



Please ask for Rachel Lenthall
Direct Line: 01246 345277
Email committee.services@chesterfield.gov.uk

The Chair and Members of Overview
and Performance Scrutiny Forum

6 June 2016

Dear Councillor,

Please attend a meeting of the OVERVIEW AND PERFORMANCE SCRUTINY FORUM to be held on TUESDAY, 14 JUNE 2016 at 5.00 pm in Committee Room 3, 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 Business Transformation - Great Place, Great Service Progress Report (Pages 3 - 16)

5:05pm

4. Leader and Cabinet Member for Regeneration - Budget Outturn Report (Verbal)

5:30pm

5. Leader and Cabinet Member for Regeneration - Internal and External Communications Progress Report (Pages 17 - 24)

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

Telephone: 01246 345 345, Text: 07960 910 264, Email: info@chesterfield.gov.uk

www.chesterfield.gov.uk

5:55pm

6. Forward Plan (Pages 25 - 38)

6:15pm

7. Scrutiny Monitoring (Pages 39 - 44)

6:20pm

8. Work Programme for the Overview and Performance Scrutiny Forum (Pages 45 - 48)

6:25pm

- *Corporate working groups*

9. Joint Overview and Scrutiny

6:35pm

10. Overview and Scrutiny Developments

6:40pm

11. Minutes (Pages 49 - 56)

6:45pm

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

Great Place Great Service (GPGS) Programme – Review of progress

MEETING:	OVERVIEW & PERFORMANCE SCRUTINY
DATE:	14 JUNE 2016
REPORT BY:	TRANSFORMATION PROGRAMME MANAGER
WARD:	ALL
COMMUNITY FORUM:	ALL
KEY DECISION REFERENCE (IF APPLICABLE):	

FOR PUBLICATION

1.0 **PURPOSE OF REPORT**

1.1 To inform members of the progress against the GPGS work programme as approved at cabinet in Dec 2015.

2.0 **RECOMMENDATIONS**

2.1 It is recommended that members

2.1.1 Note the content of the report.

2.1.2 Comment on the progress made to date.

2.1.3 Consider any specific parts of the Programme where a more detailed report is required.

2.1.4 Request a general GP:GS Programme progress update in 6 months time.

3.0 BACKGROUND

- 3.1 The revised GPGS programme was approved at Cabinet in Dec 2015.
- 3.2 It was agreed that the programme is to be regularly reviewed.
- 3.3 This progress report for the Overview and Performance Scrutiny board constitutes the first formal review of the programme, outside of the GPGS Board

4.0 REVIEW

- 4.1 There has been good overall progress against the GPGS programme of work, A comprehensive review paper is attached at appendix A. This gives detail on the progress being made in each of the individual programme work streams.

5.0 RECOMMENDATION (s) in full:

- 5.1 It is recommended that members :
 - 5.1.1 Note the content of the report.
 - 5.1.2 Comment on the progress made to date.
 - 5.1.3 Consider any specific parts of the Programme where a more detailed report is required .
 - 5.1.4 Request a general GP:GS Programme progress update in 6 months time.

6.0 REASONS FOR RECOMMENDATION (s) (cabinet or lead member reports only)

- 6.1 *To ensure the council is enabled to deliver a transformational programme which:*
 - *Improves services to customer and residents*
 - *ensures Value for Money;*
 - *delivers financial efficiencies;*
 - *transforms and modernises the council;*
 - *supports staff and members to deliver effective change;*

- *manages benefit realisation;*
- *is flexible and agile to grasp future opportunities;*

You can get more information about this report from Karen Brown
– 01246 345293 or James Drury – 01246 345292

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Review of Business Case

Project name:	Great Place Great Service (GPGS) Programme
Date of report:	6 th June 2016
Author:	Karen Brown – Transformation Programme Manager
Sponsor:	Executive Director

1.0 Executive Summary

- 1.1 Great Place Great Service (GPGS), since its revamp in late 2015, has been taking steps to ensure that Chesterfield Borough Council are prioritising activities and resources to meet the Council’s vision, and rising to the challenge to do “more with less”.
- 1.2 The council has acknowledged that it needs transformational rather than incremental change and that to achieve this we need to start to address a much broader and more complex set of cultural and organizational changes which are required to deliver significant benefit.
- 1.3 We are also aware of changing customer demands from our growing and aging population, which is more mobile in its nature and its use of technology.
- 1.4 GPGS realises that we must also be strong and disciplined to drive through changes and deliver financial benefits as outlined in detailed business cases.
- 1.5 The GP:GS 2015:2025 Programme proposed to deliver through a range of Workstreams. These are:
 - Establishing Solid Foundations;
 - Smarter Working;
 - Estate Rationalisation;
 - Commercialisation;
 - Procurement;
 - Change Readiness and Change Management;



