



Please ask for Brian Offiler
Direct Line: 01246 345229
Email: committee.services@chesterfield.gov.uk

The Chair and Members of
Community, Customer and
Organisational Scrutiny Committee

28 June 2016

Dear Councillor,

Please attend a meeting of the COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE to be held on TUESDAY, 5 JULY 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. Cabinet Member for Health and Wellbeing - Consultation on Derbyshire County Council's Adult Social Care Grant Funding 2016/17 for Non-statutory Service Priorities (Pages 3 - 14)

5.05 pm

4. Leader and Cabinet Member for Regeneration - Consultation on the Sheffield City Region Combined Authority Governance Scheme and Review

5.25 pm - Verbal Report

5. Cabinet Member for Business Transformation - Workforce Fit for the Future (Pages 15 - 22)

5.45 pm

6. Forward Plan (Pages 23 - 40)

6.05 pm

7. Scrutiny Monitoring (Pages 41 - 46)

6.15 pm

8. Work Programme for the Community, Customer and Organisational Scrutiny Committee (Pages 47 - 50)

6.20 pm

9. Scrutiny Project Groups

6.30 pm - Verbal Report

- Venues
- Friends of Groups

10. Minutes (Pages 51 - 56)

6.40 pm

Yours sincerely,

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

Local Government and Regulatory Law Manager and Monitoring Officer

For publication

Background Paper – Adult Social Care Grant Funding 2016/17 for non-statutory service priorities

Meeting: Community, Customer and Organisational
Scrutiny Committee

Date: *5th July*

Cabinet portfolio: Health and Wellbeing

Report by: Policy and Communications Manager

1.0 Purpose of report

1.1 To facilitate discussion on the changes proposed by Derbyshire County Council's (DDC) Adult Social Care Directorate to grant funding in 2016/17 for non-statutory service priorities.

2.0 Background

2.1 DCC's revised five year financial plan indicates cuts of at least £109m are required between 2016/17 and 2020/21. This is in addition to cuts identified in the period 2010 /11 to 2015/16.

2.2 One of the options being considered is to reduce funding to the voluntary and community sector made via the Adult Care Grant Aid budget. While DCC has tried to protect the level of funding available to the voluntary and community sector, the current level of funding is considered to be no longer sustainable because of further central government cuts.

- 2.3 Some of the grant recipients have stand-alone funding agreements with DCC's Adult care. Others are jointly funded with the four local NHS Clinical Commissioning Groups (CCGs).
- 2.4 The CCGs have confirmed that they also intend to review services that are jointly funded with Adult Care. There has been a joint project group established by the Health and Wellbeing Board to co-ordinate the proposed disinvestment.
- 2.5 In March 2016, DCC and the CCGs agreed a notification and consultation process to enable a final decision on funding to be made in September 2016.

3.0 Likely impacts of ceasing funding identified by DCC

- 3.1 The March 2016 report identifies some potential impacts of funding reductions including that there may be a cumulative impact as a result of any proposed disinvestment in voluntary and community services following changes to Adult Care eligibility criteria, changes to housing related support, transport policy and the funding challenges faced by other funding bodies. These funding changes may result in some organisations no longer being sustainable and this could affect the quality of life of people who will no longer be able to access these services.
- 3.2 This cumulative will be further explored by DCC and detailed in their September Cabinet report prior to the decision being made.

4.0 Consultation arrangements

- 4.1 DCC are running a 12 week public consultation. This includes an online survey, events, telephone completion and submission by letter. The CCGs are not running an open public consultation but have launched a conversation with providers and service users to enable them to express their views.
- 4.2 Voluntary and Community sector providers in receipt of funding from the Adult Care budget and/or funding from Derbyshire CCGs were invited to pre-consultation events. Providers were advised at these meetings that the Council is facing unprecedented pressure to make cuts to services to meet government targets for reduction in spend.

- 4.2 They were also informed that it is likely that proposals will be made to terminate current arrangements and to use the reduced funding that might be available to commission new services following a competitive exercise against the County Council's and Derbyshire CCG's local service priorities.
- 4.3 The consultation closes on the 24th July 2016. Further information on the consultation is available at:
http://www.derbyshire.gov.uk/council/have_your_say/consultation_search/Consultation_search_index/proposals_to_stop_grant_funding_to_voluntary_and_community_sector_vcs_providers.asp

5.0 **Current funding arrangements and notice period**

- 5.1 Funding arrangements for current recipients have been extended for up to six months for 2016/17 (until September 2016 in most cases). This will allow for the full consideration of the outcome of the consultation process.
- 5.2 Providers have been advised that this six month extension includes a three month notice of termination of the funding subject to the outcome of the consultation process. This arrangement still allows for flexibility to further extend agreements depending on the outcome of the consultation. This might include the need to continue agreements whilst new services are commissioned to provide continuity of provision, or to continue services where DCC's Cabinet have decided following consultation not to discontinue funding.
- 5.3 Appendix 1 details the payment extension to community and voluntary organisations made by adult care solely and the jointly financed organisations by DCC and the CCGs. These include 48 different groups/projects, nine of which have the potential to affect Chesterfield Borough residents.

6.0 **Consultation response**

Chesterfield Borough Council intends to respond to the consultation by letter. This will be discussed at Cabinet on the 12th July 2016.

7.0 **Equalities considerations**

- 7.1 Alongside the consultation process DCC are completing an EIA. The EIA will focus on the potential impact of any proposal on groups with protected characteristics as well as detailing the mitigation which could be put in place.
- 7.2 The EIA report will pay close regard to the views expressed in the consultation and will be presented to Cabinet alongside the outcome of any consultation.

