



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

26 August 2016

Dear Councillor,

Please attend a meeting of the OVERVIEW AND PERFORMANCE SCRUTINY FORUM to be held on TUESDAY, 6 SEPTEMBER 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. Local Government Act 1972 - Exclusion of the Public

To move "That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act".

4. Cabinet Member for Business Transformation - Progress report on Procurement (Pages 5 - 68)

5:05 - 5:30pm

5. Local Government Act 1972 - Re-admission of the public

To move that after the consideration of an item containing exempt information that the public be re-admitted to the meeting.

6. Scrutiny Monitoring (Pages 69 - 96)

5:30 – 5:45pm

Leader and Cabinet Member for Regeneration - Progress report on the implementation of Scrutiny Forum Recommendations regarding Concessions on Fees and Charges

7. Forward Plan (Pages 97 - 98)

5:45 – 5:50pm

8. Work Programme for the Overview and Performance Scrutiny Forum (Pages 99 - 102)

5:50 – 5:55pm

9. Joint Overview and Scrutiny

5:55 - 6:00pm

10. Overview and Scrutiny Developments

6:00 – 6:10pm

11. Minutes (Pages 103 - 112)

6:10 – 6:15pm

Yours sincerely,

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

Local Government and Regulatory Law Manager and Monitoring Officer

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

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SCRUTINY COMMITTEE RECOMMENDATIONS - IMPLEMENTATION MONITORING FORM

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> (<i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i>) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
OP6 Page 67	Services Fees and Charges Concessions	OPS 08.12.15. Cabinet 12.01.16.	<p>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.</p> <ol style="list-style-type: none"> 1. Concessions made should be part of a pricing approach which ensures that total costs are covered. 2. Concessions made on bulky waste and pest control reduced from 50% to 20%. 3. The cost of providing concessions is offset from charges made on popular services. 4. Leisure and theatres to have freedom to vary concessionary rates. 5. Services should know the unit cost of service provision. 6. Not publishing lists of all concession categories, services just to advise concessions available. 	6 months from 12.01.16		Progress due 06.09.16.

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)
			<ul style="list-style-type: none"> 7. Entitlement to concessions should be checked when they are given. 8. Catrgories updated to include universal credit housing/now earned income. 9. Review of catrgories of concession offered by leisure. 10. Concessions not offered solely 			
EW6	Dog Fouling	EW 05.02.15 Cabinet 10.03.15	<ul 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 &	New Leisure Facilities (SPG) (<i>now Leisure, Sport</i>)	EW 05.06.14 Cabinet 23.09.14	<ul style="list-style-type: none"> 1. Consider Community Engagement Strategy principles throughout corporate projects. 2. Pre consultation dialogue takes 	6 month progress report	CCO agreed 24.11.15 to monitor corporate progress following	Next CCO2 - corporate progress report TBA.

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> (<i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i>) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
CCO2	<i>and Cultural Activities SPG including various sub groups) - -</i>		place with key stakeholders. 3. Internal communications and engagement plan be developed for projects impacting on employees.		next major consultation exercise. EW Progress report received 23.04.15. SPG to attend meeting with Leisure Centre Build Programme Board to sign off the Phase 1 work.	Next EW5 leisure progress report TBA.
EW5b	- Playing Pitches Strategy	EW 20.10.14	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	6 month progress report.	Progress received 14.06.16 - OP resolved to reword recommendation.	Monitoring next due 10.01.17.

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			equivalent to one full time equivalent post is put aside for this purpose.		Rewording agreed OP on 10.11.15. Progress received 14.6.16.	
OP4	Review into External Communications (SPG)	OP 19.06.14 Cabinet 29.07.14	<ol style="list-style-type: none"> 1. Adopt clear branding 2. Review marketing / communication activities. 3. Introduce use of analytics. 4. Adopt a 'digital first' approach. 	6 month progress report	Progress report received 14.06.16.	Monitoring next due 10.01.17
EW4	Hackney Carriage Licence Limit (SPG)	EW 16.01.14 Appeals & Regulatory Cttee on 12.02.14	<ol style="list-style-type: none"> 1. Produce clear comparison survey by taxi rank. 2. Produce written procedure for future reviews & include in the Forward Plan. 3. That Appeals & Regulatory Cttee consider other options to reduce number of Hackney licences when new legislation permits. 	6 month progress report.	Information circulated 30.12.14. Progress provided to EW on 28.7.15 and 6.10.15.	Monitoring due 26.07.16.
EW2	Review of Water Rates Payment Policy (SPG)	16.01.14 and 05.06.14. Cabinet 29.07.14.	<ol style="list-style-type: none"> 1. Provide 6 month update on collection process and technology review. 2. Provide update when contract signed and again after 1 year. 3. Support review of Tenant's information. 4. Provide 6 month update on number 	<i>6 months</i>	Further SPG review / recommendations approved 29.07.14. Progress requested EW on 18.12.14 and sent	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)
Page 71			of evictions for water rates. 5. Amend Policy wording.		28.01.15. Progress received EW on 28.7.15 and 6.10.15. Agreed monitoring complete subject to specific info. being provided.	
CCO1	Statutory Crime & Disorder Scrutiny Ctte			6 monthly meetings		Next 6 monthly meeting due 13.09.16
	“ “	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.