- 1.6 These workstreams were included in the GP:GS 2015:2025 business cases. To deliver these workstreams it was estimated that there will be £3.1 million revenue cost and £1.0 million capital costs, with financial benefits during the 10 year period amounting to £6.8 million revenue savings and £1.5 million capital saving.
- 1.7 It is predicted that when fully delivered the GP:GS 2015:2025 Programme will:
- Save money and be an important part in tackling our budget challenges;
 - Improve the services we offer our customers and residents;
 - Transform and modernise the Council;
 - Support staff and members to deliver effective change;
 - Enforce tight controls to manage activities and benefits realisation effectively;
 - Need to be tenacious, determined and at times ruthless;
 - Need to be flexible and agile to grasp future opportunities;
- 1.8 Key progress to date includes:-
- Intranet Launch;
 - Website Launch;
 - Target Operating Model complete;
 - Programme Management Office progressing well;
 - Rents review progressing;
 - Town hall restack fully planned;
 - Contract near completion for lease of Town Hall space;
 - Procurement service launched with NHS;
 - Improved ICT infrastructure;
 - Corporately controlled and targeted ICT Project development;
 - Development of Commercialisation strategy and opportunities.



2.0 Programme Principles / Assumptions / Scope

2.1 Principles

- The council is committed to achieving the following through the GPGS programme.
 - We want Chesterfield to be a great place to live in, work and visit;
 - We want to operate great facilities and provide great services for our customers;
 - Helping to deliver the Council's vision – 'Putting Our Communities First';
 - Creating a shared vision of how CBC will operate in future and communicating it effectively;
 - Improving the customer experience;
 - Achieving an integrated approach to delivering 5 key strategies – ICT, Customer Services, Workforce Development and Asset Management, Commissioning & Procurement Strategy;
 - Helping to deliver a solvent and financially sound council;
 - Having a workforce that is willing and able to embrace change;
 - Introducing flexible working and a modern working environment.

2.2 Assumptions

- The following assumptions have been made during the development of this business case.
 - That members remain committed to the corporate plan for 2015-19 and the core value of Putting our Communities First;
 - That austerity measures continue till 2020 as predicted;
 - That funding is available to invest in the project as defined within the cost model included in this report;
 - That the council address the underlying ICT infrastructure requirements utilising the ICT reserve or other funding, outside of the cost model included for this project;
 - That the commercialisation group will operate with its own governance framework and cost model, reporting into the GPGS Framework at agreed frequencies and with larger scale projects;
 - Organisational commitment and adequate resource allocation.
 - That when non staff related savings are identified they are removed from budgets with immediate effect;



- That when staff related savings are identified they are realised via redeployment, voluntary redundancy or if necessary, via compulsory redundancy as quickly as possible in accordance with legislation and CBC Policies and procedures.

2.3 Scope

- The specific scope of this programme remains limited to those items included within the cost model attached at Appendix B of the Dec 2015 report.
- Members should however be aware that in order for the programme to be flexible and agile to grasp future opportunities, that change control requests are likely to be presented in the future to seek approval to amend this documented scope

3.0 Projects / Work streams Update

3.1 The GPGS programme is a comprehensive programme that is based around some key themes and work areas, the paragraphs that follow provide a progress report to date against original plans.

- Establishing solid foundations;
- Smarter working (Town Hall Restack, Flexible working & Telephony);
- Estate Rationalisation;
- ICT Infrastructure;
- Website & Intranet;
- Commercialisation;
- Procurement;
- Change readiness and Change Management.

3.2 Establishing solid foundations

3.2.1 Developing the Operating Model - Complete

The council has been working closely with Entec SI since late 2015 to develop a revised Target Operating model for the council. This has included multiple workshops with Corporate Cabinet, Senior Leadership Team and Corporate Management Team. These workshops have focused on answering the following:-

- What do we want Chesterfield to feel like in 4 years?
- What outcomes do we need to deliver to achieve that?
- How does the council need to work, think, act and behave to achieve this?



- What activity must we undertake to achieve the agreed position
- How do we know we are doing the right things at the right time?

The approach taken to deliver the operating model has included:-

- Senior stakeholder engagement;
- Completion of a baseline assessment & context from existing work;
- Development of a draft operating model & identification of barriers to change;
- A Cabinet / CMT facilitated workshop;
- Development of a final draft operating model which has been presented to senior stakeholders;
- Operating model to be approved by GPGS Board;
- Identifying a range of activities that would cease or reduce to help deliver a balanced budget for 2016/17.

3.2.2 Developing Strategies in a constant manner ensuring that all cross cutting issues are addressed holistically, embedding the one council approach and reflecting the operating model. Behind schedule

- **ICT strategy** – Target Dec 2015 – Completed June 2016;
- **Customer Services Strategy** - Target March 2016. Development has been delayed. The new Customer Commissioning and Change Manager, will focus on this area as a priority. Revised date – September 2016;
- **Workforce strategy** – Completed;
- **Corporate Asset Management plan** was redrafted during April 2016.