PAYMENTS TO COMMUNITY AND VOLUNTARY ORGANISATIONS BY ADULT CARE – NON JOINT FINANCE

<u>Name of Organisation</u>	<u>Proposed maximum Adult Care Funding 2016 - 2017 Half year</u>
Day Provision	
<p>Age UK (Derby and Derbyshire) provide a range of services for older people. Funding provided assists with the delivery of the following individual services: -</p> <ul style="list-style-type: none"> ▪ Countywide Mobile Information Service / Information Road show ▪ Hulland Ward Day Care (Derbyshire Dales) ▪ Bakewell Day Care (Derbyshire Dales) ▪ Befriending Services in the Bakewell / Buxton area, including telephone support and advocacy services ▪ Provision of a telephone Careline service to isolated older adults in Erewash 	<p align="center">£9,774 £12,636 £83,451 £24,050 £2,250</p>
Glebe Field Centre (Crich) provides day services to older people living in Crich and surrounding area.	£6,000
<p>Ilkeston and District CVS provide day services to older people living in the Ilkeston area. Funding provided assists with the following: -</p> <ul style="list-style-type: none"> ▪ Contribution towards the Centre Manager's salary. ▪ Provision of day services to older people living in the Ilkeston area. 	<p align="center">£2511 £7673</p>
Stepping Stones (Amber Valley) provides day services for people living in the Heanor area, with services being targeted at people with high level needs, mainly frail older people, but also including younger people with learning disabilities and/or mental health problems.	£964

Work Experience		
Bolsover Woodland Enterprise provides work experience and training for people with a learning disability living in the Bolsover area.		£83,910
Greenaway Workshop provides sheltered employment to people with physical disabilities most of whom reside in Derbyshire Dales, with printing and furniture renovation being the main activities.		£5,081
Counselling services		
Relate (Chesterfield and North Derbyshire) offer a counselling service to adults with relationship difficulties, family counselling, telephone counselling service, a psycho sexual therapy service, and provides training to staff from statutory agencies in basic counselling and stress management.		£8,438
Relate (Derby and Southern Derbyshire) offers a counselling service to people with adult relationship difficulties, telephone counselling, and provides training to staff from statutory agencies in basic counselling skills and stress management.		£4,560
Relate Greater Manchester South currently provides a counselling service to adults who are experiencing relationship problems living in the Glossop area.		£1,104
Cruse Bereavement Care (Mansfield and Ashfield) recruit, train and support volunteers to help those who have experienced bereavement, providing outreach services in Amber Valley, Bolsover and Erewash.		£1,272
Derwent Rural Counselling Service provide a counselling service for people suffering from mental and emotional stress, with funding provided being used to cover central administration costs.		£8,773
User Led Organisation		
Disability Derbyshire Coalition for Inclusive Living provide a range of services for disabled people, which includes Information and Advice services, Direct Payment and Support Brokerage, Peer Counselling and Advocacy, Volunteer Activity and training for social care and health staff.		£117,550
Our Vision Our Future is a user led group and they offer peer support for adults with learning disabilities living in the Chesterfield and North East Derbyshire area. The group also provides support to a number of satellite groups in other parts of the county.		£15,188

Furniture Projects	
Glossopdale Furniture Project provides recycled furniture to people in need living in the High Peak area. The organisation also provides training in woodwork and furniture restoration to people disadvantaged in the workplace.	£13,262
Heanor Salcare provides recycled furniture at low or no cost to individuals and families in need	£18,992
Community Service	
Erewhash Voluntary Action and CVS provide a range of services for people living in the Erewhash area. Funding provided assists with the provision of a shopping service for older people and vulnerable adults.	£15,856
Volunteer Centre Glossop receive funding to assist with the 'Time Out' escorted shopping service and other social activities	£10,968
Community Concern Erewhash provides a range of services for people living in the Cotmanhay and surrounding area. Funding provided assist in the provision of the Home Comfort Team / shopping service for older people and vulnerable adults.	£5850
Ripley Neighbourhood Care Scheme for the Elderly delivers a once weekly day service for older people and their carers living in the Ripley area, providing lunch and social activities. Funding provided is to assist with the cost of room hire and other running expenses.	£1,184
Stanley Common Eventide Community Hall provides a range of activities for vulnerable people living in the Stanley Common and surrounding area. Funding provided assists with the employment of a Community Development Worker based at the Eventide Community Hall.	£5,000
Borrowbrook Home Link provide a regular visiting service for people living in the Borrowwash and surrounding area who feel socially isolated, which includes the provision of a monthly community lunch. Funding provided assists with general running expenses.	£1,400
Voluntary and Community Services Peaks and Dales recruit, train, place and support volunteers. In addition, they manage a range of activities in the area, which include transport services, lunch club, wheelchair loan service, shopping and escort service, and a care and repair service, with funding provided assisting with the provision of these core activities.	£6,615

<p>Volunteer Centre Glossop recruit, train, place and support volunteers. In addition, they provide a range of services in the area, including a volunteer car scheme, an out an about club for older people, support self-help groups for visually impaired people, with funding provided assisting with core activities.</p>	<p>£9,587</p>
<p>Eventide Luncheon Club provides luncheon club facilities to older people living in the Stanley Common area. Financial support is to assist with the Club's running expenses</p>	<p>£5,000</p>
<p>First Taste provides a programme of arts education workshops for older people in residential establishments and day care centres located in the Derbyshire Dales area. Funding provided is to cover general running expenses.</p>	<p>£2,600</p>
<p>Barlborough Darby and Joan Luncheon Club provide lunch each week to older people living in the Barlborough area. Financial support is provided as a contribution towards transport and general running expenses.</p>	<p>£392</p>
<p>Total</p>	<p>£491,891</p>