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)
	“ “	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.
Page 72	“ “	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 the final executive decision.	Date for next progress monitoring report TBC.
<p>Abbreviations Key : OP = Overview and Performance Scrutiny Forum. CCO = Community, Customer and Organisational Development Scrutiny Committee. EW = Enterprise and Wellbeing Scrutiny Committee). TBA (to be agreed).</p> <p>* Note recommendation wording may be abridged.</p>						

SCRUTINY PROGRESS MONITORING REPORT ON : CONCESSIONS ON FEES AND CHARGES

To provide progress in implementing recommendations of the Overview and Performance Scrutiny Forum from its scrutiny project work on Concessions on Fees and Charges. These recommendations were approved by Cabinet on 12 January, 2016. Please note the Cabinet resolution below that applies to the implementation of the resolutions below.

That Cabinet approves in principle all of the recommendations of the Overview and Performance Scrutiny Forum report on Concessions on Fees and Charges as set out below, but that before the implementation of any resolution that could have a financial implication to the Council, further investigation on the impact is carried out by officers and brought to Cabinet for consideration.

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Recommendation 1 :				
That any concessions made on fees and charges are used as part of a dynamic and agile pricing approach for services, where the overall objective is that total costs are covered.				
Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As recommendation.	All Cabinet Members and all managers whose services offer concessions on fees and charges.	Existing resources.		Consideration by the Working Group and incorporated into draft policy. Meetings of the Working Group took place in May and June with a third set for September to look at the draft policy. Draft policy due to go to Cabinet in October 2016 for approval and implementation.

Recommendation 2 :				
That the concessionary rates of reduction made on bulky waste and pest control services is reduced from 50% to 20%.				
Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As recommendation.	Cabinet Member Health and Wellbeing Senior Environmental Health Officer Operations Manager, Community Services	Existing resources.		Report on Review of Fees and Charges for Waste and Recycling 2016/17 including reduction of concessions to 20% submitted to and approved by Cabinet in March 2016. Report on Environmental Health Fees and Charges for 2016/17 including reduction of concessions to 20% submitted and approved by Cabinet in February 2016.

Recommendation 3 :				
That the cost of providing concessions, along with the provision of less popular or costly services is supported by revenue from higher demand services and services paid for at the full rate.				
Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As recommendation.	All Cabinet Members and all managers whose services offer concessions on fees and charges.	Existing resources.		Considered by the Working Group and incorporated into the draft policy. Meetings of the Working Group took place in May and June with a third set for September to look at the draft policy. Draft policy due to go to Cabinet in October 2016 for approval and implementation.

Recommendation 4 :

That Leisure Services and Theatres continue to have the freedom to vary the rate of concessions offered in order to manage demand.

Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As recommendation.	Cabinet Member for Health and Wellbeing Cabinet Member for Town Centre and Visitor Economy Sports and Leisure Manager Arts and Venues Manager	Existing resources.		Considered by the Working Group and incorporated into the draft policy. Meetings of the Working Group took place in May and June with a third set for September to look at the draft policy. Draft policy due to go to Cabinet in October 2016 for approval and implementation.

Recommendation 5 :

That services establish the unit cost of providing a service before setting a price for a service. The costing of services should include all possible applicable costs, both fixed and variable involved in delivering a service such as buildings, staff, materials and IT.

Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As recommendation.	All Cabinet Members and all managers whose services offer concessions on fees and charges.	Existing resources.		Considered by the Working Group, this has been incorporated into the draft policy as a key principle. Meetings of the Working Group took place in May and June with a third set for September to look at the draft policy. Draft policy due to go to Cabinet in October 2016 for approval and implementation.

Recommendation 6 :				
That where appropriate, services should only advertise that concessions are available, rather than listing all concessionary categories at the point of a service being enquired about.				
Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As recommendation.	All Cabinet Members and all managers whose services offer concessions on fees and charges.	Existing resources.		Considered by the Working Group and incorporated into the draft policy. Meetings of the Working Group took place in May and June with a third set for September to look at the draft policy. Draft policy due to go to Cabinet in October 2016 for approval and implementation.

Recommendation 7 :				
That concessionary discounts for services should only be granted after entitlement of eligibility for the concessionary rate has been confirmed.				
Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As recommendation.	All Cabinet Members and all managers whose services offer concessions on fees and charges.	Existing resources.		Considered by the Working Group and incorporated into the draft policy. A list of documents will be put together and included in the policy so that all staff are aware of what to accept as proof of eligibility. Meetings of the Working Group took place in May and June with a third set for September to look at the draft policy. Draft policy due to go to Cabinet in October 2016 for approval and implementation.

Recommendation 8 :

That the concessionary categories for all services are updated to include the categories of:

- i. Universal credit, with no earned income.
- ii. Universal Credit with a housing element included.

Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As recommendation.	All Cabinet Members and all managers whose services offer concessions on fees and charges.	Existing resources.		Considered by the Working Group and incorporated into the draft policy. Looked into what evidence was available to show proof of Universal Credit and incorporated into list of documents. Meetings of the Working Group took place in May and June with a third set for September to look at the draft policy. Draft policy due to go to Cabinet in October 2016 for approval and implementation.

Recommendation 9 :

That the Sports and Leisure Manager reviews the published list of categories giving entitlement to concessionary rates so that the list is shorter, clearer and easier to understand by service users.

Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed

As recommendation.	Cabinet Member for Health and Wellbeing Sport and Leisure Manager	Existing resources.		Considered by the Working Group and incorporated into the draft policy. The list of categories has been reviewed is now much shorter. Meetings of the Working Group took place in May and June with a third set for September to look at the draft policy. Draft policy due to go to Cabinet in October 2016 for approval and implementation.
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Recommendation 10 :

That concessionary reductions on fees and charges for services are not offered solely on the basis of age.

Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As recommendation.	All Cabinet Members and all managers whose services offer concessions on fees and charges with a concession offered solely on the basis of age.	Existing resources.		Considered by the Working Group and incorporated into the draft policy. Meetings of the Working Group took place in May and June with a third set for September to look at the draft policy. Draft policy due to go to Cabinet in October 2016 for approval and implementation.

Recommendation 11 :

That a member and officer working group is established to develop a corporate policy on concessions and that:

- i. the corporate policy on concessions on fees and charges includes all the recommendations made by the project group.
- ii. that the members of the scrutiny project group on concessions on fees and charges are included in the working group.

Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As recommendation.	Cabinet Member for Governance Executive Director(s) Policy Manager	Existing resources.		Meetings of the Working Group took place in May and June with a third set for September to look at the draft policy. Draft policy due to go to Cabinet in October 2016 for approval and implementation.

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Concessions Policy

Policy statement

Chesterfield Borough Council is committed to ensuring a consistent approach to how we charge for discretionary services while retaining the flexibility needed to achieve the Council's social and legal obligations, as well as its commercial needs. All concessions offered will support the

strategic aims and objectives of the Council in accordance with the approved Council Plan and Medium Term Financial plan.

1. Policy context

- 1.1 Legislation allows the Council to choose to provide certain services to the public in the interest of the council's area and its citizens. We refer to these services as discretionary services. The Council may choose to charge for these services and choose to provide a concession on that charge. The definition of concession in this policy means any reduction in price from the full service charge that has been agreed for social reasons.
- 1.2 This concessions policy sits alongside any agreed corporate Charging Policy that the Council adopts, and has regard to the principles of the Audit Commission's publication 'positively charged'.
- 1.3 The policy expects that decisions to vary the rate of concessions for discretionary services will be made in support of the council's priorities and strategic objectives. Objectives may include the need to influence public behaviour, address inequalities of access to services due to financial or other disadvantage, as well as to manage demand and competition to sustain and improve service offer.
- 1.4 In meeting the Council's priorities, this concessions policy therefore provides for both social and commercial considerations in the setting of concession rates. Whilst providing fair access to services for disadvantaged people, the policy aims to encourage a commercial approach to the use and application of concessions to help secure longer term service sustainability, improvement and choice where possible.
- 1.5 The policy promotes the funding of concessions from service user charges and away from the general tax payer - where that is possible to achieve without detrimental impact on the service. In line with the council's corporate Charging Policy a commercial approach will help support the council in its need to become self-sufficient by the year 2020.

2. Policy principles

- The cost and loss of income by providing concessions should be offset by income generated by services paid for at the full rate and surplus from higher demand services.
This principle is underpinned by the priority to maximise income to sustain and improve services where possible.
- All discretionary services have the freedom to vary the rate of concession offered in order to manage service delivery and demand, competition and improvement opportunities. The unit cost should form part of this consideration.

- Services should only grant concessions to customers after entitlement of eligibility has been confirmed.
- Information about concessions will be provided to service user on request.

3. Policy scope and exclusions

- 3.1 Chesterfield Borough Council offers a variety of discretionary services where concessions are available; these are detailed in section 6. The concession rate and type varies for different services depending on the outcome aimed for within the service e.g. to encourage participation, to address inequalities of access, to manage demand etc.
- 3.2 In setting concessions, this policy accepts that there will be a need to vary concession rates to help manage service delivery and demand, to cover discretionary service costs and for commercial reasons. Services will have the freedom to vary concessions in accordance with the requirements of this policy.
- 3.3 Discounts and other offers made for commercial reasons only (such as corporate memberships, promotional discounts, frequent user discounts and/or other group discounts, or to promote bulk purchase and early or pre-payments) are excluded from this policy. Such commercially driven concessions (discounts) will be guided by the council's corporate charging policy.
- 3.4 No concessions falling within this policy will apply to the customers of any organisations hiring use of the council's services or venues, for example to hold organised events, productions or classes, unless by prior negotiation and agreement with the service to ensure all costs to the council are covered.

4. Responsibilities and policy review

- 4.1 Service Managers will report to Cabinet at least annually on their proposed concessions as part of the council's budget setting process and the setting of fees and charges for services. This should include the reasons for the concession and their expected outcomes i.e. how they will contribute to the Council's priorities. The report should also include an impact assessment of any previous concessions offered in order to inform decision making. The policy expects Service Managers to be able to evidence their pricing approach through undertaking benchmarking with other comparable facilities and services, through service usage statistics, and service user surveys, as appropriate.
- 4.2 Responsibility for reviewing this Policy will be that of the Policy and Communications Manager in consultation with the responsible Cabinet Member(s) and Chief Financial Officer. In light of constantly changing financial pressures and other circumstances this policy will be reviewed on an ongoing basis as necessary, but at least every two years.

5.0 Concessions eligibility criteria

5.1 Services may offer a range of concessions to service users based on low income, age and other key categories. The table below shows the category and evidence requirements for obtaining concessions.

