilities, the funding and the partnership arrangement with Chesterfield College.

During 2014/15 the Group submitted interim reports, including recommendations on the following issues:

- Consultation and internal communications processes for major projects
- Parks and Open Spaces strategy
- Playing Pitch strategy

- Sports Facilities strategy

all of which contributed to the Council's overarching Health and Wellbeing strategic portfolio.

All of the Group's recommendations were supported by the Enterprise and Wellbeing Scrutiny Committee and accepted by Cabinet. Monitoring of the implementation of the recommendations has been undertaken during 2015/16 (see section 4 below)

At the end of the 2014/15 Council year the Group submitted an interim report, recommending:

- continuing monitoring by the Project Group of the construction, transfer to and operation of the new leisure centre facilities
- consideration by the Project Group of the development of the Community Sport and Physical Activity Strategy
- consideration by the Enterprise and Wellbeing Scrutiny Committee of the impact and effectiveness of integrated working across different service areas and teams in delivering the Playing Pitches, the Parks and Open Spaces and the Sports Facilities strategies
- an evaluation of the impact and effectiveness of integrated working across different service areas and teams more widely across the Council
- consideration of the potential for further use of ongoing, 'real time scrutiny' reviews as a method for supportive and constructive scrutiny engagement in the future

The work of the Project Group was commended by the Cabinet Member as an excellent example of how Scrutiny could positively improve the implementation of projects.

The first three recommendations were supported by the Enterprise and Wellbeing Scrutiny Committee in April 2015, and in September 2015 the Overview and Performance Scrutiny Forum resolved that the final two recommendations be considered under future Great Place : Great Service progress reports on the development of the Operating Model and then reviewed after a further six months.

The Overview and Performance Scrutiny Forum also suggested that the new Health and Wellbeing Group consider the integrated working of the Leisure and Environment service areas, and any other relevant services, in relation to the promotion of health and wellbeing.

During 2015/16 the Project Group has undertaken some preliminary work on the development of the Community Sport and Physical Activity Strategy, supporting further exploration of links with an overarching Health and Wellbeing strategy, as this is an emerging area of work under the Health and Wellbeing Partnership.

It is expected that the scope for future work of this Project Group will be reviewed following consideration of items for the Scrutiny Work Programme for 2016/17.

Statutory Crime and Disorder Scrutiny Committee

Legislation requires that Councils appoint a Crime and Disorder Scrutiny Committee (CDSC) which must meet at least once a year to provide overview and scrutiny of the council area's Community Safety Partnership's work and performance.

A meeting of the committee was held 7 July 2015 and 22 March 2016 to consider performance progress against the Chesterfield Community Safety Partnership Plan for 2015/16, and the Plan refresh for 2016/17. Emerging priorities included anti-social behaviour, domestic abuse and sexual violence, substance misuse (drugs and alcohol), and safeguarding for children and adults.

In addition the committee monitored progress in relation to actioning its recommendations regarding alcohol related hospital admissions (see previous reports). The committee also considered further reports and proposals relating to the decision to stop locking park gates at night and associated impacts (see last year's report for more detail). The committee is currently awaiting the outcome of a report to Cabinet reviewing the impact of this decision and possible further options regarding the way forward.

The committee also received information updates on the work of the Derbyshire Police and Crime Panel, from the Council's appointed member representative, the Cabinet Member for Health and Wellbeing.

Joint Overview and Scrutiny Panel for Chesterfield, North East Derbyshire and Bolsover Councils

During the 2015/16 municipal year the Joint Overview and Scrutiny Panel (JOSP) met in October 2015 and March 2016.

The Panel scrutinised performance and monitored joint services delivered between the three Councils of Chesterfield, Bolsover and North East Derbyshire. The Procurement Service was no longer a shared service for Chesterfield, however the Panel received reports on the Internal Audit Consortium and the BCN (Building Control) Consultancy, regarding the effective and efficient operation of these shared services.

The Committee also considered potential further plans to extend these two services to include other Councils and form Derbyshire wide services. The committee supported plans to pursue a Derbyshire wide Building Control service, subsequently approved by the Joint (Executive) Board, and now under development. The consultant's options for a possible Derbyshire wide Audit Service are currently being considered.

The Joint Panel also gave some consideration, in the light of various external changes taking place such as the introduction of Combined Authorities and their Overview and Scrutiny Committees (see section 5 below), to review its own terms of reference. Following consultation with the Joint Board for a view on the executive forward programme of work, the Joint Panel decided that its role should remain relatively unchanged for the present time, and that it continues to meet as and when needed.

4 SCRUTINY OUTCOMES AND IMPACT ON SERVICE DELIVERY

Ensuring Implementation and Monitoring Impact of Scrutiny Work and Recommendations

Our Overview and Scrutiny Committees monitor the progress of implementation of scrutiny recommendations that are approved by decision makers, requesting regular 6 monthly or annual updates on progress. This follow up procedure is essential to ensure once recommendations are approved they are put into action, that the work of Scrutiny impacts on service delivery and the benefits of scrutiny work are received by the people of Chesterfield.

Monitoring also takes place around issues and services where our Scrutiny Committees have had a concern and undertaken some scrutiny work, but their scrutiny recommendations have not been approved. When this happens progress reports may still be requested.

During 2015/16 our Scrutiny Committees monitored progress with delivery of their scrutiny work and recommendations regarding :

- External Communications Strategy Scrutiny Review
- ICT Developments (Great Place, Great Service programme)
- Parking Policy Scrutiny Review
- Water Rates Payments Policy Scrutiny Review
- Hackney Carriage Licence Limit Policy Scrutiny Review
- Parks and Open Spaces Strategy Scrutiny Review
- Sports Facilities Strategy Scrutiny Review
- Playing Pitches Strategy Scrutiny Review
- Dog Fouling Scrutiny Review
- Crime and Disorder Scrutiny Committee.

Background detail of these reports and the scrutiny recommendations can be found in the previous section of this report and/or in previous Annual Scrutiny Reports. More specific progress made this year is detailed below.