JOINT FINANCE PAYMENTS TO COMMUNITY AND VOLUNTARY ORGANISATIONS

<u>Name of Organisation</u>	<u>Proposed total Joint Funding 2016-2017 Half year</u>	<u>Proposed Adult Care Contribution 2016-2017 Half year</u>
<u>Furniture Projects</u>		
Glossopdale Furniture Project provides recycled furniture to people in need living in the High Peak area. The organisation also provides training in woodwork and furniture restoration to people disadvantaged in the workplace	£5,608	£2,804
Heanor Salcare provides recycled furniture at low cost or no cost to individuals and families in need	£15,452	£8,035
<u>Black and Minority Ethnic Community Service</u>		
Chesterfield and District African / Caribbean Community Association provides a range of activities for the African Caribbean community, with funding contributing to the Organisers salary and the provision of a range of activities, which includes a luncheon club for older African / Caribbean people.	£20,182	£10,141
<u>Day Care</u>		
Stepping Stones (Amber Valley) provides day services for people living in the Heanor area, with services being targeted at people with high level needs, mainly frail older people, but also including younger people with learning disabilities and/or mental health problems.	£13,355	£6,811
<u>Community Support</u>		
Voluntary and Community Services Peaks and Dales recruit, train, place and support volunteers in the High Peak and Derbyshire Dales area. In addition, they manage a range of activities in the area, which include transport services, lunch club,	£16,388	£8,503

wheelchair loan service, shopping and escort service, and a care and repair service, with funding provided assisting with the provision of these core activities.		
Voluntary and Community Services Peaks and Dales receive funding to assist with the provision of a volunteer car scheme in the High Peak area.	£16,309	£8,153
New Mills Volunteer Centre recruits, trains, places and supports volunteers. In addition, it provides a range of services to older and housebound people living in the High Peak area, with funding provided in order to assist with the provision of a range of activities for older people.	£21,655	£10,881
Voluntary Sector Development Budget provides 'one off' support to the voluntary sector organisations.	£14,707	£1,957
British Red Cross (Derbyshire) provides a broad range of services, from emergency response and first aid to helping people living at home and loaning medical equipment. Funding provided assists with the provision of the following individual services: - <ul style="list-style-type: none"> ▪ Home from Hospital Service (Chesterfield) 	£23,913	£11,956
High Peak CVS supports and facilitates the development of local voluntary and community organisation through the provision of a range of service, with funding provided to assist with the core activities of the organisation.	£6,128	£294
Mencap provides range of leisure and social activities to people with a learning disability, with funding being provided to assist with the expenses of the Gateway Club located in Swadlincote.	£3,344	£1,337
Derbyshire Dales CVS provide a range of services in the Derbyshire Dales area, which includes support to local voluntary / community groups. In addition, it employs a local Community Development Worker, who primarily works on Hurst Farm estate in Matlock, and a Health Trainer, whose role is to work in the local community. Funding provided assists with core expenses, local community development and a local self-help development fund.	£21,409	£10,757
NDVA provides support to Derbyshire health related voluntary organisations and liaison with statutory health and social care agencies, with funding being used to support local self-help groups and to cover the general cost of supporting the voluntary sector.	£18,166	£9,083

Dronfield Welcome Club provides day care / social activities for older people. Funding provided is to assist with general running expenses.	£629	£314
Eckington and District Monday Club is a social club for adults with learning disabilities who live in the North Eastern Derbyshire area.	£4,445	£1,608
Erewash Voluntary Action CVS recruits and places volunteers to help individuals, groups and organisations. In addition other services provided include sitting, befriending, shopping, and local community development.	£60,500	£30,047
Chesterfield Volunteer Centre recruit, train, place and support volunteers. In addition, it provides a range of services in the Chesterfield/North East Derbyshire area, with funding provided to assist with the provision of core activities.	£16,951	£8,518
Community and Voluntary Partners Bolsover provide a range of activities in the Bolsover area, which include support to local voluntary / community groups. Funding provided assists with the cost of providing the above activities.	£7,110	£3,555
Age Concern (Chesterfield and District) funding given assists in the provision of advocacy, information/advice and befriending services for older people.	£10,688	£5,370
Amber Valley CVS provides a range of activities in Amber Valley, which include support to local voluntary / community groups, and a wide range of direct services to support individuals living at home. Funding provided assists with the volunteer training support and the provision of a befriending service for older disabled people.	£38,975	£19,487
Tai Chi schemes in Derbyshire Dales: Financial support to assist with running costs	£462	£232
• Bakewell	£288	£144
• Tideswell		
South Derbyshire CVS provides a range of activities in South Derbyshire. Funding provided assists with core expenses, community development, local self-help development fund, and a social car scheme.	£44291	£22,145
Total half year cost	£380,955	£182,132

For publication

'Workforce Fit for Future' – Update for Scrutiny Committee

Meeting: Community, Customer and Organisational Scrutiny Committee

Date: 5th July 2016

Cabinet portfolio: Business Transformation

Report by: HR Manager

Purpose of report

1. To update scrutiny on the areas within the Workforce Strategy which link to the scrutiny work programme priority of 'Workforce Fit for Future' and to demonstrate how the council is approaching the development of employees.

Background

2. The council's workforce strategy 2015-2019 was written during 2015 with input from the workforce strategy group and approved in April 2016 and the council is now working through the action plan approved.
3. The strategy is built around five key themes:
 - a. Pay and Reward
 - b. Leadership, skills and capabilities
 - c. Talent Management
 - d. Employee Engagement; and
 - e. Health and Wellbeing

4. Items raised at the Scrutiny Work Programme days were:
 - a. Maximising skills, identifying gaps and how best to fill them
 - b. Project people
 - c. Room to grow
5. These themes link to the actions in the workforce strategy as listed below for themes b and c.
6. The recent introduction of the Apprentice Levy and Public Sector targets will have a significant impact on the council. The government proposals will see CBC needing to achieve a target of either 16 or 23 new apprentice starts each calendar year starting September 2017.
7. The results of the consultation process are not yet known and the cost of courses on the new framework will not be available for a while, therefore it is too early to clearly state how the target will be achieved. However it is anticipated that the apprentice target will be met through some new apprentices starting with CBC and a proportion being met through higher apprentice courses being offered to existing staff to enhance their development. This needs to be closely aligned to the Learning and Development identified through the annual EPD process.
8. The introduction of the levy will see CBC paying 0.5% of it's payroll total into a digital account that can then be used to pay for courses to meet the apprentice targets set. Until the costs of the courses provided are established, it is not known whether the council will need to add any additional resource from training budgets.