Concession category	Evidence required
<p>Income based:</p> <ul style="list-style-type: none"> • Income Support • Income Based Job Seekers Allowance • Council Tax Benefit • Housing Benefit • Universal Credit (with no earned income) • Universal Credit (with housing element) • Employment Support Allowance • Severe Disablement Allowance • Disability Living Allowance • Personal Independence Payments • Disabled Persons Tax Credit • Mobility Allowance • Attendance Allowance • Universal Credit (no work capability element) • Full time students 	<p>Award letter within the last 12 months from the Department of Work and Pensions.</p> <p>An entitlement notice from Local Authority/ Council within the last 12 months highlighting a reduced charge owing to any of the benefit entitlements / criteria.</p> <p>A valid full time student ID card.</p>
<p>Age:</p> <ul style="list-style-type: none"> • People at or over the national state retirement age and in receipt of state pension • Children and young people under the age of 16 • Care leavers under the age of 25. 	<p>Photographic ID, Pension book/ award letter within the last 12 months from the Department of Work and Pensions. Photographic ID.</p> <p>Letter / Entitlement Notice from the relevant Local Authority.</p>
<p>Other:</p> <ul style="list-style-type: none"> • Active armed forces members or those subject to discharge within the last five years • A carer in receipt of carers' allowance (when accompanying the person registered to care for). 	

6.0 Services where concessions are available



Service	Concession					
	Income based	State retirement age	Under 16	Care leavers under 25	Armed Forces	Carers
Queen's Park Sports Centre	✓	✓	✓	✓	✓	✓
Healthy Living Centre	✓	✓	✓	✓	✓	✓
Productions and events at sports centres.	Subject to negotiations made with promoters – please contact the sports centres for information on particular events.					
Productions and events at the Winding Wheel and Pomegranate Theatre.	Subject to negotiations made with promoters – please contact the sports centres for information on particular events.					
Museum service chargeable events e.g. ghost walks	Subject to negotiations made with promoters – please contact the sports centres for information on particular events.					
Hire of Pomegranate Theatre, Winding Wheel, Assembly Rooms and Hasland Village Hall.	Concessionary hiring rates for community and voluntary sector organisations.					
Community Room hire	Concessionary hiring rates for community and voluntary sector organisations.					
Pest Control	✓	✗	✗	✗	✗	✗
Bulky waste collection	✓	✗	✗	✗	✗	✗
Cemeteries and cremation	✗	✗	✓ (under 17)	✗	✗	✗

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Chesterfield Borough Council

Equality Impact Assessment - Full Assessment Form

Service Area: Policy and Communications
Section: Policy and Overview and Scrutiny
Lead Officer: Donna Reddish / Anita Cunningham

Title of the policy, project, service, function or strategy the preliminary EIA is being produced for: Corporate Concessions Policy

Is the policy, project, service, function or strategy:

Existing
Changed
New/Proposed

STEP 1 – MAKE SURE YOU HAVE CLEAR AIMS AND OBJECTIVES

What is the aim of the policy, project, service, function or strategy?

The main aim of the Concessions Policy is to ensure one corporate approach to the determination and application of service charge concessions, for its discretionary services. This will provide consistency and clarity of approach across the relevant council services. The policy provides a framework to ensure concessions on service charges support the strategic aims and objectives of the council.

Who is the policy, project, service, function or strategy going to benefit and how?

Aligned with the council's strategic aims and objectives as included in the Council Plan and medium term financial plans, the policy will benefit the users of council services. In the main this includes people who live, work and/or study in Chesterfield, but also includes visitors to the area. Concessions apply to a variety of people based on income disadvantage, age and other key groups.

People that meet specific eligibility criteria to receive a concession will benefit from the reduced rate of charge which will help make services more affordable and therefore more accessible to them providing more equal opportunity for social involvement.

What outcomes do you want to achieve?

Regarding outcomes from the introduction of the policy, more clarity and consistency across the council is needed in the application of concessions. Achieving this includes identifying and using one set of eligibility criteria, most of which are based on the current, national benefits system and eligibility, taking account of benefits changes such as the migration of many benefits to the new Universal Credit benefits system.

Regarding policy outcomes, particularly for those people meeting the disadvantaged criteria specified in the policy, concessions will provide an inducement to use the services in the interests of their general wellbeing by creating greater equality of access, social inclusion, physical and mental health improvement, and education and learning. This will directly assist the council in meeting a number of its social responsibilities, and strategic aims and objectives.

Other people receiving concessions will also benefit as above. However custom from these people who are not classed as disadvantaged under this policy, will play an important role in helping sustain and improve council services. Offering discounts to these people is important for commercial reasons, for example to promote our services and compete with other service providers for their custom, to help secure a regular and stable service income, to help ensure service / business continuity, to enable opportunities for service improvements. In turn this will help secure and improve future services for those disadvantaged in society who have greater need for those services.

What barriers exist for both the Council and the groups/people with protected characteristics to enable these outcomes to be achieved ?

The policy will adversely affect discretionary service users who are aged over 60 as they will lose automatic access to a concession based on this criteria. The policy is moving towards a national state pension age criteria.

In place of automatic eligibility for those aged 60 or over, eligibility has been amended to apply solely to those people receiving state pension. Those people affected by this change may still meet eligibility criteria for other concessions detailed within the policy, for example they may apply for an income concession.

There are financial barriers to the council due to ongoing control and reductions by government of local government funding, alongside the requirement for the council to become self funded by 2020. The council needs to more carefully target its resources to areas of most need and review and adjust its policies accordingly.

