

BOROUGH OF CHESTERFIELD

You are summoned to attend a Meeting of the **Council** of the **Borough of Chesterfield** to be held in the **Council Chamber, Town Hall, Rose Hill, Chesterfield S40 1LP** on **Wednesday, 19 July 2017** at **5.00 pm** for the purpose of transacting the following business:-

1. To approve as a correct record the Minutes of the meetings of the Council held on 26 April and 10 May, 2017 (Pages 5 - 14)
2. Mayor's Communications
3. Apologies for Absence
4. Declarations of Members' and Officers' Interests relating to items on the Agenda.
5. Public Questions to the Council

To receive questions from members of the public in accordance with Standing Order No. 12.

Question submitted by Mr Max Kerley:

“Please define the geographical area that Chesterfield Borough Council considers to be Chesterfield town centre.”

6. Petitions to Council
To receive petitions submitted under Standing Order No. 13
7. Questions to the Leader
To receive questions submitted to the Leader under Standing Order No.14
8. Vacancy in the Office of Councillor (Pages 15 - 16)
9. General Fund Budget Outturn 2016/17 (Pages 17 - 40)
10. Scrutiny Annual Report 2016/17 (Pages 41 - 58)
11. Membership of the Sheffield City Region Combined Authority (Pages 59 - 68)
12. 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”.

13. Northern Gateway Saltergate Multi-Storey Car Park (Pages 69 - 106)

14. 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.

15. Minutes of Committee Meetings (Pages 107 - 108)

To receive for information the Minutes of the following meetings:-

- Appeals and Regulatory Committee
- Employment and General Committee
- Licensing Committee
- Planning Committee
- Standards and Audit Committee

16. To receive the Minutes of the meetings of the Cabinet of 18 April, 16 May, 13 and 27 June, 2017 (Pages 109 - 130)

17. To receive the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 2 May, 2017 (Pages 131 - 134)

18. To receive and adopt the Minutes of the meeting of the Overview and Performance Scrutiny Forum of 9 May, 2017 (Pages 135 - 146)

19. To receive and adopt the Minutes of the meeting of the Community, Customer and Organisational Scrutiny Committee of 21 March, 2017 (Pages 147 - 154)

20. To receive and adopt the Minutes of the meeting of the Enterprise and Wellbeing Scrutiny Committee of 30 May, 2017 (Pages 155 - 160)

21. Questions under Standing Order No. 19

To receive questions from Councillors in accordance with Standing Order No.19.

By order of the Council,

A handwritten signature in black ink, appearing to read "Huw Jones". The signature is fluid and cursive, with a period at the end.

Chief Executive

Chief Executive's Unit,
Town Hall,
Chesterfield

11 July 2017

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COUNCIL

Wednesday, 26th April, 2017

Present:-

Councillor Brunt (The Mayor)

Councillors	Bagley P Barr Bellamy Bingham Blank Borrell Brittain Brown Burrows Callan Catt Caulfield Davenport Derbyshire Dickinson A Diouf Elliott Flood	Councillors	P Gilby T Gilby Hill Hitchin Hollingworth Huckle J Innes P Innes Ludlow Miles Niblock Perkins Rayner Redihough Sarvent Serjeant Simmons Slack
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101 **MINUTES**

RESOLVED –

That the Minutes of the meeting of Council held on 23 February, 2017 be approved as a correct record and be signed by the Chair.

102 **MAYOR'S COMMUNICATIONS**

The Mayor referred to the following Mayoral engagements:

- Attending an event at Whittington Moor Methodist Church to officially welcome the Syrian refugee families to Chesterfield.

- Hosting visits to the Mayors Parlour, including visits from Spire Juniors and Whittington School Rainbows.
- Cutting the ribbon to officially open the new T J Hughes Store in Chesterfield.

The Mayor also provided an update on his fundraising activities.

103 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J Barr, Brady, D Collins, L Collins, V Diouf, Dyke, A Murphy, T Murphy, Parsons and Wall.

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

No declarations were received.

105 VOTE OF THANKS TO THE RETIRING MAYOR AND MAYORESS

It was moved by Councillor John Burrows, seconded by Councillor John Dickinson and resolved:-

- (a) That the best thanks of the Council be accorded to Councillor Steve Brunt for his services as Mayor of the Borough for the past year, for the able manner in which he has directed the affairs of the town and for the deep interest which he has shown in all matters relating to the welfare of the Borough;
- (b) That the best thanks of the Council be accorded to Mrs Jill Mannion-Brunt for the grace, charm and dignity with which she has undertaken her duties as Mayoress.

106 PUBLIC QUESTIONS TO THE COUNCIL

There were no questions.

107 PETITIONS TO COUNCIL

No petitions had been received.

108 LEADER OF THE COUNCIL AND COMMITTEE APPOINTMENTS**RESOLVED –**

1. That Councillor Tricia Gilby be appointed Executive Leader of the Council for the period 2017-19.
2. That the Member-level bodies of the Council for 2017/18, and the number of Members on each be as follows:-

Planning Committee	15
Planning Sub Committee	3
Appeals and Regulatory Committee	15
Licensing Committee	15
Employment and General Committee	6
Overview and Performance Scrutiny Forum	14
Community, Customer and Organisational Scrutiny Committee	8
Enterprise and Wellbeing Scrutiny Committee	8
Standards and Audit Committee (Borough Council representatives only)	5

3. That the following named members be appointed to the Council's Member-level bodies for 2017/18:-

Planning Committee

Councillors: P Barr, Bingham, Brady, Brittain, Callan, Catt, Caulfield, Davenport, Elliott, Terry Gilby, Hill, Miles, Sarvent, Simmons and Wall.