Scrutiny Project Group on Water Rates Payments Policy

Last year we reported on the achievements of a scrutiny project group set up during 2013/14 to look into the council's policy on housing tenants' water rates payments and associated evictions policy. (This work had followed a previous scrutiny review which recommended policy changes approved by Cabinet in January 2012). The scrutiny work is detailed in the annual report for 2013/14. The Enterprise and Wellbeing Scrutiny Committee has continued to monitor implementation of its recommendations.

Achievements :

All the scrutiny recommendations have now been actioned, most of them successfully implemented, and are detailed in last year's report. The Committee received further reports on the numbers of evictions and was satisfied with those levels subject to the other interventions and support to tenants which were now in place.

After further officer investigation into the payments collection process, systems and technology, it was agreed this work was no longer feasible particularly in relation to the effects of incoming Universal Credit arrangements. However the Scrutiny Committee will continue to monitor arrangements for the management of the council's collection contract with Severn Trent Water.

Scrutiny Project Group on Hackney Carriage Licence Capping

In 2013 a Scrutiny Project Group was appointed by the Enterprise and Wellbeing Scrutiny Committee to look into the review of the current cap on the number of Hackney Carriage licences. The Scrutiny Committee considered and approved the Project Group's report and recommendations, which are detailed in last year's annual report. The recommendations were considered by the Council's Appeals and Regulatory Committee which resolved to take account of the Project Group's report when considering and reaching its decision on future policy.

Achievements :

Some achievements are detailed in last year's report. Additionally, as an independent review of the licence limit is currently a 3 yearly requirement, the Scrutiny Committee retains the item on its monitoring programme until the next independent review is completed, as this will be the first licence limit review since the scrutiny recommendations were considered. This next hackney carriage licence limit review is due to commence autumn 2016.

Scrutiny Project Group on External Communications Strategy

Last year we reported on the work of the scrutiny project group to review and inform the production of a new External Communications Strategy. The work aimed to ensure that the new strategy is customer focused but also takes into account the needs of the council as it moves forward with embracing new technology and managing a difficult budget. The Scrutiny Forum's recommendations were approved by Cabinet July 2014. Further details are already provided in last year's report.

Achievements :

Three of the four approved recommendations have been implemented. The external communications strategy and new corporate branding are now fully in place and analytics are routinely being used to monitor and guide customer service improvements for the council's website, intranet and social media channels. The 'digital first' approach to communications has now been rolled out to, and is being used by, council services. The Scrutiny Forum continues to monitor the proposed review of marketing and communication activities which is currently pending council consideration of arrangements for commercialisation opportunities.

Scrutiny Project Group on Parking Policy Review

In February 2013 a Scrutiny Project Group was appointed by the Enterprise and Wellbeing Scrutiny Committee to assess the quality of the current parking facilities and to provide guidance on future investment priorities.

In March 2013 Cabinet agreed that the recommendations of the Enterprise and Wellbeing Scrutiny Committee should be supported through the implementation of the Council's Medium Term Parking Strategy, and the Committee was also thanked for its valuable contribution to the development of the Council's parking policy. The scrutiny work and recommendations are detailed in the annual report for 2013/14.

Achievements :

In last year's report we explained that the Council's Medium Term Parking Strategy had been approved on the understanding that some car park investment would form part of the proposed Northern Gateway Scheme. Because of the economic downturn this scheme has not progressed, and those car park investment opportunities not realised. It is also now known that for technical reasons it would not be possible to introduce the pay-on-foot (barrier) car park system to all car parks.

Some improvements to car parks signage have still successfully been achieved.

The Cabinet has since considered proposals for a new car parks strategy for the next 5 years. However under the circumstances, for the technical and financial reasons provided affecting delivery of the scrutiny recommendations, the Scrutiny Committee has resolved to remove the monitoring of the recommendations from its work programme.

Scrutiny Project Group on Dog Fouling

Last year a Scrutiny Project Group was appointed by the Enterprise and Wellbeing Scrutiny Committee to look into the issue of dog fouling. The review and its focus came about as an issue raised by Community Assembly members who requested dog fouling be a priority matter for scrutiny to look at.

The subsequent review into the council's approach to dog fouling had direct input from local residents through consultation with Community Assembly members. Their input was reflected in the project group's focus and its recommendations which are included in last year's report.

In March 2015 Cabinet agreed that the group's recommendations be approved and thanked scrutiny members for their work and observations.

Achievements:

The work of the Scrutiny Project Group has resulted in:

- An on-going review of the location of dog bins resulting in 11 dual use bins for dog mess and litter, and changes to the frequency that bins need to be emptied.
- New posters and leaflets using new, innovative art work and amended wording regarding fines which draws its focus from the group's recommendations.

- Increased coordination and communication by the Environmental Protection Team and other teams within the council, with the objective of reducing dog fouling.

The Scrutiny Committee continues to monitor the implementation of the group's recommendations as well as how the council is managing the issue of dog fouling and irresponsible dog owners across the borough.

Scrutiny Project Group on Parks and Open Spaces Strategy

The Project Group's recommendations had led to the Parks and Open Spaces Strategy and action plan being adopted by Full Council in February 2015.

These recommendations had referred to:

- 1 Consultation being carried out with local residents and community groups when proposals were put forward for investment in a park or open space, in conjunction with promoting awareness of the health benefits, with regard to the Council's Community Engagement Strategy and the community engagement model produced by students from University of Nottingham's masters in public health course in partnership with Derbyshire County Council's Public Health Department.
- 2 Disability access being prioritised when proposals were developed for investment in parks and open spaces.
- 3 The Play Strategy being reviewed within the next 12 months in order to rationalise the provision of equipped play areas, taking into account the age profiles of the surrounding areas.
- 4 The Council's website being used more effectively to promote parks and open spaces with maps and details of community events and activities.

Achievements :

During its monitoring of outcomes in October 2015 the Enterprise and Wellbeing Scrutiny Committee found that these recommendations had been fully met.

Consultation had been and would continue to be undertaken for any policy changes or where physical work was proposed for a site, appropriate to the nature of the project and the resources available. A wide range of consultative methods were being used and the public health method would be considered where access to funding, internally or externally, was available.