STEP 2 – COLLECTING YOUR INFORMATION

What existing data sources do you have to assess the impact of the policy, project, service, function or strategy?

Research information has been undertaken to help inform the development of this policy for its maximum success. This research includes data collected from the Scrutiny Project Group's work which looked into matters associated with the determination and application of concessions on service charges. Further research of the CIPFA (former Audit Commission) nearest neighbours has been undertaken to compare policy approach.

The subsequent report and recommendations of the council's Overview and Performance Scrutiny Forum's report to Cabinet with associated EIA provide further research information gathered. This includes statistics from the national IMD index which ranks Chesterfield as 85th most deprived out of 326 authorities, and 25th most deprived for health and disability specifically, whilst also having significant employment and income challenges.

The policy will require data to be collected to enable evaluation of the impact and review of the policy. The policy requires Service Managers to have suitable methods in place to collect this data. This information will then be used to inform both decisions to vary concession rates, and to the ongoing review of the policy.

STEP 3 – FURTHER ENGAGEMENT ACTIVITIES

Please list any additional engagement activities undertaken to complete this EIA e.g. met with the Equalities Advisory Group, local BME groups, Employee representatives etc. Could you also please summarise the main findings.

Date	Engagement Activity	Main findings
Meetings held 16.5.16 28.6.16 14.9.16	Policy Working Group	This Policy Working Group was established to consider the concessions policy and associated EIA. The Working Group comprises both elected councillors and employee representatives (ie Service Managers). Findings identify that there are different equalities needs affecting different council services. This supports the need for a corporate policy which provides a framework within which services can make flexible and responsive decisions, to ensure all services meet the council's equalities obligations. However for all services to take one single approach to application of concessions eligibility and their rates could have very detrimental effect on service

		delivery / cost of service delivery. Findings also include some difficulties in evidencing eligibility and the need to reprioritise eligibility for senior citizens.
	Research	<p>CIPFA (former Audit Commission) nearest neighbours family group. Findings indicate that most of these local authorities have moved away from automatic eligibility for all people aged 60+, and have aligned their senior citizen concessions eligibility to people receiving state pension.</p> <p>Concession rates vary across different local authorities and different services, ranging from no concession to 50% concession, or even free service in some cases.</p> <p>Regarding the migration of means tested benefits to Universal Credit, little evidence was found to indicate the approach other councils are taking.</p>

STEP 4 – WHAT’S THE IMPACT?

Is there an impact (positive or negative) on some groups/people with protected characteristics in the community? (think about race, disability, age, gender, religion or belief, sexual orientation and other socially excluded communities or groups). You may also need to think about sub groups within each equalities group or protected characteristics e.g. older women, younger men, disabled women etc.

Please describe the potential impacts both positive and negative and any action we are able to take to reduce negative impacts or enhance the positive impacts.

Group or Protected Characteristic	Positive impacts	Negative impacts	Action
Age – including older people and younger people.	The Policy offers an inducement to encourage access to and inclusion of older and younger people in discretionary council services. This may be either through this policy's specific eligibility criteria, or through other commercial discounts that services may offer.	The older age eligibility criteria has been increased to state pension age. This means some people aged 60 or over, who are not receiving state pension, will lose access to a concession offered solely on this criteria.	<p>Service users should be informed of the change.</p> <p>Service users should also be informed of the other concessionary categories, or other discounts, which they may be eligible for.</p> <p>Promote the policy to all the council's discretionary services making a charge.</p>
Disabled people – physical, mental and sensory including learning disabled people and people living with HIV/Aids and cancer.	The Policy offers an inducement to encourage access to and inclusion of disabled people in discretionary council services. This may be either through this policy's specific eligibility criteria, or through other commercial discounts	No impacts identified.	Promote the policy to all the council's discretionary services making a charge.

	that services may offer. Eligibility criteria specifically includes concessions for Carers accompanying disabled people.		
Gender – men, women and transgender.	No impacts identified.	No impacts identified.	
Marital status including civil partnership.	No impacts identified.	No impacts identified.	None.
Pregnant women and people on maternity/paternity. Also consider breastfeeding mothers.	No impacts identified.	No impacts identified.	None.
Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.	No impacts identified.	No impacts identified.	None.
Ethnic Groups	No impacts identified.	No impacts identified.	None.
Religions and Beliefs including those with no religion and/or beliefs.	No impacts identified.	No impacts identified.	None.

Other groups e.g. those experiencing deprivation and/or health inequalities.	The Policy offers an inducement to encourage the inclusion of financially disadvantaged and disabled groups in discretionary council services offered. This may be either through this policy's specific eligibility criteria, or through other commercial discounts offered.	No impacts identified.	Promote the policy to all the council's discretionary services making a charge.
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From the information gathered above does the policy, project, service, function or strategy directly or indirectly discriminate against any particular group or protected characteristic?

Yes
No No

If yes what action can be taken to stop the discrimination?

STEP 5 – RECOMMENDATIONS AND DECISION MAKING

How has the EIA helped to shape the policy, project, service, function or strategy or affected the recommendation or decision?