3.2.3 Changing & Improving our :

- **ICT** – Improvements have been made across the board including
 - Implementation of a one year recovery plan;
 - A raft of ICT project stopped / challenged;
 - Refocus on key ICT projects being implemented.
- **Customer Service** - Target March 2016. Development has been delayed. The new Customer Commissioning and Change Manager, will focus on this area as a priority. Revised date – September 2016;
- **Support Services Review** – Linking closely to the customer service work, this has been delayed and will be picked up by the Customer Commissioning and Change manger – Target date remains Dec 2016;
- **Rent Collection** – Comprehensive lean review of whole process, CBC & arvato has been completed with an action plan developed containing multiple actions including:-
 - implementation of pre tenancy financial needs assessment;



- pushing payment culture;
- tenancy sustainment team increased role and importance;
- welfare reform training;
- review of letters with tenant group;
- streamlining of legal proceedings for arrears.
- **Website** – Launched in April 2016, phase 1 successfully completed. Cloud based cost effective solution with improved security and suitable accessibility from mobile devices.
- **Intranet** – Launched in March 2016 and providing vastly enhanced self service facilities for all staff to utilise.
- **Information Assurance** – All officers are currently taking Information Assurance Training. A new Information Assurance Officer has been appointed and will commence the role in Aug 2016.

3.3 Smarter working – (Town Hall restack , including flexible working & Telephony)

3.3.1 This flagship piece has been progressing well, but with much of the work remaining behind the scene, laying the path for a successful build, commencing during the summer in 2016. So far we have:

- Obtained listed building consent for the work;
- Developed a build specification;
- Developed and signed off with all teams a space plan for the building;
- Agreed the final look and feel for offices, break out areas, meeting rooms & kitchens;
- Commissioned a Refurbishment & demolition Survey (RAD);
- Commissioned initial asbestos removal works;
- Commenced review of plans in light of RAD survey results;
- Reached the final stages of the furniture procurement tender exercise;
- Revamped the 5th Floor archive area;
- Cleared and re-organised the basement storage area;
- Reached the final stages of a lease negotiation for the ground floor east space with DCC Registry office. This comes with additional rental for a section of basement storage space;
- Commenced early discussion with possible tenants for 3rd floor rental space;
- Reached final stage negotiations on a rental agreement for the space due to be vacated at venture house;
- Implemented MFD's across the building;
- Monitoring paper and printer usage;



- Provided laptops to over 100 staff;
- Made iPads available to all members;
- Tested multiple tablet type devices with multiple teams from across the organisation, unfortunately we are yet to find one which meets our needs.

3.3.2 Expenditure and income relating to GPGS is being closely tracked.

3.4 Estate rationalisation

3.4.1 87 New Square, the current location of the councils CCTV service, is planned for relocation to the Town Hall as part of the Restack – this piece of work features in the final phases of the Town Hall Restack so no progress has been made to date.

3.4.2 6 Ashgate Road – Sale of the land has been agreed, a business case has been developed to relocate the museum store to the bedding factory. This report is due to be presented to GPGS board for decision and steer in June 2016

3.4.3 Since Dec 2015 the Business as usual elements of Estate rationalisation have delivered :-

3.4.3.1 Occupancy of the investment estate remains at an all-time high of approximately 95%.

3.4.3.2 Occupancy of the industrial units is notably high with almost 100% been let or under offer.

3.4.3.3 Approximately 45 lease renewals or new lettings have been negotiated.

3.4.3.4 Lettings have been agreed and completed on premises previously unlet. Providing income in excess of (£70,000pa)

3.4.3.5 A revised corporate asset management plan to reflect where we are now and where we still need to go has been drafted. A workshop took place with key Council officers in April to consider an action plan. Strain on resources will require a prioritised action plan to be drafted. Asset rationalisation opportunities exist with parks and open spaces, housing garage sites and community rest rooms. Certain areas will require political support against local opposition to rationalisation of local facilities.



3.5 ICT infrastructure

- 3.5.1 The council's current ICT infrastructure is aging; and some hardware is in need of replacement and where appropriate migration to cloud hosted services is ongoing.
- 3.5.2 We continue to have a multitude of software in use across the organisation, which has been reviewed and some in the process of being 'turned off', others upgraded, and some will need alternative solutions sourced.
- 3.5.3 GPGS will drive transformation and an effective and modern ICT infrastructure will be a critical enabler for this to happen successfully.
- 3.5.4 Until this work is completed new software installations relating to corporate Customer Relationship Management system or Document Management System will be put on hold.