Scrutiny Project Group on Playing Pitch and Outdoor Sports Strategy

The Project Group's recommendations had led to the Playing Pitch and Outdoor Sports Strategy 2015 - 2031 being approved by Council in December, 2014.

The Enterprise and Wellbeing Scrutiny Committee had recommended that monitoring be undertaken in October 2015 to confirm the status of the strategy implementation and delivery; and also to confirm whether the strategy had started to reverse the shortfall of junior teams and interest in playing by young people, both boys and girls.

Achievements:

In October 2015 it was confirmed that the strategy was now referred to in determining planning applications and that it would be used in preparing the review of the Local Plan. There were still some areas of detail where Planning would need to work on how the strategies were interpreted on individual sites and cases, but this situation was expected at this stage, given the range of issues covered. Links to the strategy had also been added to the documents from the Local Plan Evidence Base page. The Parks team had been consulted and had contributed to the strategy action plan and this was being used to inform current and future pitch planning and letting in the borough.

Derbyshire Football Association (FA) was a consultee on the strategy and had confirmed their support for future actions. The FA were updating their registration and team monitoring systems and had advised that at that time they were unable to report on any impact until both the system and current registrations were complete. A time line had not been confirmed. Locally junior teams remained popular and some work was being done to formalise needs in some areas regarding developing community coaching matters.

The Chesterfield Football forum endorsed the strategy and were working with CBC on delivering the action plan, the new Active Chesterfield Sport Forum had been alerted to the strategy and implications for sports included. Tennis facilities at the Annexe had been upgraded. The strategy was directly linked to the new Parks strategy to ensure efficiencies and future development opportunities were maximised.

Further monitoring was planned by the Enterprise and Wellbeing Scrutiny Committee in July 2016 when it was anticipated there would be more data available to assess the initial impact of the strategy.

Scrutiny Project Group on Sports Facilities Strategy

The Project Group's recommendations had led to the Sports Facilities Strategy 2015 - 2028 being adopted by Full Council in February, 2015.

The Project Group had recommended reference being included in the Strategy to:

- 1 Priorities regarding facilities being community focused and aiming for positive health impacts, in particular for those with mental health issues and the elderly at risk of being isolated; and
- 2 Accessibility – physical access to comply with Sport England access standards and encouraging participation through community based delivery.

Achievements:

During its monitoring of outcomes in October 2015 the Enterprise and Wellbeing Scrutiny Committee found that these recommendations had been fully met.

The strategy confirmed the need for additional swimming pool and sports hall space in the borough and was pivotal in the Council demonstrating needs and evidence for the £2m Sport England investment in the new Queens Park Sports Centre.

It was confirmed that the strategy was now referred to in determining planning applications and that it would be used in preparing the review of the Local Plan. Links to the strategy had also been added to the documents from the Local Plan Evidence Base page as appropriate. Local sports club forums had been advised of the strategy as a reference document.

The School Sport Partnership and College were engaged in developing usage at education sites to improve community access to sport and physical activity opportunities and health improvement outcomes.

Disability and physical access features in respect of the design of the new Queen's Park Sports Centre included:

- Compliant approach routes across the site
- Tactile paving to crossing points
- Accessible parking
- Level access entrance
- Manifestations to entrance glazing
- Hearing induction loops
- Accessible / compliant reception desk and server
- Accessible seating to café area
- Swing gate access / egress
- Tactile / part m compliant signage
- Compliant circulation routes / opening widths
- 2.no lifts and appropriate controls
- Accessible changing rooms / spaces & associated showers and lockers
- Appropriate material / colour contrasts in floor and wall finishes
- 600mm bench seating to group change areas
- Accessible spectating areas for pool hall
- Inclusive sports hall court markings
- Refuge areas to fire escape routes
- Platform lift to main swimming pool and graduated steps
- Moveable floor to small swimming pool and hoist access
- TV screens in main reception and other areas with customer information
- Differential tile finishes at poolside edge
- Finger grip tile to pool edging.
- Appropriate lighting and temperature controls
- Shower and tap control fittings
- All necessary hand rails and access support.
- Minimum of 50% of fitness equipment to be “inclusive fitness initiative” design

5 OVERVIEW AND SCRUTINY DEVELOPMENTS DURING THE YEAR

Developments in overview and scrutiny are ongoing and this is a standing item on the agenda for each meeting of the Overview and Performance Scrutiny Forum (OPSF). Developments fall into two main areas:

- i) Developments in the inside and outside of the Council having an impact on delivery of the overview and scrutiny function;
- ii) The development of people involved with delivering the function, and more specifically those elected members of our Overview and Scrutiny Committees (OSC).

The information below provides details of the various developments that have taken place during 2015/16.

Evaluation & Review of the Council's Overview and Scrutiny Function

Last year we reported that a full, corporate review of overview and scrutiny operation was underway. The review has been completed and the findings supported by the Overview and Performance Scrutiny Forum, and approved by the Overview and Scrutiny Review Corporate Steering Group.

The main findings included a need for :

- More clarity, involvement and transparency in the Work Programming process.
- Organisation wide learning and development plans for the overview and scrutiny role.

Findings also acknowledged a need to better promote overview and scrutiny via use of the new internet and intranet, and to consider use of social media to engage and involve external stakeholders.

Also reported was a need to review the staffing service to strengthen resilience to respond to emerging issues.

The associated improvement actions are in the process of being developed and delivered, some of which are detailed separately in this section.

Organisational Learning and Development for Overview and Scrutiny

The Council agrees that the development and growth of individuals to enable them to undertake their roles effectively is essential. As part of the corporate review mentioned above, development plans for overview and scrutiny have now been adopted for both members and employees. These are in the process of being delivered.