An EIA formed part of the Overview and Performance Scrutiny Forum's Scrutiny Project Group's work and report considered by Cabinet on 7.1.16. The recommendations in that report were supported in principal by Cabinet subject to some further review work leading to the appointment of this working group to develop a corporate Concessions Policy. Equalities issues were considered throughout the scrutiny investigation and have continued to be considered by the Concessions Policy Working Group throughout the development of this policy. Given that council services are delivered in the public interest, the EIA has helped to focus the development of the policy on the public interest, particularly those more disadvantaged and or vulnerable in society who have greater need. In this way the EIA helps place the councils social and legal responsibilities in relation to equalities, at the centre of the policy.

How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?

The council's Policy and Communications Manager will be responsible for ongoing monitoring and review of the policy in accordance with the Council's scheme of delegation. The full review of the policy will take place at least every 2 years.

Agenda Item 7

To access the most recent Forward Plan, please click on the following link:

[Forward Plan](#)

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CHESTERFIELD BOROUGH COUNCIL

WORK PROGRAMME: OVERVIEW AND PERFORMANCE SCRUTINY FORUM for 6 September, 2016

	Scheduled Meeting Date(s):	Business Items :	Status :	Raised by:	Cabinet Member Responsibility
1	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>
2	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>
3	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>	
4	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>
5	08.11.16	Council Plan and Corporate Performance	To receive progress in implementing the New Performance Management	<i>O&P Chairs and</i>	<i>Deputy Leader/Plannin</i>

CHESTERFIELD BOROUGH COUNCIL

	Scheduled Meeting Date(s):	Business Items :	Status :	Raised by:	Cabinet Member Responsibility
			Framework (last received 10.11.15), Performance Management results (last received 10.11.15) and Council Plan Review and Development. Report last received 10.05.16.	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>g</i>
6	08.11.16	Budget Scrutiny and Monitoring	Ongoing. Last reported 12.01.16.	<i>O&P</i>	<i>Leader/Regeneration</i>
7	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>
8	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>Also see OP5 on Monitoring Schedule.</i>	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Business Transformation</i>
9	10.01.17	Communications: Public consultation Determining public opinion	Agreed to include on Scrutiny Work Programme – O&P 10.05.16. Deferred from 14.06.16.	<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
10	10.01.17	Budget Scrutiny and Monitoring	Ongoing. Last reported 08.11.16.	O&P	Leader/Regeneration
11	07.03.17	Constitution Reform	Agreed to include on Scrutiny Work Programme – O&P 10.05.16. Last report received 06.09.16.	Scrutiny Work Programme Action Planning – April 2016	Governance
12	07.03.17	Procurement	Agreed to include on Scrutiny Work Programme – O&P 10.05.16. Last report received 06.09.16.	Scrutiny Work Programme Action Planning – April 2016	Business Transformation
Scrutiny Project Groups:					
Corporate Working Groups:					
	Every meeting	Concessions Policy Working Group	Progress update received 14.06.16.	O&P	
New Business Items Proposed:					

Note: Members may wish to agree items from the Forward Plan (FP) and Scrutiny Monitoring Schedule 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].

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OVERVIEW AND PERFORMANCE SCRUTINY FORUM**Tuesday, 14th June, 2016**

Present:-

Councillor P Gilby (Chair)

Councillors	J Barr	Councillors	Derbyshire
	Borrell		Miles
	Burrows +		Flood
	Callan		Perkins
	V Diouf		

Anita Cunningham, Policy and Scrutiny Officer
 Karen Brown, Transformation Programme Manager ++
 Barry Dawson, Chief Finance Officer +++
 James Drury, Executive Director ++
 John Fern, Communications and Marketing Manager ++++
 Rachel Lenthall, Committee and Scrutiny Coordinator
 Rachel O'Neil, Customer, Commissioning and Change Manager ++

+ Attended for Minutes Nos. 4 and 5

++ Attended for Minute No. 3

+++ Attended for Minute No. 4

++++ Attended for Minute No. 5

*Matters dealt with under the Delegation Scheme

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 Catt, Dyke and Slack.

3 CABINET MEMBER FOR BUSINESS TRANSFORMATION - GREAT PLACE, GREAT SERVICE PROGRESS REPORT

The Executive Director, James Drury, and the Transformation Programme Manager attended to provide members with a progress update on the Great Place, Great Service (GPGS) programme. The Executive Director informed the committee of the progress made on GPGS projects and the areas of improvement that were being worked on. GPGS had identified that reviews were needed to examine how the Council ran certain services including ICT, Support Services, customer service and rent collection.

The Procurement partnership with the NHS started in January 2016. Though there had been teething problems during the initial few months, 36 contracts had been managed by the NHS of which 8 had been completed with savings of £37k achieved by the partnership to date. The council's new Customer, Commissioning and Change Manager had joined the corporate management team in June 2016 and would drive the commercial side of GPGS. In addition, the new Information Assurance Officer post had been filled and the post holder was due to start in August 2016.

Progress was also provided on:

- Smarter Working – Town Hall restack, flexible working
- Estate Rationalisation
- ICT Infrastructure
- Website/Intranet
- Commercialisation
- Change Readiness and Change Management

Members asked about the rent collection contract with Arvato and whether the performance indicators were too low and needed to be renegotiated. Members had concerns with the timings and frequency of visits to tenants for rent recovery and asked if changes were to be made to the process. Members also commented that as tenants do not receive rent books anymore, it was more difficult for them to keep a track of their rent, particularly elderly tenants.