3.6 Website / Intranet

- 3.6.1 As part of solid foundations the council has successfully launched both the new intranet and website platforms, our ongoing challenge is to ensure they are used to best effect. These tools are subject to ongoing development and a 'phase 2' development plan is currently being finalised by the Council Digital Content editor.

3.7 Commercialisation

- 3.7.1 A commercialisation strategy has been developed, endorsed by GPGS board in May 2016 and is due to be presented to Cabinet in due course shortly.
- 3.7.2 This strategy is supported by the Council's Trading Board who has been investigating trading opportunities and has developed Trading Business Case templates.
- 3.7.3 Trading opportunities developed / tested to date include:
 - Roofing work;
 - Property maintenance service to private landlords via a local estate agent;
 - Crematorium – Establishing a business;



- County wide Building Control service;
- Catering opportunities.

3.8 Procurement

3.8.1 The procurement service provided in partnership with the Chesterfield Royal Hospital Procurement team commenced in January 2016.

3.8.2 The service has had teething problems as the new approach settles in.

3.8.3 To provide reassurance the service has been subject to an audit from the Councils Internal Audit consortium which demonstrated an improving position when compared to the previous audit, and continued to highlight future improvements for which plans are in place to address.

3.8.4 The service has also been subject to a further review conducted by the council's former Sport and Leisure manager. This review scrutinised the arrangements, in detail and has identified some opportunities to enhance the contract and ways we work.

3.8.5 To date the partnership has commenced 36 procurements, of which 8 have been completed. The partnership has secured £37K in savings.

3.9 Change Readiness and Change Management

3.9.1 The council recognises the need to understand the impact of change on our workforce. For change to be effective the workforce need to be engaged, understanding and supportive of the change needs of the organisation and in return the organisation needs to reflect and meet these requirements through both day to day management and strategic longer term workforce strategy activity.

3.9.2 To take steps to address this we have :

- Conducted lessons learnt exercises;
- Held review session with managers and staff to understand the impact of the provision of flexible working devices;
- Asked specific questions of the workforce relating to GPGS via the employee survey;
- Analysed employee survey results and are developing an action plan to address the issues raised.



- 3.9.3 Solid and regular communication and support for all staff is seen as key to project success as we move forward with transformational change associated with GPGS.

4.0 Governance

- 4.1 The GPGS project board have met on a monthly basis as agreed unless there has been no business which requires a board steer or no decision they are required to make.
- 4.2 A concerted effort has been put into elevating the board to act as a strategic steer for the project and prevent them from become tied up in the smaller details. These finer details and lower level decision have been taken by key officers as per the delegated authority agreed by Cabinet in Dec 2015 and summarised to board.
- 4.3 A written record has been maintained for all meetings and all decisions have been recorded on formal project documentation.
- 4.4 A comprehensive review of the governance arrangements, for GPGS and for the council as a whole is currently being undertaken as part of the programme management office work. This review will consolidate and simplify the council's governance arrangements, ensuring that that each group focuses on key issues at the appropriate level and removing duplication.
- 4.5. This revised approach to governance will free up key senior resources to allow them to concentrate on strategic priorities.

For publication

Progress report on delivery of the council's internal and external communications strategies

Meeting: Overview and Performance Scrutiny Forum

Date: 14 June 2016

Report by: Communications and Marketing Manager

For publication

1.0 Purpose of report

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

2.0 Recommendations

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

3.0 Progress reports

3.1 This report updates members on progress towards delivering the two communications strategies since they were last discussed at the forum on 12 January 2016.

4.0 Internal communications strategy

4.1 Progress on delivering the council's internal communications strategy is primarily measured using data from the annual employee survey.

- 4.2 The survey was carried out between 11 and 29 April and had 435 responses.
- 4.3 Areas where the policy and communications service has a direct influence over communications (eg intranet, Borough Bulletin, website) have mainly improved, with a particularly significant increase in the number of people who feel well informed through the intranet. This was backed up by a number of complimentary comments about the impact that the newly launched aspire intranet has had. As the survey took place only a few weeks after aspire was launched it is expected that this trend will continue over the next 12 months as user numbers and user interaction with the site both continue to rise.
- 4.4 Other indicators collected to gauge the success of overall internal communications across the whole organisation – which are largely influenced by immediate line managers and overall leadership – were more varied, with many indicators seeing small decreases in line with a general trend across the survey. Most indicators continue to show an upward trend compared to the 2013/14 baseline figures.
- 4.5 The draft survey results have already been discussed with cabinet members, service managers and at Corporate Management Team. Further analysis will take place within the Workforce Strategy group and with focus groups of staff from different levels within the organisation to produce an action plan that will address the findings. A particular emphasis of this work will be on the role of line managers in improving the frequency and quality of team meetings, individual appraisals and one-to-one meetings due to the impact these have on a number of areas, including internal communications.
- 5.0 **External communications strategy**
- 5.1 Progress on measures within the external communications strategy was reported at the forum's last meeting in January 2016. The next resident survey will take place in 2017.
- 5.2 Work to deliver the strategy is continuing. In the past six months the key development has been the launch of the council's new website, with a better content management system.