During 2015/16 learning and development sessions were delivered on :

- Member Induction and Introduction to Overview and Scrutiny
- Chairing Skills for Scrutiny Committee Chairs

- Scrutiny Project Groups
- Council Budget Setting and Monitoring
- Chairing Skills for Scrutiny Project Groups

Learning ‘on-the-job’ and ‘action-learning’ is also valuable and takes place during routine business and service delivery. In this way the following business also enabled the building of knowledge and experience :

- Report to OPSF on the new Performance Management Framework
- Two OSC Work Programming ‘Away Day’ Sessions
- Briefing on the process of Reporting Scrutiny Project Group work to Cabinet

Since completion of the corporate review, two members of the OPSF have also been appointed to the Council’s corporate Member Development Working Group.

To strengthen communications and information sharing, the two Scrutiny Committee Chairs are also invited to the informal joint Cabinet Member and Corporate Management Team ‘away days’.

Overview and Scrutiny Policy, Practice and Guidance

In line with the new overview and scrutiny arrangements adopted, we continue to develop our local policy approach, processes, and shared learning, through the introduction and further development of guidance and information documents, as needed. We continue to promote and develop a presence on both the new internet and intranet on an ongoing basis.

Sheffield City Region Combined Authority, Overview and Scrutiny Committee

Last year we reported on the creation of the Sheffield City Region Combined Authority (SCRCA). This new statutory body has strategic powers to make decisions on transport, economic development and regeneration matters within the Combined Authority area. The Combined Authority area covers 9 Councils in south Yorkshire and north Derbyshire, and Chesterfield Borough Council is in the process of becoming a full constituent member of the Combined Authority.

As part of the creation of the Combined Authority came legislation which requires establishment of an Overview and Scrutiny Committee (OSC) to increase transparency and accountability of the work and decisions of the Combined Authority. Chesterfield Borough Council’s Scrutiny Chair is currently appointed to the SCRCA OSC which has been meeting since March 2015.

The Centre for Public Scrutiny (a national charity which supports development of the scrutiny role) has been appointed to assist with the development of governance and scrutiny arrangements for the SCRCA and its OSC. This work is still in its early stages and we will provide a further update on these outcomes in next year’s report.

Overview and Scrutiny of Proposed North Midlands Combined Authority

Last year we reported that Councils across Derbyshire were also proposing to form a Combined Authority. An application for a Derbyshire Combined Authority was originally submitted to Government in April 2014 for consideration. Since that time applications have been replaced to propose one Combined Authority for both Derbyshire and Nottinghamshire (ie, the North Midlands Combined Authority). As for the SCRCA, approved status would give the North Midlands Combined Authority (NMCA) similar strategic powers to make decisions on transport, economic development, regeneration and possibly other public service matters, within the Combined Authority area. The merits of the current proposal are still being considered by Government. Chesterfield Borough Council agreed at its recent Council meeting to become a non-constituent member of the NMCA, if and when created.

Again to support and ensure good governance the creation of a NMCA would also require the body to establish an Overview and Scrutiny Committee. Further details regarding these developments will be included in next year's report.

East Midlands Councils' Regional Scrutiny Network

The East Midlands Councils' Regional Scrutiny Network is a forum for learning, sharing, promoting, supporting and developing the scrutiny function across the region. The Council plays a proactive role in supporting and contributing to the work of the Network which meets on a quarterly basis.

The Overview and Scrutiny function is a continually evolving and growing role, requiring ongoing learning and development. Much of the developments this year are detailed above.

The Council will undertake regular reviews of its overview and scrutiny function to ensure its ongoing evaluation and effectiveness.

6 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2016/17

The three Scrutiny Committees review their Work Programme business at each of their meetings every two months. Programmes of work would normally include :

- Items agreed by the Scrutiny Committees for consideration including Scrutiny Project Group work.
- Ongoing priorities such as budget, performance and corporate priority (Council Plan) scrutiny.
- Scrutiny of the Council's Forward Plan of key decisions.
- The monitoring of implementation of approved scrutiny recommendations.
- The monitoring of implementation of corporate and service improvement plans.
- Other unplanned business items that the Committees will decide to deal with as and when they arise such as 'call-in' and petitions.

Scrutiny aims for its work to have both a strategic and community focus, and to involve all stakeholders where possible - Councillors, officers, public and partners can all influence contents of the Scrutiny Work Programme.

Work Programme business (*as at 28 April 2016*) is below. (Note further business will be detailed once the work programme has received final approval).

Overview and Performance Scrutiny Forum

	<p><i>Items for Monitoring :</i></p> <ul style="list-style-type: none">- External Communications Strategy- ICT Developments (Great Place, Great Service)- Fees and Charges Concessions
--	--

Community, Customer and Organisational Scrutiny Committee

	<p><i>Items for Monitoring :</i></p> <ul style="list-style-type: none">- Crime and Disorder Committee (Alcohol Related Hospital Admissions / Locking of Park Gates)- New Leisure Facilities (Engagement)
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Enterprise and Wellbeing Scrutiny Committee

	<p><i>Items for Monitoring :</i></p> <ul style="list-style-type: none">Leisure Facilities StrategyPlaying Pitches StrategyHackney Carriage Licence LimitWater Rates Payment PolicyDog Fouling
--	---

7 SCRUTINY COMMITTEE MEMBERSHIP 2015/16

Overview and Performance Scrutiny Forum :	
Councillors	
Tricia Gilby – Co Chair Andy Slack – Co Chair Jeannie Barr (<i>also SPG Lead Member for Concessions on Fees and Charges</i>) Howard Borrell Ian Callan Ray Catt Vicky-Anne Diouf	Lisa-Marie Derbyshire Barry Dyke Keith Miles Donald Parsons Suzie Perkins Kate Sarvent Gordon Simmons
Community, Customer and Organisational Scrutiny Committee	
Councillors	
Andy Slack – Chair Howard Borrell – Vice Chair Jeannie Barr Barry Dyke	Keith Miles Donald Parsons Kate Sarvent Gordon Simmons
Enterprise and Wellbeing Scrutiny Committee	
Councillors	
Tricia Gilby – Chair (<i>Also Lead Member for Leisure, Sport and Culture Activities SPG</i>) Suzie Perkins – Vice Chair Ian Callan Ray Catt	Lisa-Marie Derbyshire Vicky-Anne Diouf Barry Dyke Kate Sarvent

For further information contact :