The Executive Director advised that the letting process had recently been updated to include a financial assessment; this would provide a clearer picture of the prospective tenant's financial circumstances and reduce rent arrears on introductory tenancies. When there is a visible impact, consideration would be given to making changes to the performance indicators. However, there was also a need for the different teams

involved with tenancies to work better together to share information so a full picture behind a tenants' debt could be seen. Ongoing work was being undertaken to look into how and when visits to tenants were conducted and a small tenant's group had been set up to review the letters sent out by rent recovery.

Members raised concerns about the levels of asbestos discovered in the Town Hall and asked whether asbestos tests were carried out when work was undertaken in the basement and if the current tenants would be affected by the planned works associated with the Town Hall restack.

The Transformation Programme Manager advised that targeted tests had been undertaken prior to work being carried out in the basement. The Executive Director added that the asbestos is more concentrated on the lower floors of the Town Hall and the tenants in the basement would be consulted if they were to be affected.

Members were pleased to hear that the new Information Assurance Officer had been recruited and asked if the extra work taken on by the Council would lead to renegotiations of the contract with Arvato. The Executive Director replied that though the Council is taking back some Information Assurance work, since the original contract was created with Arvato the requirements have become more demanding and would not have been expected in the original contract therefore it would be unwise to enter into renegotiations at this stage.

The Chair thanked the Executive Director and Transformation Programme Manager for the progress report.

RESOLVED –

- 1) That the update be noted.
- 2) That an update on GPGS be brought to the Overview and Performance Scrutiny Forum in January, 2017.
- 3) That an update on the questions raised by Members be brought to the Overview and Performance Scrutiny Forum in January, 2017.

4 LEADER AND CABINET MEMBER FOR REGENERATION - BUDGET OUTTURN REPORT (VERBAL)

The Leader and Chief Finance Officer attended to update Members on the Budget Outturn for 2015/16. Reports were taken to Cabinet on 14 June, 2016 on the individual portfolio accounts and the overall summary for 2015/16. The Chief Finance Officer explained that the original budget forecast a deficit of £94k, the revised budget forecast had predicted a £225k surplus and the actual net surplus for 2015/16 was £448k. The Chief Finance Officer explained which areas had come in over budget or created surpluses and the reasons why that had happened. A working balance of £1.5m would be maintained along with various reserves.

The predicted forecast for 2016/17 would see a budget deficit of £1.3m. The Chief Finance Officer advised that there needed to be a focus on creating a sustainable budget and the Council's reserves could only be used once and should not be relied on. Two areas of income that could potentially change were the New Homes Bonus and the effect devolution may have on Business Rate retention. The Leader added that whilst certain service areas had been a success and had come in under budget, due to future uncertainties the reserves needed to be kept in place.

Members asked if the Council was at risk of getting into serious debt in the future. The Chief Finance Officer replied that there would always be new pressures on the budget however after 2020 a more stable position was predicted. The Leader stressed that the Council was working to become more commercial and self-financing. Members also asked if the forecasted £1.3m deficit figure for 2016/17 could be reduced. The Chief Finance Officer advised that the surpluses and under spends were being looked at to see if a reoccurrence was expected.

Members enquired about the recruitment for the new Director of Resources post and thanked the Chief Finance Officer for the work he had done for the Forum and in particular his support for Scrutiny. The Leader added his thanks to the Chief Finance Officer and informed Members that the first recruitment exercise had returned no suitable candidates for interview. Consequently, the salary had been increased slightly and a new recruitment consultant had been chosen; the search for new candidates was currently underway. The recruitment consultant had been advised to look in both public and private sector markets and was expected to return a better response. In the interim, external support would be sought to cover the role from when the Chief Finance Officer leaves at the end of June, 2016.

The Chair thanked the Leader and Chief Finance Officer for attending to provide Members with the report and answering their questions.

RESOLVED –

1. That the report be noted.
2. That the Forum thanks the Chief Finance Officer and Council, especially the service areas that had engaged in transformation to help the budget situation.
3. That an update on the analysis of service areas, showing how surpluses had been achieved, be brought to Overview and Performance Scrutiny Forum in November, 2016.

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

The Leader and Communications and Marketing Manager attended to provide Members with a progress update on the delivery of the Council's Internal and External Communications Strategies. A summary of results from the recent employee survey was provided highlighting areas that had improved or worsened. The new intranet, Aspire, had contributed to an improvement in employees feeling informed, however satisfaction levels about communications between team leaders and managers and their staff, and the frequency of one-to-ones had decreased.

The draft survey results had been discussed with Cabinet Members, Service Managers and at Corporate Management Team meetings. Further analysis would take place within the Workforce Strategy group and would involve focus groups of staff from different levels within the Council. A particular emphasis would be placed on the role of line managers in improving the frequency and quality of team meetings, individual appraisals and one-to-one meetings.

The update on the External Communications strategy included news of the launch of the Council's new website. The main change to the website was that it now had a 'responsive design,' allowing it to be read easily on tablets and smartphones. The next phase of the work on the website was underway and the analysis on analytics has been completed. Customer data, i.e. contact centre enquiries, would be looked at to see how the

website could be used to provide answers and improve navigation for users.

The Leader commented that it had been a long process moving from a semi-professional to a fully professional communications team. Cabinet Members had received media training so that the Leader could step back from doing the majority of media interviews. There had also been a change in the way the Leader and Chief Executive communicate with the workforce which included holding four recent workforce meetings. The meetings involved larger groups of employees from a mixture of Council service areas to give employees the confidence to ask challenging questions.