- 5.3 The new website has what is known as a 'responsive design', which means it can be easily read on tablets and smartphones. This addresses one of the biggest sources of complaints about the website user experience.
- 5.4 Work is now underway on phase two of the website development project, which will focus on improving content and navigation from a user perspective. This is a large project and will continue past the end of the 2016/17 financial year.
- 6.0 **Corporate considerations**
- 6.1 There are no financial, legal or equalities considerations arising from this report.
- 7.0 **Recommendations**
- 7.1 To receive and consider the progress report at appendix 1 on the delivery of the internal and external communications strategies.
- 8.0 **Reasons for recommendations**
- 9.0 To enable the council to be more responsive to the community and staff through improved communication and engagement.

Report author	Contact number/email
John Fern, Communications and Marketing Manager	01246 345245 john.fern@chesterfield.gov.uk
Appendices to the report	
Appendix 1	Progress report against measures in the internal and external communications strategies

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Appendix 1: Progress against measures in the council's internal and external communications strategies – June 2016

Internal communications strategy

Of the nine indicators used to measure progress against the internal communications strategy four have improved since last year, one has stayed the same and four have fallen.

The overall trend against the 2013/14 baseline figures shows improvement in six of the indicators and a decrease in three areas.

Internal communications strategy indicators	13/14 Actual	14/15 Actual	15/16 Actual	Trend from 14/15	Overall trend against 13/14 baseline
1. I am proud to tell others I work for the council	61%	62%	59%	↓	↓
2. I am familiar with the council's vision	75%	79%	77%	↓	↑
3. I am familiar with the council's priorities (Council Plan)	69%	74%	72%	↓	↑
4. I understand how my work contributes to the council's priorities	70%	75%	77%	↑	↑
5. I understand the values I need to follow when doing my job	88%	89%	91%	↑	↑
6. Team meetings keep me informed of what's going on	59%	63%	57%	↓	↓
7. The Borough Bulletin keeps me informed of what's going on	79%	73%	77%	↑	↓
8. The Aspire Intranet keeps me well informed of what's going on at the council	40%	41%	53%	↑	↑
9. Overall, information about what's going on at the council is communicated to me effectively.	40%	45%	45%	=	↑

While not indicators within the internal communications strategy the following results also provide an indication of trends relating to areas where the corporate communications team can directly impact on delivery.

Appendix 1: Progress against measures in the council’s internal and external communications strategies – June 2016

The overall trend against the 2013/14 baseline figures shows improvement in five of the seven indicators and a decrease in two.

Against the baseline figures six of the seven indicators have seen improvements.

Communication (for information – not strategy measures)	13/14 Actual	14/15 Actual	15/16 Actual	Trend from 14/15	Overall trend against 2013/14 baseline
1. The key messages from the Corporate Management Team meetings are useful	43%	47%	50%	↑	↑
2. The Aspire Intranet enables me to access the forms, documents and information I need	54%	57%	60%	↑	↑
3. I find the external council website useful when doing my work	31%	30%	39%	↑	↑
4. I learn most information about the council by word of mouth or gossip	65%	61%	54%	↓	↓
5. Communication between teams at the council is good	22%	27%	28%	↑	↑
6. Communication in my service area is good	50%	57%	55%	↓	↑
7. Employees without access to email receive relevant information	28%	27%	26%	↓	↓

Activity to support delivery of the strategy

In the past six months the key development for internal communications has been the launch, in February, of the council’s new intranet, called aspire.

The intranet is available to all employees and councillors on both work computers, tablets and smartphones, for those that have access to them, but also on personal computers, tablets or smartphones.

A series of roadshows were held throughout February at all council work bases to engage staff on a one-to-one basis, get them logged on to the system and demonstrate what the site can do.

Appendix 1: Progress against measures in the council's internal and external communications strategies – June 2016

Early indications from the intranet analytics are that aspire is improving:

- Internal communications
- The ability of staff and councillors to find the information they need to do their jobs
- Removing the need for some paper based communication (in line with the digital first approach of the strategy)
- Improving collaboration within and across teams
- Offering the opportunities to deliver internal communications in new ways – particularly through the use of video.

Work is continuing with individual teams to increase user engagement and user numbers.

External communications strategy

In the past six months the key development towards delivery of the external communications strategy has been the launch of the council's new website in March.

As well as making the hosting of the website more secure the website has delivered various user and communication benefits. Most notably this included responsive design, which enables the website to be viewed easily on tablets and mobile phones for the first time.

Phase two of the website redevelopment project is now underway. This involves using analytics and user data to identify issues that need to be addressed, before a programme begins to work with individual teams to identify website copy that needs removing, updating or adding.