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 Policy and Scrutiny Officer
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scrutiny@chesterfield.gov.uk;

or visit the Council's website at <http://www.chesterfield.gov.uk>

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Agenda Item 6

Click on the following link to access the Forward Plan:

<http://chesterfield.moderngov.co.uk/mgListPlanItems.aspx?PlanId=59&RP=134>

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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 63	Dog Fouling	EW 05.02.15 Cabinet 10.03.15	<ol style="list-style-type: none"> 1. Review of staff resources – enforcement team. 2. Realise potential of neighbourhood wardens. 3. Purchase new mobile phones for street scene team. 4. Borough wide review of provision of dog bins. 5. Change signage wording re fine limit / introduce more innovative imagery for signs. 6. Introduce co-ordinated and structured communication and engagement with communities. 	6 month progress report	Progress report received 02.02.16.	Next progress report due 04.10.16.
EW5 & CCO2	New Leisure Facilities (SPG) (<i>now Leisure, Sport and Cultural Activities SPG including various sub groups</i>) - -	EW 05.06.14 Cabinet 23.09.14	<ol style="list-style-type: none"> 1. Consider Community Engagement Strategy principles throughout corporate projects. 2. Pre consultation dialogue takes place with key stakeholders. 3. Internal communications and engagement plan be developed for projects impacting on employees. 	6 month progress report	Agreed by OP on 16.06.15 that CCO will monitor corporate progress. EW Progress report received 23.04.15. SPG to attend meeting with	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)
					Leisure Centre Build Programme Board to sign off the Phase 1 work.	
EW5b	- Playing Pitches Strategy	EW 20.10.14	<ol style="list-style-type: none"> 1. Support the draft Playing Pitches Strategy as received by EW on 02.10.14. 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. 	12 months progress report.	Progress report received 6.10.15. Further progress requested for recommendation No 2 in July 2016.	Monitoring due 26.07.16.
OP5	ICT Developments (under Great Place, Great Service)	OP 10.09.14 Cabinet 02.12.14	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 14.6.16.
OP4	Review into External Communications (SPG)	OP 19.06.14 Cabinet 29.07.14	<ol style="list-style-type: none"> 1. Adopt clear branding 2. Review marketing / communication activities. 3. Introduce use of analytics. 4. Adopt a 'digital first' approach. 	6 month progress report	Progress report received 12.01.16.	Monitoring next due 14.06.16.

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)	EW 16.01.14 Appeals & Regulatory Ctte on 12.02.14	<ol style="list-style-type: none"> 1. Produce clear comparison survey by taxi rank. 2. Produce written procedure for future reviews & include in the Forward Plan. 3. That Appeals & Regulatory Ctte consider other options to reduce number of Hackney licences when new legislation permits. 	6 month progress report.	Information circulated 30.12.14. Progress provided to EW on 28.7.15 and 6.10.15.	Monitoring due 26.07.16.
EW2	Review of Water Rates Payment Policy (SPG)	16.01.14 and 05.06.14. Cabinet 29.07.14.	<ol style="list-style-type: none"> 1. Provide 6 month update on collection process and technology review. 2. Provide update when contract signed and again after 1 year. 3. Support review of Tenant's information. 4. Provide 6 month update on number of evictions for water rates. 5. Amend Policy wording. 	6 months	Further SPG review / recommendations approved 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.	Monitoring TBA to receive information regarding responsibility for contract management and monitoring.

Page 65

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 <i>(6 monthly progress reports)</i>
					being provided.	
CCO1	Statutory Crime & Disorder Scrutiny Ctte			6 monthly meetings		Next 6 monthly meeting due 22.03.16.
Page 66	“ “	29/09/11 (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.
	“ “	10.04.14 (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.
	“ “	08.01.15 (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	Report requested for 24.11.15 Meeting	Cabinet Member attended and responded to CCO meeting held on 07.07.15.	Date for next progress monitoring report TBC.

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 6 OP6			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.		Progress reported 15.09.15 and 24.11.15.	
	Services Fees and Charges Concessions	OPS 08.12.15. Cabinet 12.01.16.	Appointed 16.06.15, Scope approved 8.09.15. SPG report approved 08.12.15. Cabinet approved 12.01.16 providing officers present reports on the financial impact to Cabinet for consideration before implementation.	6 months from 12.01.16		Progress due 14.06.16 or 06.09.16.

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.

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JOINT SCRUTINY PANEL

MINUTES OF MEETING HELD ON 10 MARCH 2016

I N D E X

Page No	Minute No	Heading
1	11	Appointment of Chair for the Meeting
1	12	Apologies for Absence
1	13	Declarations of Interest
2	14	Minutes of Last Meeting
2	15	Internal Audit Consortium's 2016/17 Business Plan
3	16	Additional Urgent Items (Public Session)
3	17	Exclusion of Public
3	18	Derbyshire Wide Building Control Consortium
4	19	Additional Urgent Items (Private Session)

JOINT SCRUTINY PANEL

Minutes of a meeting of the Joint Scrutiny Panel held on 10 March 2016 in the Executive Meeting Room, North East Derbyshire District Council, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield at 10.00 am

Present:-

Bolsover District Council (BDC)

Councillors T Bennett and J Wilson

Chesterfield Borough Council (CBC)

Councillors H Borrell and A Slack

North East Derbyshire District Council (NEDDC)

Councillors D Skinner and W Lilleyman

Also Present:-

Jenny Williams	-	Internal Audit Consortium Manager (CBC/NEDDC/BDC)
Grant Galloway	-	Assistant Director – Property and Estates (BDC/NEDDC)
Anita Cunningham	-	Policy and Scrutiny Officer (CBC)
Sue Broadhead	-	Overview and Scrutiny Manager (NEDDC)
Sarah Cottam	-	Governance Officer (NEDDC)

11 Appointment of Chair for the Meeting

RESOLVED – That Councillor D Skinner (NEDDC) be appointed Chair for this meeting of the Joint Scrutiny Panel.

12 Apologies for Absence

Apologies for absence had been received from Councillors R Turner (BDC), T Gilby (CBC) and K Tait (NEDDC).