Actions so far

9. A range of measures aimed at addressing workforce development have been achieved so far. They are:-

- a. New CMT recruited and final member of team in place 4 July 2016 with Director of Resources role still to be filled.
- b. Succession planning has been undertaken in most areas of the business and development plans now taking shape
- c. Functional skills courses currently being delivered to staff to improve Maths, English and IT
- d. EPD process continues with all information on aspire and regular reminders issued to managers. Workforce strategy was the content of a service managers breakfast meeting in May to reinforce key messages.
- e. New capability policy launched and training being delivered to managers at all levels throughout the summer to support them to tackle underperformance
- f. Online training providers have showcased their systems and proposals being considered for procurement. To support this, the requirement for all mandatory training has been collated centrally to inform the system/content design
- g. Research has established that training is not being recorded on resourcelink and this needs to be addressed.
- h. Employee policies being reviewed on a continuous basis and information uploaded onto aspire to support managers
- i. HR supporting council to ascertain where new apprentice frameworks will support the council plan and enable managers to 'grow their own'
- j. Working with Chesterfield College on 'traineeships' to explore how these can add value through the work experience route

Strategic Priority	Actions	Outcomes	Success Measures
Leadership, Skills and Capabilities	Undertake skills audit and gap analysis of future needs, identifying critical vulnerabilities	<ul style="list-style-type: none"> Greater clarity of roles and accountabilities, improved empowerment and engagement at management levels 	Succession plans in place in each service area informing workforce plans and recruitment needs
	Develop performance management framework	<ul style="list-style-type: none"> Improve organisational capability and flexibility 	Monitor and evaluate corporate wide performance
	Develop 'skills pathways' to develop from within (e.g. career grades)	<ul style="list-style-type: none"> Retain IIP accreditation Improve staff retention 	Increased ability to recruit/retain staff at all levels
	Promote functional skills across the council to enable career progression and improve service outcomes	<ul style="list-style-type: none"> Improve employee engagement 	Improved service efficiency and better communication through maximising staff potential
	Review current and future skills by service area to develop service specific and corporate skill set (competency framework)	<ul style="list-style-type: none"> Greater clarity, consistency and accountability around employee policies and procedures 	Align learning with the business by identifying short and long term organisational capability requirements
	Implement the EPD process	<ul style="list-style-type: none"> Efficient and prioritised use of scarce resources 	100% returns annually and staff satisfaction improved as measured by employee survey
	Implement competency framework as basis for recruitment and performance management	<ul style="list-style-type: none"> Gain feedback from employees 	Competency framework established and right people in roles
	Coach and develop managers to provide 'quality' performance discussions and to be able to challenge		Poor performance tackled through appropriate channel i.e. capability process

	behaviours that are not consistent with the value		
	Ensure all training recorded on Resourcelink		Full and complete training records on Resourcelink
	Review corporate and service specific training programmes and budgets		Online training delivery sourced, developed and implemented to provide cost effective training and induction.
	Review method of delivery and explore corporate ICT solution for online learning		Implement a corporate evaluation framework to evaluate the impact of training and ROI
	Review delegated budgets and corporate needs		Targeted training plan that meets the corporate needs and addresses any weaknesses
	Review training evaluation model		Evaluation of learning to identify what behaviours or skills have changed following the training
	Develop 2-5 year training plan based on skills analysis, EPD's and performance management, incorporating multi-skilling of teams.		Reinforce link between competencies, behaviours and values required for role
	Review and evaluate leadership development at all levels		All policies up to date and easily accessible and understood. Policies and
	Introduce 360 degree appraisals		
	Review employee policies and procedures to ensure they are streamlined and easily		

	accessible to staff and managers		toolkits available to all
	Utilise intranet to publish policies, procedures and 'how to guides' to ensure managers supported to deliver consistently		
Talent Management	Implement apprenticeship programme using levy set to meet yearly targets for numbers of apprentices as set by government with clear career pathways	<ul style="list-style-type: none"> • Increase the number of under 25's employed by CBC and set good example for other employers • Improve reputation as an 'employer of choice' 	Targets set by government met and increased employment of under 25's in CBC and Chesterfield more broadly
	Review work experience programme to be more focused on increasing CBC profile as an 'employer of choice'	<ul style="list-style-type: none"> • Decrease 'time to recruit' in specialist roles and build capability for future 	Policy reviewed and work experience welcomed as a precursor to apprenticeships
	Develop graduate programme to target specific skills gaps e.g. planning, law, sales	<ul style="list-style-type: none"> • Engaged and satisfied workforce, leading to increased productivity 	Vacancies filled with quality candidates
	Devise talent management programme to ensure retention and engagement of staff	<ul style="list-style-type: none"> • Proactive approach to recruitment and promotion 	Aligned talent programme with the corporate strategy
	Produce workforce profiles (succession plans) to identify future recruitment needs and	<ul style="list-style-type: none"> • Better use of resources and structured approach to secondments 	Demonstrates commitment to developing career pathways for employees

	inform training plans		which would facilitate the councils ability to recruit/retain talent
	Enable managers to 'grow their own' talent		Address key strategic business needs and ensure succession for critical roles
	Review Project Academy and internal secondment process to give maximum opportunities to staff for internal career development		

This page is intentionally left blank

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 JULY 2016 TO 31 OCTOBER 2016

What is the Forward Plan?

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

What is a Key Decision?

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

- a decision to spend £50,000 or more from an approved budget, or
- a decision to vire more than £10,000 from one budget to another, or
- a decision which would result in a saving of £10,000 or more to any budget head, or
- a decision to dispose or acquire any interest in land or buildings with a value of £50,000 or more, or
- a decision to propose the closure of, or reduction by more than ten (10) percent in the level of service (for example in terms of funding, staffing or hours of operation) provided from any facility from which Council services are supplied.

Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in one or more electoral wards. This includes any plans or strategies which are not within the Council's Policy Framework set out in Article 4 of the Council's Constitution.

Are any other decisions included on the plan?

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

How much notice is given of forthcoming decisions?

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

What information is included in the plan?

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

How is consultation and Community Engagement carried out?