Members noted that, compared to other organisations, the employee survey results were mostly positive. Members also gave support for the press releases by the Council as they found them useful when dealing with constituents.

Members raised concerns over the decreasing number of employees who said that communication within their service area was good. The Communications and Marketing Manager replied that, within the last few weeks, many staff that previously had no access to emails had been issued with mobile devices to improve communications. In addition, Aspire had only recently been launched at the time of the survey and was expected to improve access to information and communications.

The Communications and Marketing Manager added that the worst area identified by the survey related to team managers. To help address the problem, meetings had been held at Service Manager level and with Cabinet Members. In addition, the Senior Leadership Team had stressed that they would be taking a firmer approach to team managers and their communications with their staff as the current levels of dissatisfaction were not acceptable. Members were concerned with the low frequency of team meetings and asked if managers were prepared for holding team meetings. The Communications and Marketing Manager advised that, as the survey is anonymous, it was difficult to identify which teams were affected; however holding team meetings was in the team manager's job description so they should be prepared to arrange them.

Members asked if the Council was concerned over the falling number of employees who said that they were proud to tell others that they worked for the Council. The Leader and the Communications and Marketing

Manager advised that the overall trend was good compared to other organisations.

Members asked if the response rate to the survey had increased. The Communications and Marketing Manager replied that the response rate had fallen from 59 per cent to 43 per cent. There had been issues accessing the survey due to server problems which led to some employees giving up before submitting the survey, though extra paper copies were produced to help address this. In addition, one service area had boycotted the survey and the data from two service areas was so low it could not be relied upon.

The Chair commented that the indicators overall were encouraging and praised the proactive approach taken to address the areas of concern that had been raised. The Chair also commended the external website and Aspire, in particular their ability to be accessed on mobile devices. The Chair thanked the Leader and Communications and Marketing Manager for attending.

RESOLVED –

- 1) That the progress report be noted.
- 2) That the Chairs' comments be noted.

6 FORWARD PLAN

The Forward Plan was considered by the forum.

RESOLVED –

That the Forward Plan be noted.

7 SCRUTINY MONITORING

The Scrutiny Monitoring schedule was considered by the forum.

RESOLVED –

1. That the Monitoring Schedule be approved.

2. That the Forum notes the updates on OP4 and OP5 that were provided through the earlier agenda items on Great Place, Great Service and Internal and External Communications.

8 WORK PROGRAMME FOR THE OVERVIEW AND PERFORMANCE SCRUTINY FORUM

The Work Programme for the Overview and Performance Scrutiny Forum was considered. The Chair noted that the Work Programme now also contained information on when Scrutiny Monitoring was due and which Corporate Working Groups were reporting in to the committee.

The Policy and Scrutiny Officer was invited to explain to the Forum the difference between a Scrutiny Project Group and a Corporate Working Group. It was explained Scrutiny Project Groups (SPGs) are working groups created by Overview and Scrutiny Committees (OSC). The SPG would then report back, and make any recommendations, to the relevant OSC. An OSC then has statutory power to make reports and recommendations to the Executive (Cabinet) or Council.

Corporate Working Groups are created by the Council or the Executive. The Overview and Performance Scrutiny Forum may be invited by the Corporate Working Group to appoint one or more members to join. The appointed Scrutiny Member(s) would then report back from the Corporate Working Group to the relevant Overview and Scrutiny Committee. If a request for a Scrutiny Member to join a working group needed a quick decision, the Chairs could invite and agree a nomination to be retrospectively approved by the Forum at its next meeting.

RESOLVED –

- 1) That the Work Programme be approved.
- 2) That the following appointments to the Concessions Policy Corporate Working Group be approved by the Forum: Cllr J Barr, Cllr Catt, Cllr Sarvent and Cllr Slack.
- 3) That the reporting back process for the following groups be approved:

- a. Councillor Derbyshire to report back to the Overview and Performance Scrutiny Forum from the Member Development Working Group;
- b. Councillor Sarvent to report back to the Community, Customer and Organisational Scrutiny Committee from the Constitution Working Group;
- c. Councillor Perkins to report back to the Enterprise and Wellbeing Scrutiny Committee from the Housing Policy/HRA Working Group.

9 **JOINT OVERVIEW AND SCRUTINY**

No issues were raised for Joint Overview and Scrutiny.

10 **OVERVIEW AND SCRUTINY DEVELOPMENTS**

The Policy and Scrutiny Officer reported on the Sheffield City Region Combined Authority Overview and Scrutiny Committee (SCR CA OSC). A draft scheme of governance for the combined authority containing arrangements for the delivery of the combined authority's overview and scrutiny function, was to be considered by the SCR CA OSC on 27 June, 2016 with public consultation due to begin in early July, 2016. The scheme of governance was expected to go back to SCR CA OSC on 21 July, 2016 with the intention of submitting the scheme to the Secretary of State in October/November 2016.

In addition members were informed that the Centre for Public Scrutiny had carried out a piece of work commissioned by the Local Government Association and had published a guidance document on devolution and governance. However, the guidance was more general than originally anticipated and did not contain outcomes specific to SCR CA OSC or other combined authorities overview and scrutiny committees.

RESOLVED –

That the updates be noted.

11 **MINUTES**

The minutes of the meeting of the Overview and Performance Scrutiny Forum held on 10 May, 2016 were presented.

RESOLVED –

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