Alongside this, work will take place to consider the best ways of organising the website navigation from a user perspective, enabling us to move away from a departmental approach which has previously been used to manage content.

Work has also continued to use video as a communication tool with videos being produced on issues including devolution, food safety, museum exhibitions, town centre events, Council Tax and the opening of the new Queen's Park Sports Centre.

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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	28 Jun 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	14 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 30	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	14 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	Leader & Cabinet Member for Regeneration	14 Jun 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

Private Items (Non Key Decisions)

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 363	Application for Home Repairs Assistance	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
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

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. 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

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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 39	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 42	“ “	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 43	“ “	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.

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CHESTERFIELD BOROUGH COUNCIL

WORK PROGRAMME: OVERVIEW AND PERFORMANCE SCRUTINY FORUM for 14 June 2016

	Scheduled Meeting Date(s):	Business Items :	Status :	Raised by:	Cabinet Member Responsibility
1	14.06.16	Great Place, Great Service: <ul style="list-style-type: none"> - Town Hall Restack - Commercialisation - ICT developments - Transformation progress 	Agreed to include on Scrutiny Work Programme – O&P 10.05.16	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Business Transformation</i>
2	14.06.16	Budget Outturn	Budget Preparation Report received 12.01.16.	<i>O&P Chairs</i>	<i>Leader/Regeneration</i>
3	14.06.16	<i>Monitoring:</i> Review into Internal and External Communications	Progress received 12.01.16. 6 monthly progress reports.	<i>O&P</i>	<i>Leader/Regeneration</i>
4	14.06.16	<i>Monitoring:</i> ICT Developments (under Great Place, Great Service)	Progress received on 08.09.15, rewording of recommendation wording agreed on 10.11.15. 6 monthly progress reports.	<i>O&P Chairs</i>	<i>Leader/Regeneration</i>
5	14.06.16	Communications: Public consultation Determining public opinion	Agreed to include on Scrutiny Work Programme – O&P 10.05.16	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Leader/Regeneration</i>

CHESTERFIELD BOROUGH COUNCIL

	Scheduled Meeting Date(s):	Business Items :	Status :	Raised by:	Cabinet Member Responsibility
6	06.09.16	Constitution Reform	Agreed to include on Scrutiny Work Programme – O&P 10.05.16	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Governance</i>
7	06.09.16	Procurement	Agreed to include on Scrutiny Work Programme – O&P 10.05.16	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Business Transformation</i>
8	06.09.16	<i>Monitoring:</i> Concessions on Fees and Charges	SPG report approved by Cabinet 12.01.16. 6 monthly progress reports.	<i>O&P</i>	
9	08.11.16	Public Space Protection Orders	Report received 19.03.15. Progress received 12.01.16. Agreed to include on Scrutiny Work Programme – O&P 10.05.16	<i>O&P and Scrutiny Work Programme Action Planning – April 2016</i>	<i>Health and Wellbeing</i>
10	08.11.16	Council Plan and Corporate Performance	To receive progress in implementing the New Performance Management Framework (last received 10.11.15), Performance Management results (last received 10.11.15) and Council Plan	<i>O&P Chairs and Scrutiny Work Programme</i>	<i>Deputy Leader/Planning</i>

CHESTERFIELD BOROUGH COUNCIL

	Scheduled Meeting Date(s):	Business Items :	Status :	Raised by:	Cabinet Member Responsibility
			Review and Development. Report last received 10.05.16.	<i>e Action Planning – April 2016</i>	
11	08.11.16	Budget Scrutiny and Monitoring	Ongoing. Last reported 12.01.16.	<i>O&P</i>	<i>Leader/Regeneration</i>
12	10.01.17	Public Space Protection Orders	Report received 19.03.15. Progress received 12.01.16. Agreed to include on Scrutiny Work Programme – O&P 10.05.16. Report last received 08.11.16.	<i>O&P and Scrutiny Work Programme Action Planning – April 2016</i>	<i>Health and Wellbeing</i>
13	10.01.17	Great Place, Great Service: <ul style="list-style-type: none"> - Town Hall Restack - Commercialisation - ICT developments Transformation progress	Agreed to include on Scrutiny Work Programme – O&P 10.05.16. Report last received 14.06.16.	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Business Transformation</i>
14	10.01.17	Communications: Public consultation Determining public opinion	Agreed to include on Scrutiny Work Programme – O&P 10.05.16. Report last received 06.09.16.	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Leader/Regeneration</i>
15	10.01.17	Budget Scrutiny and Monitoring	Ongoing. Last reported 08.11.16.	<i>O&P</i>	<i>Leader/Regeneration</i>
16	07.03.17	Constitution Reform	Agreed to include on Scrutiny Work	<i>Scrutiny</i>	<i>Governance</i>