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

Notice of Intention to Conduct Business in Private

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

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

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

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

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

Huw Bowen
Chief Executive

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



CHESTERFIELD
BOROUGH COUNCIL

Meeting Dates 2016/17

<u>Cabinet</u>	<u>Council</u>
5 April 2016* 3 May 2016* 17 May 2016 31 May 2016	27 April 2016 11 May 2016
14 June 2016* 28 June 2016	
12 July 2016* 27 July 2016	27 July 2016
6 September 2016* 20 September 2016	
4 October 2016* 18 October 2016	12 October 2016
1 November 2016* 15 November 2016 29 November 2016	
13 December 2016*	14 December 2016
10 January 2017* 24 January 2017	
7 February 2017* 21 February 2017	23 February 2017
7 March 2017* 21 March 2017	
4 April 2017* 18 April 2017	26 April 2017
2 May 2017* 16 May 2017 30 May 2017	10 May 2017

*Joint Cabinet and Employment and General Committee meet immediately prior to the first meeting of Cabinet each month

Cabinet members and their portfolios are as follows:

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

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

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

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

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decisions							
Key Decision 398	Sale of CBC Land/Property	Deputy Leader & Cabinet Member for Planning	Deputy Leader & Cabinet Member for Planning	Not before 30th Jun 2016	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains financial information	No
Key Decision 495	Local Government Pension Scheme To approve the revised Discretions in accordance with the changes to the Local Government Pension Scheme Regulations	Cabinet Council	Cabinet Member - Business Transformation	12 Jul 2016 27 Jul 2016	Jane Dackiewicz Tel: 01246 345257 jane.dackiewicz@chesterfield.gov.uk	Public	No
Key Decision 577	Risk Management Strategy and in year review	Council	Deputy Leader & Cabinet Member for Planning	27 Jul 2016	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	No
Key Decision 584	Purchase of Property under Strategic Acquisitions Policy	Housing Services Manager - Business Planning and Strategy	Cabinet Member - Housing	Not before 30th Jun 2016		Exempt 3	No
Key Decision 617	Linacre Road, Ashgate - Project update	Cabinet	Deputy Leader & Cabinet Member for Planning	28 Jun 2016	Linda Martin Tel: 01246 345445 linda.martin@chesterfield.gov.uk	Exempt 3	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 619	Chester Street Garage Site - to obtain permission to clear garage site and make available for Housing Development.	Cabinet	Cabinet Member - Housing	12 Jul 2016	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs	No
Key Decision 622	Northern Gateway Revised Scheme Proposals	Cabinet Council	Leader & Cabinet Member for Regeneration	12 Jul 2016 27 Jul 2016	Lynda Sharp Tel: 01246 345256 lynda.sharp@chesterfield.gov.uk	Exempt 3	No
Key Decision 624	Re-prioritisation of resources into the health and wellbeing priority Portfolio	Joint Cabinet and Employment & General Committee	Cabinet Member - Health and Wellbeing	14 Jun 2016	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Exempt 1	No
Key Decision 627	Policy and Communications restructure	Joint Cabinet and Employment & General Committee	Deputy Leader & Cabinet Member for Planning	6 Sep 2016	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Exempt 1	No
Key Decision 628	Empty Property Strategy To adopt a new Strategy for dealing with empty residential properties.	Cabinet	Cabinet Member - Housing	28 Jun 2016	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 629	Disposal of 29 Cobden Road	Cabinet	Cabinet Member - Housing	12 Jul 2016	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3	No
Key Decision 630	Leader & Cabinet Member for Regeneration Portfolio Accounts 2015/16	Cabinet	Leader & Cabinet Member for Regeneration	14 Jun 2016	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	Yes To enable the portfolio accounts to be signed off by the external auditors in timely manner.
Key Decision Page 31 Page 28	Deputy Leader & Cabinet Member for Planning Portfolio Accounts 2015/16	Cabinet	Deputy Leader & Cabinet Member for Planning	14 Jun 2016	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	Yes To enable the portfolio accounts to be signed off by the external auditors in timely manner.

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 632	Cabinet Member for Business Transformation Portfolio Accounts 2015/16	Cabinet	Cabinet Member - Business Transformation	14 Jun 2016	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	Yes To enable the portfolio accounts to be signed off by the external auditors in timely manner.
Key Decision 633	Cabinet Member for Health & Wellbeing Portfolio Accounts 2015/16	Cabinet	Cabinet Member - Health and Wellbeing	14 Jun 2016	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	Yes To enable the portfolio accounts to be signed off by the external auditors in timely manner.
Key Decision 634	Cabinet Member for Housing General Fund Portfolio Accounts 2015/16	Cabinet	Cabinet Member - Housing	14 Jun 2016	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	Yes To enable the portfolio accounts to be signed off by the external auditors in timely manner.

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 635	Housing Revenue Final Accounts 2015/16	Cabinet	Cabinet Member - Housing	28 Jun 2016	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	Yes To enable the accounts to be signed off by the external auditors in timely manner.
Key Decision 636	Cabinet Member for Governance Portfolio Accounts 2015/16	Cabinet	Cabinet Member - Governance	14 Jun 2016	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	Yes To enable the portfolio accounts to be signed off by the external auditors in timely manner.
Key Decision 637	Cabinet Member for Town Centre & Visitor Economy Portfolio Accounts 2015/16	Cabinet	Cabinet Member - Town Centre and Visitor Economy	14 Jun 2016	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	Yes To enable the portfolio accounts to be signed off by the external auditors in timely manner.