13 Declarations of Interest

Members were requested to declare the existence and nature of any disclosable pecuniary interests and/or other interests, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time.

There were no interests declared at this meeting.

14 Minutes of Last Meeting

RESOLVED – That the Minutes of the meeting of the Joint Scrutiny Panel held on 26 October 2015 be approved as a true and correct record and signed by the Chair.

15 Internal Audit Consortium's 2016/17 Business Plan

The Joint Scrutiny Panel considered the Internal Audit Consortium's 2016/17 Business Plan report. The purpose of the report was to update Members on the progress made by the Internal Audit Consortium during the financial year 2015/16 and to provide an update on the Business Plan for the Consortium 2015/16 and seek approval for a revised 2015/16 Business Plan and draft Business Plan for 2016/17.

The Internal Audit Consortium Manager provided a summary of progress which covered:-

- Future developments;
- Staffing issues;
- Working procedures;
- Internal Audit plans.

The Business Plan 2015/16 and draft 2016/17 was also outlined.

Estimated surplus at 31 March 2016	£ 97,970
Less Working Balance carried forward	£ <u>20,000</u>
	£ <u>77,970</u>

Proposed Distribution:	
Chesterfield (36.6%)	£ 28,537
North East Derbyshire (31.8%)	£ 24,794
Bolsover (31.6%)	£ <u>24,639</u>
	£ <u>77,970</u>

It was proposed that £20,000 be retained by the Internal Audit Consortium as a working balance.

A draft plan for the Consortium had been prepared for 2016/17. A provision of £20,000 (to be split between the three partner councils and Derbyshire Dales District Council) had been allocated to fund the external review of Internal Audit that would be carried out before the end of March 2018.

The draft Business Plan 2016/17 included an income of £9,800 from Derbyshire Dales District Council for the continued provision of a management service.

On 9 November 2015 Joint Board approved a revised staffing structure. Following a recruitment exercise the interim Head of the Internal Audit Consortium was appointed as the Internal Audit Consortium Manager from 1 January 2016.

RESOLVED That:-

- (1) The progress made by the Internal Audit Consortium be noted.
- (2) The decision regarding the appointment of the Internal Audit Consortium Manager be approved.
- (3) The revised Business Plan (budget) for 2015/16 and the draft Internal Audit Consortium Business Plan (and associated charges) for 2016/17, be approved.
- (4) The accumulated surplus of the Internal Audit Consortium at 31 March 2016, less £20,000 to be held as a working balance, be distributed to the partner authorities.
- (5) That an annual report on the outcome of the operation of the Internal Audit Consortium 2015/16 be submitted to the Joint Board following the year end.

(Internal Audit Consortium Manager)

16 Additional Urgent Items (Public Session)

There were no additional urgent items to be discussed in the public session of the meeting.

17 Exclusion of Public

RESOLVED – That the public be excluded from the meeting during the discussion of the following item of business to avoid the disclosure to them of exempt information as defined in Paragraph 1 of Schedule 12A to the Local Government Act 1972 (as amended by the Local Government (Access to Information)(Variation) Order 2006).

18 Derbyshire Wide Building Control Consortium

The Joint Scrutiny Panel considered a report on the current financial position of BCN at the end of February 2016 and the progress made towards exploring the potential for a strategic approach to providing building control services for Derbyshire.

A discussion took place on the financial position of the BCN and the work undertaken in developing the option for a Derbyshire wide service.

Five of the six authorities engaged in the project had Council approval to move towards the forming of a new company subject to three issues that required clarification.

The final authority was due to take a report to Council on 16 March 2016.

RESOLVED That:-

- (1) The Joint Scrutiny Panel notes the current financial position of BCN as at the end of February 2016 as included in the report.
- (2) The Joint Scrutiny Panel notes the work undertaken so far in developing the option for a Derbyshire wide service.

(Assistant Director – Property and Estates [BDC/NEDDC])

19 Additional Urgent Items (Private Session)

There were no additional urgent items to be discussed in the private session of the meeting.

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OVERVIEW AND PERFORMANCE SCRUTINY FORUM

Tuesday, 12th January, 2016

Present:-

Councillor P Gilby (Chair)

Councillors	J Barr Borrell Catt V Diouf Derbyshire	Councillors	Ludlow++ Miles Perkins Sarvent Simmons Slack
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Anita Cunningham, Policy and Scrutiny Officer
 Barry Dawson Chief Finance Officer+++
 Martin Elliott, Committee and Scrutiny Co-ordinator
 John Fern, Communications and Marketing Manager++++
 Rachel Lenthall, Committee and Scrutiny Co-ordinator
 Esther Thelwell, Senior Environmental Health Officer++

+ Attended for Minutes Nos. 46 and 47
 ++ Attended for Minute No. 48
 +++ Attended for Minute No. 46
 ++++ Attended for Minute No. 47

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

No declarations were received.

45 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Dyke and Callan.

46 LEADER AND CABINET MEMBER FOR REGENERATION - BUDGET PREPARATION PROGRESS REPORT (VERBAL)

The Leader and Cabinet Member for Regeneration and the Chief Finance Officer attended to provide members with a progress report on the Council's latest budget situation.

The Chief Finance Officer reported that the current position was behind where the Council would normally be in the budget setting process. The provisional local government finance settlement was announced in December 2015 which included the grant settlement for the Council for 2016/17 of £4.9m, £265k better than predicted. However, the Chief Finance Officer advised that there would be a funding cut of 36% between 2015/16 and 2020/21 and outlined proposals to achieve the savings needed. There would be no tax freeze on Council Tax for 2016/17 however it was noted that Local Authorities in the lowest quartile could increase Council Tax by £5 a year; Chesterfield is currently one place outside of the lower quartile group so does not qualify this time, but could qualify in future years if government offered it again. In addition, the New Homes Bonus was not set to change in 2016/17 and should bring in £902K. However there was uncertainty over the future income from the New Homes Bonus as it was planned to reduce the period of entitlement from 6 years to 4 years which would result in the loss of £300k; it was not clear how quickly it would be brought in but a staged introduction was preferable.