CHESTERFIELD BOROUGH COUNCIL

	Scheduled Meeting Date(s):	Business Items :	Status :	Raised by:	Cabinet Member Responsibility
			Programme – O&P 10.05.16. Last report received 06.09.16.	<i>Work Programme Action Planning – April 2016</i>	
17	07.03.17	Procurement	Agreed to include on Scrutiny Work Programme – O&P 10.05.16. Last report received 06.09.16.	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Business Transformation</i>
Scrutiny Project Groups:					
Corporate Working Groups:					
New Business Items Proposed:					

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

OVERVIEW AND PERFORMANCE SCRUTINY FORUM**Tuesday, 10th May, 2016**

Present:-

Councillor Slack (Chair)

Councillors J Barr
Borrell
Callan
V Diouf

Councillors Derbyshire
P Gilby
Perkins
Sarvent

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

No declarations of interest were received.

57 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Catt and Dyke.

58 DEPUTY LEADER AND CABINET MEMBER FOR PLANNING - PROGRESS ON THE COUNCIL PLAN - YEAR 1 - 2015/16

The Deputy Leader and Policy and Communications Manager attended to provide members with a progress report on the Council Plan for Year 1, 2015/16.

The Policy and Communications Manager informed Members that moving from a 1 year Council Plan to a 4 year Council Plan had achieved a positive effect with 85% of commitments for Year 1 being fully delivered with a further 2 close to completion. The 34 projects for 2015/16 were included as an appendix to the report and the Policy and Communications Manager noted that many of the projects were going above and beyond the mandatory requirements of the Council.

Members asked if there had been a noticeable impact since the introduction of a risk assessment on all housing applications. The Policy and Communications Manager responded that the restructure within the

Housing Solutions and Neighbourhoods teams had given more resources to focus on tenancy sustainment and supporting council tenants. The introduction of Universal Credit and changes to housing benefits for under-25s would further affect the tenancy sustainment rates but the new structure had put the council in a stronger position to tackle those challenges.

Members commented that the Council had performed well, delivering on several big projects alongside running the day-to-day Council operations. However, concerns were raised regarding key project no. 30, the consultation on options for the former Queen Park's Sports Centres' land, as asbestos had been discovered unexpectedly and had delayed work. Members suggested that when scoping work, officer's need to ensure that they have explored all hidden costs before announcing that a saving would be made.

Of the commitments for 2016/17, Members asked which 3 carried the biggest risks. The Policy and Communications Manager replied that the 3 biggest risks would be:

- Sheffield City Region as the combined authority was linked to several projects in Chesterfield. Chesterfield Borough Council was applying to be a full constituent member, but there was a level of uncertainty regarding Sheffield City Region's involvement with the projects if it failed in its application.
- £29million investment in Council Housing Stock – there were concerns with maintaining the level of investment in future years.
- Outdoor market – the costs involved in the reconfiguration were higher than anticipated and the project was on hold.

Members enquired about progress on the Co-op development. The Deputy Leader reported that the development was unlikely to progress any further until the restaurants on the ground floor had been let. A gym had shown interest in occupying the basement and there was a hotel interested in using the upstairs floors. Members also raised concerns over the uncertain status of the BHS store on Vicar Lane. The Policy and Communications Manager noted that business lettings were still doing better than the previous year and there was approximately 91% occupancy across all the units in the town centre. The Deputy Leader

added that as Vicar Lane is owned by a private company, the Council receives only 10% of the rental from the units on Vicar Lane.

Members asked if the major developments in the town centre would include a varied combination of units, e.g. retail, restaurants etc. The Deputy Leader explained that the Northern Gateway project would involve mostly housing to increase the amount of people living in the town centre and raise customer levels for the new and existing businesses.

Members had concerns that the area of town between Stephenson Place and Marks and Spencers, and in particular the Victoria Centre, was run down and not thriving. The Deputy Leader advised that the Victoria Centre was owned privately and the owners spent little on maintenance. The Policy and Communications Manager added that Chesterfield town centre was maintaining its position compared to other towns in the family group that included Mansfield and Worksop.

Members thanked the Deputy Leader and Policy and Communications Manager for presenting the progress report and answering their questions.

RESOLVED –

1. That the progress report be noted.
2. That the Deputy Leader and Policy and Communications Manager be invited to the November meeting of the Overview and Performance Scrutiny Forum to provide a progress report on the implementation of the Council Plan.

59 OVERVIEW AND SCRUTINY WORK PROGRAMME 2016/17

The Policy and Scrutiny Officer submitted a report that included the details of the proposed Overview and Scrutiny Committees' Work Programme for 2016/17.

The Chair noted that the involvement of Members in the work programming sessions had been successful in creating a work programme that included many issues that Scrutiny Members wanted to look at. Members commented that the sessions had worked well and had engaged Members in the decision making process. However, it was noted

that some Members were absent for one or both sessions, the sessions would be evaluated to identify why Members did not attend.