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 638	General Fund Budget Outturn 2015/16	Cabinet Council	Leader & Cabinet Member for Regeneration	14 Jun 2016 27 Jul 2016	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	Yes To enable the general fund budget outturn be signed off by the external auditors in timely manner.
Key Decision 639	Building Cleaning Restructure	Joint Cabinet and Employment & General Committee	Cabinet Member - Health and Wellbeing	14 Jun 2016	Angela Dunn Bereavement Services Manager Tel: 01246 345881 angela.dunn@chesterfield.gov.uk	Exempt 1, 4	Yes To enable the Commercial Services Manager to implement the proposed restructure of Building Cleaning in a timely manner.
Key Decision 640	Environmental Services Restructure	Joint Cabinet and Employment & General Committee	Cabinet Member - Health and Wellbeing	12 Jul 2016	Angela Dunn Bereavement Services Manager Tel: 01246 345881 angela.dunn@chesterfield.gov.uk	Exempt 1, 4	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 641	Security Services DSO Final Accounts 2015/16 & Business Plan 2016/17	Cabinet	Cabinet Member - Town Centre and Visitor Economy	14 Jun 2016	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Exempt 3	Yes To enable the accounts to be signed off by the external auditors in a timely manner.
Key Decision 642	Building Cleaning DSO Final Accounts 2015/16 & Business Plan 2016/17	Cabinet	Cabinet Member - Health and Wellbeing	14 Jun 2016	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Exempt 3	Yes To enable the accounts to be signed off by the external auditors in a timely manner.
Key Decision 643	Landscape & Streetscene Services Final for Regeneration Accounts 2015/16 & Business Plan 2016/17	Cabinet	Cabinet Member - Health and Wellbeing	14 Jun 2016	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Exempt 3	Yes To enable the accounts to be signed off by the external auditors in a timely manner.

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 644	Operational Services ISP Final Accounts 2015/16 & Business Plan 2016/17	Cabinet	Cabinet Member - Health and Wellbeing	14 Jun 2016	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Exempt 3	Yes To enable the accounts to be signed off by the external auditors in a timely manner.
Key Decision 645	Sale of the Former Newbold School Site, Newbold Road, Chesterfield	Cabinet	Deputy Leader & Cabinet Member for Planning	14 Jun 2016	Linda Martin Tel: 01246 345445 linda.martin@chesterfield.gov.uk	Exempt 3	Yes The developer estimates a total of 29 weeks until completion of sale. Waiting 28 days will delay the decision and ultimately the capital receipt.
Key Decision 646	Chesterfield Museum Store - Unit 1, Somerset Yard	Cabinet	Cabinet Member - Town Centre and Visitor Economy	12 Jul 2016	Alyson Barnes alyson.barnes@chesterfield.gov.uk	Public	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 647	Pay and Reward Review	Joint Cabinet and Employment & General Committee	Cabinet Member - Business Transformation	12 Jul 2016	Kate Harley Kate.Harley@Chesterfield.gov.uk	Exempt 3, 4	No
Key Decision 648	Apprentice Town	Cabinet	Leader & Cabinet Member for Regeneration	12 Jul 2016	Neil Johnson Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Public	No
Key Decision 649	Spirepride D.S.O. Business Plan 2016/17	Cabinet	Cabinet Member - Health and Wellbeing	28 Jun 2016	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Exempt 3	Yes To enable the Business Plan to be included within the Medium Term Financial Plan in a timely manner. (Report usually included with Final Accounts, but completion delayed)

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 650 Page 35	Building Cleaning D.S.O Business Plan 2016/17	Cabinet	Cabinet Member - Health and Wellbeing	28 Jun 2016	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Exempt 3	Yes To enable the Business Plan to be included within the Medium Term Financial Plan in a timely manner. (Report usually included with Final Accounts, but completion delayed)

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 651	Publishing consultation documents relating to a Sheffield City Region Mayoral Combined Authority	Chief Executive Cabinet	Leader & Cabinet Member for Regeneration	27 Jun 2016 28 Jun 2016	Huw Bowen Chief Executive Tel: 01246 345308 huw.bowen@chesterfield.gov.uk	Public	Yes To seek Chesterfield Borough Council's approval for the Sheffield City Region to publish for consultation documents with proposals to establish a Mayoral Combined Authority for Sheffield City Region. The timetable for the process of establishing a Mayoral Combined Authority with an expanded constituent membership for Sheffield City Region is set by central government

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 652	Caravan and Mobile Home Park Licensing To approve the arrangements for the licensing and management of mobile home parks in the borough.	Cabinet	Cabinet Member - Housing	26 Jul 2016	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 653	Crematorium Delivery Options	Cabinet	Cabinet Member - Health and Wellbeing	6 Sep 2016	Angela Dunn Bereavement Services Manager Tel: 01246 345881 angela.dunn@chesterfield.gov.uk	Exempt 3	No
Key Decision 654	Update on General Fund Capital Programme	Cabinet Council	Leader & Cabinet Member for Regeneration	26 Jul 2016 27 Jul 2016	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Key Decision 655	Homelessness Strategy	Cabinet	Cabinet Member - Housing	26 Jul 2016	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Private Items (Non Key Decisions)							
Non-Key 363	Application for Home Repairs Assistance	Cabinet Member for Housing Cabinet Member - Housing	Cabinet Member - Housing	Not before 30th Jun 2016	Jane Thomas jane.thomas@chesterfield.gov.uk	Exempt 1, 3 Information relating to an individual Information relating to financial affairs	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Non-Key 367	Lease of Commercial and Industrial Properties	Deputy Leader & Cabinet Member for Planning	Deputy Leader & Cabinet Member for Planning	Not before 30th Jun 2016	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs	No
Non-Key Private Non-Key No. 55	Application for Discretionary Rate Relief	Cabinet Member for Business Transformation	Cabinet Member - Business Transformation	30 Jun 2016		Exempt	No
Non Key Decisions							
Key Decision Non-Key 54	Equality Annual Report 2015/16	Cabinet	Cabinet Member - Governance	14 Jun 2016	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Non-Key Non-key no. 56	Healthy Living Centre Activity Review	Cabinet	Cabinet Member - Health and Wellbeing	14 Jun 2016	Darren Townsend Operations Manager - HLC darren.townsend@chesterfield.gov.uk	Public	No
Non-Key Non-key no. 57	Scrutiny Annual Report 2015/16 Consideration and endorsement of the Scrutiny Annual Report 2015/16 which details the work of the Council's Overview and Scrutiny Committees and development of the Overview and Scrutiny Function during 2015/16.	Council	Cabinet Member - Governance	27 Jul 2016	Anita Cunningham Tel: 01246 345273 anita.cunningham@chesterfield.gov.uk	Public	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Non-Key Non-key no. 58	Response to the Derbyshire County Council consultation on Community and Voluntary Sector Funding	Cabinet	Cabinet Member - Health and Wellbeing	12 Jul 2016	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision Non-Key 58g	Local List of Heritage Assets	Cabinet	Deputy Leader & Cabinet Member for Planning	12 Jul 2016	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public	No