The Chief Finance Officer reported that there would be a relaxation of the conditions on Capital receipts that allowed them to be used on revenue expenditure to make revenue savings, for example they could be used to fund the Great Place: Great Service programme.

Members asked if using money from Capital reserves was dangerous particularly if it forced the Council to sell off assets. The Chief Finance Officer responded that part of the incentive was to sell off assets and use the money to fund programmes that made revenue savings. The Leader added that the Council needed to be responsible and identify the assets least useful to the Council and sell those first.

The Chief Finance Officer confirmed that there would be 100% Business Rates retention for authorities by 2020, but again there would be conditions attached, and that as the Treasury wanted the change to be fiscally neutral it was not yet clear how this change would affect local authority finances. The Chief Finance Officer also provided information to members on the latest situation regarding Business Rates appeals and the consequent uncertainty that this created with regard to budget setting and planning.

Members asked if the retention of business rates was good news for the Council. The Chief Finance Officer advised that the retention of business rates would work well for the Council, however backdated appeals created a significant risk. The deferral of updating the Rating List by two years meant that an appeal could impact over 7 years rather than the usual 5 years of a register.

The Chief Finance Officer advised that £150k savings still needed to be made by the end of this financial year. Around £300k savings had been made by service managers over the last few weeks and there was hope that more savings could be made and the deficit should be covered by the end of the year. However, the Chief Finance Officer advised that the next year, 2016/17, could be worse and was worried about what the deficit in future years could be, particularly if backdated payments for business rate reliefs and landfill sites were made. For 2016/17 a deficit of £1.5-£2m was predicted but a political cabinet and workshop day is to take place to produce more precise figures and generate savings proposals.

Members asked questions about how the Council's budget would be affected by having a unitary authority. The Leader responded that though there would be a financial advantage there would also be disadvantages. He suggested that there was a risk that a unitary authority could be created without the Council's consent and advised members that it would be beneficial for the Council to look to create a unitary authority rather than have it imposed, if that were to happen. At the current time the Leader had no desire to form a unitary authority.

Members thanked the Leader and Chief Finance Officer for presenting the progress report and answering their questions.

RESOLVED –

That the progress report on the Budget for 2015/16 be noted.

47 LEADER AND CABINET MEMBER FOR REGENERATION - INTERNAL AND EXTERNAL COMMUNICATIONS PROGRESS REPORT

The Leader and Cabinet Member for Regeneration and the Communications and Marketing Manager presented a progress report on delivering the external and internal communications strategies.

The progress report on the external communications strategy included results from the bi-annual survey of residents which measured progress towards reaching the targets set in the strategy by 2017. Two targets had been met ahead of schedule and a further three had shown progress in line with expectations. However, three results were slightly down on the 2013 residents' survey results and there was no indication from comments received of particular problems or areas of concern. Work had started on the 2016/17 team and service plans and the opportunity would be taken to see what actions could be taken to improve the scores.

Members asked why the 2017 target for the percentage of neutral or positive media stories about the council remained lower than the December 2015 results. The Communications and Marketing Manager advised that the target was set as part of the strategy. The aim would be to maintain the current figure but the nature of council business and the potential for negative stories meant that it would be a challenge to set the target any higher. It was also noted that the impact of cuts had started to appear through the residents' survey. Members also raised concerns about the lack of comments from residents, particularly on the results that had decreased. The Communications and Marketing Manager advised that the data needed to be looked at as a whole and the lack of comments suggested that there were no major problems.

The Communications and Marketing Manager gave members a tour of the new Council website which would be launched in March 2016 and would be fully accessible for smart phones and tablets. It was also noted that videos are published regularly on social media with some videos receiving around 3500 views. Members enquired about how the local press contributed to the sharing of the Council's videos by social media. The Communications and Marketing Manager advised that the local press (e.g. Derbyshire Times) and Destination Chesterfield have shared some of the Council's videos on their social media accounts and these were the ones that got the higher number of views.

The Communications and Marketing Manager informed that the progress on measures in the internal communications strategy would include the results of the employee survey and would be provided at the forum's meeting in June 2016. The Communications and Marketing Manager provided members with a tour of the new Intranet page scheduled to go live in February 2016. Users would have access to the Intranet through personal devices and the content would be based on user needs and include an updated, user friendly phone directory. It was noted that due to

the content of the Intranet, users would need a username and password to log on. However, it was noted that the new Intranet would be a key factor in improving internal communications and allow for file sharing between teams to improve cross-team working.

The Communications and Marketing Manager advised members that the Council's two Executive Directors had carried out Back to the Floor style visits to different teams within the Council to consult with staff in order to improve two way communications between staff and managers. In addition, the visits allowed senior managers to experience the reality of working in different roles and they received feedback from staff on what had worked well and what could be improved.

The Leader and Cabinet Member for Regeneration noted that the launch of the new Intranet and Internet sites would bring the Council into the professional arena. The Leader explained that the Council needed to keep up with the moving internet market and learn to use the internet presence in a professional way. The Leader noted the benefits of having a professional part of the organisation for communications which included the ability to inform the public directly rather than relying on other publications.

Members thanked the Leader and the Communications and Marketing Manager for providing the progress report and answering their questions.

RESOLVED

1. That the progress report be noted.
2. That a progress report on the implementation of the internal and external strategies be requested for the June 2016 meeting of the Overview and Performance Scrutiny Forum.

48 CABINET MEMBER FOR HEALTH AND WELLBEING - PUBLIC SPACE PROTECTION ORDERS PROGRESS REPORT

The Cabinet Member for Health and Wellbeing and the Senior Environmental Health Officer presented a progress report on the review of Dog Control Orders and provided information on Public Space Protection Order (PSPO's).