Members were invited to state their interest in joining one of the five Scrutiny Project Groups (SPGs). The following responses were received:

- Play Strategy – Councillor Lisa-Marie Derbyshire
- Venues – Councillors Tricia Gilby and Lisa-Marie Derbyshire to joint lead
- Future of former QPSC – Councillors Ray Catt and Kate Sarvent to joint lead
- Development of the Town Centre – Councillors Howard Borrell, Ian Callan and Vickey Diouf
- Markets – Councillors Andy Slack and Jeannie Barr

The membership of the groups would be confirmed at the next meeting of their respective Scrutiny committees. There was some uncertainty over the SPG on the Play Strategy, Councillor Derbyshire and the Policy and Scrutiny Officer would meet with the Interim Environmental Services Manager to discuss the plans for the strategy.

In addition, the Scrutiny Member nominations for the Council Working Groups were discussed and one Scrutiny Member was put forward for each. It was explained that this role would involve reporting back to scrutiny committee. It was also noted that if any Council Working Groups were established to look at Friends of Groups and Workforce Fit for the Future, that Scrutiny committees should consider nominating a Scrutiny Member to join the groups.

Members thanked the Policy and Scrutiny Officer and Committee and Scrutiny Coordinators for the work they had done for the work programming action planning days.

RESOLVED –

1. That the Overview and Scrutiny Work Programme 2016/17 be approved and recommended to the Council's Overview and Scrutiny Committees (OSCs).
2. That the following appointments to Council Working Groups be approved:

- Member Development – Councillor Lisa-Marie Derbyshire
 - Constitution – Councillor Kate Sarvent
 - Housing Policy/HRA – Councillor Suzie Perkins
3. That the appointment of Members to Scrutiny Project Groups be recommended for approval to the Council's OSCs.
 4. That the Policy and Scrutiny Officer and Councillor Lisa-Marie Derbyshire meet with the Interim Environmental Services Manager to discuss the plans for the Play Strategy.
 5. That the Overview and Performance Scrutiny Forum consider appointing a representative to a Friends of Group Working Group should one be created, or that the Community, Customer and Organisational Scrutiny Committee consider creating a Scrutiny Project Group.
 6. That the Overview and Performance Scrutiny Forum consider appointing a representative to a Workforce Fit for Future Working Group should one be created.

60 **SCRUTINY ANNUAL REPORT 2015/16**

The Policy and Scrutiny Officer submitted a report and a draft copy of the Scrutiny Annual Report for 2015/16. The annual report was complete pending the Chief Executive's Comments. The Chair remarked that the Annual Report indicated that Scrutiny had changed for the better particularly through the increased involvement of Members in the work programming. Members also expressed that the work programming "away days" had improved the balance of items being put forward to the Scrutiny committees.

RESOLVED –

1. That the Overview and Performance Scrutiny Forum approve the Scrutiny Annual Report 2015/16 for submission to Council.
2. That the Policy and Scrutiny Officer in conjunction with the Joint Chairs be permitted to make any late, minor amendments to the Scrutiny Annual Report 2015/16.

61 **FORWARD PLAN**

The Forward Plan was considered by the forum.

RESOLVED –

That the Forward Plan be noted.

62 SCRUTINY MONITORING

Consideration was given to the Implementation Monitoring Report for Scrutiny Committee Recommendations. It was noted from the new work programme that an ICT (under Great Place, Great Service) update and an Internal and External Communications update was due for the next meeting of the forum on 14 June, 2016.

Member's also informed the Forum that on 16 May, 2016 there would be a Concessions Policy Working Group meeting and some members of the former Scrutiny Project Group had been invited to attend. Feedback would be received at the next meeting of the Forum on 14 June, 2016.

RESOLVED –

1. That the Monitoring Report be accepted and aligned with the new work programme.
2. That feedback from the Concessions Policy Working Group be received at the Overview and Performance Scrutiny Forum on 14 June, 2016.

63 JOINT OVERVIEW AND SCRUTINY

The minutes of the Joint Scrutiny Panel meeting on 10 March, 2016 were presented to the committee.

Councillors Borrell and Slack attended the Joint Scrutiny Panel meeting and noted that the meeting had been brief. Though Members commented that the meetings were often called at very short notice, it was agreed that continuing to scrutinise joint working was useful, particularly the Building Control Transformation project as that project was a good example of commercialisation.

RESOLVED –

That the minutes be noted.

64 OVERVIEW AND SCRUTINY DEVELOPMENTS

There were no Overview and Scrutiny Developments reported.

65 MINUTES

The minutes of the meeting of the Overview and Performance Scrutiny Forum held on 12 January, 2016 were presented.

RESOLVED –

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

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