Page 39

This page is intentionally left blank

SCRUTINY COMMITTEE RECOMMENDATIONS - IMPLEMENTATION MONITORING SCHEDULE – MAY 2016

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 41	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	CCO agreed 24.11.15 to monitor corporate progress following next major consultation exercise. EW Progress report received 23.04.15. SPG to	Next CCO2 - corporate progress report TBA. Next EW5 leisure 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)
					attend meeting with 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 Communica-	OP 19.06.14 Cabinet	<ol style="list-style-type: none"> 1. Adopt clear branding 2. Review marketing / communication activities. 	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)
	tions (SPG)	29.07.14	3. Introduce use of analytics. 4. Adopt a 'digital first' approach.			
EW4	Hackney Carriage Licence Limit (SPG)	EW 16.01.14 Appeals & Regulatory Ctte on 12.02.14	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.	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.	<i>6 months</i>	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	Monitoring TBA to receive information regarding responsibility for contract management and monitoring.

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)
					complete subject to specific info. being provided.	
CCO1	Statutory Crime & Disorder Scrutiny Ctte			6 monthly meetings		Next 6 monthly meeting due 13.09.16.
Page 44	“ “	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.

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 45	“ “	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 the increase in anti-social behaviour and criminal damage and all the associated costs; and That the Crime and Disorder (Community, Customer and Organisation) Committee be provided with the details of the outcome of the review and the cost benefit analysis.	Report requested for 24.11.15 Meeting	Cabinet Member attended and responded to CCO meeting held on 07.07.15. Progress reported 15.09.15 and 24.11.15 – CCO requested account be taken of its views in final decision.	Date for next progress monitoring report TBC.
	OP6	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 06.09.16.

Abbreviations Key :

OP = Overview and Performance Scrutiny Forum.

CCO = Community, Customer and Organisational Scrutiny Committee.

EW = Enterprise and Wellbeing Scrutiny Committee).

TBA (to be agreed).

* Note recommendation wording may be abridged.

This page is intentionally left blank

CHESTERFIELD BOROUGH COUNCIL

WORK PROGRAMME : COMMUNITY, CUSTOMERS AND ORGANISATIONAL SCRUTINY COMMITTEE for 5 JULY 2016

	Scrutiny Meeting Date :	Business Item :	Status :	Raised by :	Cabinet Responsibility:
1	5.07.16	Workforce Fit for Future	Agreed to include on Scrutiny Work Programme – OP 10.05.16. Draft Workforce Strategy 2015-19 considered on 24.11.15. (approved by Council 27.04.16)	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Business Transformation</i>
2	5.07.16	Press Red Work	Agreed to include on Scrutiny Work Programme – OP 10.05.16	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Health & Wellbeing</i>
3	5.07.16	Health Scrutiny / Deprivation	Agreed to include on Scrutiny Work Programme – OP 10.05.16	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Health & Wellbeing</i>
4	13.09.16	Markets	Agreed to include on Scrutiny Work Programme – OP 10.05.16. Outside Market Reconfiguration considered 22.03.16	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Town Centre & Visitor Economy</i>

CHESTERFIELD BOROUGH COUNCIL

	Scrutiny Meeting Date :	Business Item :	Status :	Raised by :	Cabinet Responsibility:
5	13.09.16	Impacts of Welfare Reform	Agreed to include on Scrutiny Work Programme – OP 10.05.16	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Health & Wellbeing, Business Transformation</i>
6	13.09.16	Crime and Disorder Scrutiny (with Police & Crime Panel Update and Monitoring Reports)	Last met 22.03.16	<i>Statutory requirement at least once per year</i>	<i>Health & Wellbeing</i>
7	22.11.16	Friends of Groups	Agreed to set up Scrutiny Project Group – CCO 24.05.16	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Health & Wellbeing, Governance</i>
	22.11.16	Health Scrutiny / Deprivation	Progress since 5.07.16		
	24.01.17	Workforce fit for the Future	Progress since 5.07.16		
	24.01.17	Impacts of Welfare Reform	Progress since 13.09.16		
	21.03.17	Markets	Progress since 13.09.16		

CHESTERFIELD BOROUGH COUNCIL

	Scrutiny Meeting Date :	Business Item :	Status :	Raised by :	Cabinet Responsibility:
	21.03.17	Crime and Disorder Scrutiny (with Police & Crime Panel Update and Monitoring Reports)	Progress since 13.09.16		
<i>Scrutiny Project Groups :</i>					
	To start May 2016	Venues	Agreed to set up Scrutiny Project Group – joint lead Tricia Gilby & Lisa Derbyshire - CCO 24.05.16	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Town Centre & Visitor Economy</i>
	To start July 2016	Friends of Groups	Agreed to set up Scrutiny Project Group – CCO 24.05.16	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Health & Wellbeing, Governance</i>

CHESTERFIELD BOROUGH COUNCIL

	Scrutiny Meeting Date :	Business Item :	Status :	Raised by :	Cabinet Responsibility:
<i>Items Pending Reschedule or Removal :</i>					
		Monitoring: Community Engagement, Internal Communications, etc	CCO agreed 24.11.15 to monitor corporate progress following next major consultation exercise.	<i>New Leisure Facilities (SPG), EW 05.06.14, Cabinet 23.09.14.</i>	<i>Governance, Business Transformation</i>
		Monitoring: Review of decision to stop locking park gates at night	Progress reported 15.09.15 and 24.11.15 – CCO requested account be taken of its views in final decision.	CCO 8.01.15	<i>Health & Wellbeing</i>
<i>New Business Items Proposed :</i>					

Note:

Items for monitoring (from scrutiny reviews and other recommendations) are not included above but are listed in the Scrutiny Monitoring Form, a separate item to the agenda.

Members may wish to schedule items from the Forward Plan and Scrutiny Monitoring Form into the work programme.