The Senior Environmental Health Officer informed members that PSPO's were a new power under the Anti-Social Behaviour, Crime and Policing Act 2014 (The Act). PSPO's are intended to deal with a particular nuisance or problem in a particular geographical area by imposing conditions on the use of that area which apply to everyone. The PSPO differs from a Dog Control Order as they could be made on any public space and have restrictions and requirements that could be targeted against particular behaviours by particular groups at specific times with more than one restriction being included within the PSPO. The PSPO would deal with a wider range of behaviours than the orders and by-laws it would replace. In addition, the breach of a PSPO is a criminal offence and enforcement officers could issue Fixed Penalty Notices. PSPO's could be in place for a maximum of three years, though they could be renewed, and are designed to be flexible and responsive to need.

Members raised concerns about the lack of wording on the current signage. The Senior Environmental Health Officer advised that new posters had been designed, in conjunction with the Communications and Marketing Manager and the Scrutiny Project Group on Dog Fouling, and were ready for printing. The new signage would be re-usable and removable and would also be available on the Council's website for the public to download and use. Members also asked if the current signs were checked regularly and how frequently patrols took place as members had concerns that re-occurring issues were being missed. The Senior Environmental Health Officer advised that when the signs were initially put up the locations were not recorded however a member of the enforcement team has begun looking for out of date signs. She added that there are 3 officers that patrol during the daytime and if a member of the public noticed an issue they could contact the enforcement team with the details.

Members commented that they had received positive feedback from park users following the introduction of the Dog Control Order on Eastwood Park, Hasland. Members asked if the Council had provided feedback to the lady who submitted the petition for Eastwood Park. The Committee and Scrutiny Co-ordinator advised that as part of the petition process a formal response would have been sent to the lady on receipt of the petition. It was also noted that Environmental Services had communicated with the lady on other occasions but it was not clear of her views on the outcome.

The Senior Environmental Health Officer noted that, provided there would be no changes to the list of existing Dog Control Orders, they would automatically transfer to PSPOs within three years. Any amendments to the existing list of Dog Control Orders would require consultation with the Police, other agencies, partners and local communities. The Senior Environmental Health Officer also noted that the legal implications would mean that should any changes be made to the existing list of Dog Control Order's, the implementation of the PSPO could be challenged by any interested person within 6 weeks of the making of the Order. It was also advised that financial costs would be incurred due to providing signage for PSPO control zones. The Senior Environmental Health Officer suggested that as enforcement officers would be allowed to issue Fixed Penalty Notices for breaches of PSPOs, a review should be considered across the whole Council to source which staff have enforcement powers. She also noted that some staff may need refresher training.

The Senior Environmental Health Officer advised members that though the new Orders would be more flexible and wide ranging, the Council would need to be satisfied on reasonable grounds that the need for a PSPO is evidence based and fulfils the legalities.

Members raised concerns about dogs on Country Parks, particularly where dogs are allowed onto football pitches and playgrounds used by children. The Senior Environmental Health Officer advised Members that dog walkers can be looked at under Dog Control Orders. The Cabinet Member for Health and Wellbeing commented that dogs' fouling on football pitches was a countrywide issue and to tackle the problem members of the public needed to contact the Council to report issues. The Cabinet Member for Health and Wellbeing added that Neighbourhood Rangers could be enforcement officers however they can be reluctant to issue fines as they try to build a relationship with the community; however the Cabinet Member noted that there was a greater need for a consistent approach.

Members thanked the Cabinet Member and the Senior Environmental Health Officer for attending and answering their questions.

RESOLVED –

1. That the progress report be noted.

2. That Holmebrook Valley Park be put forward for consideration for a PSPO.
3. That the Overview and Performance Scrutiny Forum recommends the future variation, renewal or introduction of PSPO's be considered as part of the Constitution review, and that delegation to the lowest appropriate decision making level be supported.
4. That the Policy and Scrutiny Officer notes, for the scrutiny work programme planning session, consideration of the need for a holistic review of PSPO's to help facilitate people working together better.
5. That a training session on PSPOs be included on the Member development programme.
6. That the Cabinet Member and Senior Environmental Health Officer note concerns raised about signs and notices at Langer Field.

49 **FORWARD PLAN**

The Committee and Scrutiny Co-ordinator, Martin Elliott, proposed the use of a link to the forward plan rather than including the whole document in the agenda pack, this would allow members to view the most recent version of the plan.

The forward plan was considered by the committee.

RESOLVED -

1. That the proposed link to the forward plan be accepted and used on subsequent agendas.
2. That the Forward Plan be noted.

50 **SCRUTINY MONITORING**

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

RESOLVED -

That the Monitoring Report be accepted.

51 **SCRUTINY PROJECT GROUP PROGRESS UPDATES**

The project group's report on concessions on fees and charges was considered by Cabinet today (12 January, 2016). Cllr J Barr reported back that there had been a good response to the report from Cabinet and a lengthy discussion. Members noted that the work done by the project group had uncovered more areas that needed to be developed and there was a need to re-visit issues that some members had conflicted on. It was proposed to create a working group with representatives from the scrutiny project group to continue the work particularly with a focus on the development of a consistent approach across departments and to look ahead to where the council needed to be going.

The Chair thanked the project group for the work they had done and commented that it provided a benchmark for how scrutiny reports are written.

RESOLVED -

1. That the update be noted.
2. That a working group be created to continue looking at concession on fees and charges and to include representatives of the scrutiny project group in the working group.

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

The Work Programme for the Overview and Performance Scrutiny Forum was considered. The Chair noted that the programme had reduced in content in anticipation of the work programming scheduled for February 2016.

RESOLVED -

To approve the Work Programme.

53 **OVERVIEW AND SCRUTINY DEVELOPMENTS**

The scrutiny training session for Members scheduled to take place 07 January, 2016 was cancelled. The Policy and Scrutiny Officer would re-arrange the session and inform Members of the new date.

The Policy and Scrutiny Officer informed the committee that arrangements had begun for the Work Programming 'Away Day' on 16 February, 2016.

RESOLVED -

That the updates be noted.

54 JOINT OVERVIEW AND SCRUTINY

The minutes of the Joint Scrutiny Panel meeting on 26 October, 2015 were presented to the committee.

RESOLVED -

That the Minutes be noted.

55 MINUTES

The Minutes of the meeting of the Overview and Performance Scrutiny Forum held on 10 November, 2015 were presented.

RESOLVED -

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