[KEY to abbreviations :

OP = Overview and Performance Scrutiny Forum.

CCO = Community, Customer and Organisational Development Scrutiny Committee.

EW = Enterprise and Wellbeing Scrutiny Committee.

TBC = To be confirmed].

**COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY
COMMITTEE**

Tuesday, 24th May, 2016

Present:-

Councillor Slack (Chair)

Councillors Borrell
Sarvent

Councillors J Barr

Councillor Blank ++

Anita Cunningham, Policy and Scrutiny Officer
James Drury, Executive Director +
Angela Dunn, Interim Environmental Services Manager +
Brian Offiler, Committee and Scrutiny Coordinator
John Ramsey +
Donna Reddish ++

+ Attended for Minute No. 3

++ Attended for Minute No. 4

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

No declarations of interest were received.

2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Flood and Miles.

**3 CABINET MEMBERS FOR HEALTH & WELLBEING AND
GOVERNANCE - FRIENDS OF GROUPS**

The Executive Director, the Interim Environmental Services Manager and the Landscape Development Officer explained the background to the Council's involvement with Friends of Groups.

The Parks and Open Spaces service had dealt with approximately 18 Friends of Groups (such as the Friends of Queen's Park group) over the last 15 years or so, as well as other groups such as Tenant and Resident Associations and a local Community Interest Company. There had been a range of involvement, including specific capital projects or particular activities. There had been good joint working with groups on submission of funding bids and they had generally been useful routes for consultation.

The Council had developed a pack of general information for potential groups, including guidance on activities, aims, roles and relationships and constitutions, and this was available on the Council's website.

It was noted that the Council retained the final decision on proposed schemes or activities, although these were generally mutually agreed with the relevant group.

It was noted that the Parks and Open Spaces Strategy referred to the need for resources to be directed and prioritised appropriately, and it was recognised that consideration needed to be given as part of the health and equalities agenda to relative levels of deprivation across the borough and to levels of support that could realistically be offered.

It was recognised that Friends of Groups may be able to access funding which was not available to the Council to undertake activities (such as litter picking) or events (such as carnivals). However, given the financial constraints on the Council, it was noted that it may not be possible to provide the same levels of support to such groups in the future if their proposed activities were not closely related to the Council's priorities.

It was confirmed that there had previously been a mechanism for the various Friends of Groups to meet together to share good practice with each other, but that this had lapsed in recent years.

The meeting discussed the possibility of greater standardisation of approach across different groups to ensure that all groups' activities and plans aligned with the Council's priorities, whilst recognising that the groups were independent of the Council. The importance of close working between groups and the Council was emphasised to avoid unrealistic expectations.

The issue of how to encourage wider community engagement in such groups was also raised.

It was suggested that a Scrutiny Project Group be established to consider the potential for greater standardisation of approach in respect of the Council's relationship with Friends of Groups, and that Members be invited to express interest in joining the Project Group to start in July.

RESOLVED –

That a Scrutiny Project Group be established to consider the potential for greater standardisation of approach in respect of the Council's relationship with Friends of Groups, and that Members be invited to express interest in joining the Project Group to start in July.

4 CABINET MEMBER FOR GOVERNANCE - DRAFT EQUALITY & DIVERSITY ANNUAL REPORT 2015/16

The Cabinet Member for Governance and the Policy and Communications Manager submitted a report to present a draft of the Council's Equality and Diversity Annual Report for 2015/16.

The Council had a duty to positively contribute to equalities within the local community and to publish an annual report on how it had done this.

The draft report included details of the Equality and Diversity Forum's events and activities during the year, how the Council had promoted equality and diversity through its services, its training for staff and its use of Equality Impact Assessments, along with proposals for activities to be undertaken in 2016/17. Further comments would be added to the draft report before submission of the final report to Cabinet in June.

The Cabinet Member for Governance commended the work undertaken during the past year, despite the absence on maternity leave of the Policy Officer. It was noted that there had been high levels of engagement through the Equality and Diversity Forum, working in partnership with other organisations to deliver events and activities to raise awareness of issues affecting local people, such as deaf and hearing support, dementia action alliance and holocaust memorial day.

It was noted that equalities issues were becoming embedded in the everyday business of Council services.

In response to questions from Members it was confirmed that the report, as with other published Council documents, could be made available on request in alternative formats, such as large print, braille, tape or Easy Read. If required, translation and interpretation services could also be provided where it was reasonable to do so.

Members thanked the Cabinet Member and officers for the report and for the good work being undertaken on equalities and diversity issues.

RESOLVED –

That the draft Equality and Diversity Annual Report for 2015/16, including the future plans proposed for 2016/17 be supported.

5 FORWARD PLAN

The Committee considered the Forward Plan for the period 1 June – 30 September 2016.

RESOLVED –

That the Forward Plan be noted.

6 WORK PROGRAMME FOR THE COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE

The Committee considered the list of items included on its proposed Work Programme for 2016/17, which had been developed from the Scrutiny Work Programming Action Days held in March and April and supported by the Overview and Performance Scrutiny Forum on 10 May, 2016.

RESOLVED –

- (1) That the proposed Work Programme for the Community, Customer and Organisational Scrutiny Committee for 2016/17 be approved.
- (2) That the establishing of the proposed Scrutiny Project Group on Venues be ratified, to be jointly led by Councillors Tricia Gilby and Lisa-Marie Derbyshire.
- (3) That the Scrutiny Project Group on Friends of Groups be added to the Work Programme.

7 **SCRUTINY MONITORING**

The Committee considered the Scrutiny recommendations monitoring schedule.

RESOLVED –

That the Scrutiny monitoring report be approved.

8 **MINUTES**

The Minutes of the meeting of the Community, Customer and Organisational Scrutiny Committee held on 22 March, 2016 were presented.

Further to Minute No. 34, it was confirmed that a substitute Member was able to attend the Derbyshire Police and Crime Panel in the event of the Cabinet Member for Health and Wellbeing being unable to attend.

RESOLVED –

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

This page is intentionally left blank