Planning Sub-Committee

Councillors: P Barr, Brittain and Terry Gilby.

Appeals and Regulatory Committee

Councillors: Bellamy, Bexton, Bingham, D Collins, Derbyshire, A Diouf, Hitchin, P Innes, Miles, A Murphy, Niblock, Parsons, Perkins and Rayner.

Licensing Committee

Councillors: J Barr, Bellamy, Bexton, Burrows, Brown, Brunt, L Collins, Derbyshire, Flood, P Innes, A Murphy, Parsons, Rayner, Redihough and Slack.

Employment and General Committee

Councillors: Blank, Burrows, Davenport, Elliott, J Innes and Wall.

Overview and Performance Scrutiny Forum

Councillors: J Barr, Borrell, Callan, Caulfield, L Collins, Derbyshire, V Diouf, Dyke, Flood, Hitchin, P Innes, Parsons, Perkins and Sarvent.

Community, Customer and Organisational Scrutiny Committee

Councillors: Borrell, L Collins, Dyke, Flood, P Innes, Niblock, Parsons and Sarvent.

Enterprise and Wellbeing Scrutiny Committee

Councillors: D Collins, Caulfield, Derbyshire, V Diouf, Dyke, Hitchin, Perkins and Sarvent.

4. That the following named members be appointed to the Standards and Audit Committee (Borough Council representatives only) for 2017/18:-

Councillors: Caulfield, Derbyshire, A Diouf, Hollingworth and Rayner.

5. That the following named members be appointed to the roles of Chairs and Vice-Chairs of Committees for 2017/18:-

Planning Committee

Chair: Councillor Brittain
Vice Chair: Councillor Simmons

Planning Sub-Committee	Chair: Councillor Terry Gilby Vice Chair: Councillor Brittain
Appeals and Regulatory Committee	Chair: Councillor Bellamy Vice-Chair: Councillor Avis Murphy
Licensing Committee	Chair: Councillor Bellamy Vice-Chair: Councillor Avis Murphy
Employment and General Committee	Chair: Councillor Burrows
Overview and Performance Scrutiny Forum	Councillors Peter Innes and Sarvent to be alternating Chairs
Community, Customer and Organisational Scrutiny Committee	Chair: Councillor Peter Innes Vice-Chair: Councillor Borrell
Enterprise and Wellbeing Scrutiny Committee	Chair: Councillor Sarvent Vice-Chair: Councillor Perkins
Standards and Audit Committee	Chair: Councillor Rayner Vice-Chair: Councillor Alexis Diouf

109 **DEPUTY LEADER OF THE COUNCIL AND CABINET APPOINTMENTS**

RESOLVED –

1. That the Council note the appointment by the Leader of the following Members of the Cabinet:-

Deputy Leader

Councillor Amanda Serjeant

Cabinet Member for Business Transformation

Councillor Ken Huckle

Cabinet Member for Economic Growth

Councillor Terry Gilby

Cabinet Member for Governance

Councillor Sharon Blank

Cabinet Member for Homes and Customers

Councillor Helen Bagley

Cabinet Member for Health and Wellbeing

Councillor Chris Ludlow

Cabinet Member for Town Centres and Visitor Economy

Councillor Steve Brunt

Minority Member without Portfolio

Leader of the Liberal Democrat Group

Assistant Cabinet Members (Special projects)

Councillor Ray Catt

Councillor John Dickinson

Councillor Jean Innes

2. That the changes to cabinet portfolios, as described at appendix A of the officer's report be noted.
3. That the council's constitution be amended to reflect the revised cabinet portfolios and the consequent delegations to cabinet members.

110 QUESTIONS TO THE LEADER

Under Standing Order No.14 Councillor Borrell asked about the growing problem of rough sleepers in Chesterfield town centre and also raised concerns about the deteriorating condition of the old courthouse building. He was particularly keen to understand the actions that the council were taking to resolve these issues to ensure that the public felt safe when visiting the town centre.

The Leader provided a verbal response.

111 EQUALITY AND DIVERSITY POLICY, STRATEGY AND ACTION PLAN 2017 - 2019

Pursuant to Cabinet Minute No.173 the Policy Officer submitted an updated version of the Chesterfield Borough Council Equality and Diversity Policy and Strategy for 2017-19 for approval.

The updated Equality and Diversity Policy and Strategy for 2017-19 reflected the council's current understanding of the needs of its local communities as well as the council's corporate priorities as defined in the Council Plan 2015 - 19. The updated policy and strategy also incorporated the council's approach to discharging its responsibilities under the Equality Act 2010 (including the Public Sector Equality Duty) as a service commissioner, service provider, and employer.

RESOLVED –

That the revised Chesterfield Borough Council Equality and Diversity Policy and Strategy 2017-19, be adopted and implemented.

112 MINUTES OF COMMITTEE MEETINGS

RESOLVED -

That the Minutes of the following Committees be noted:-

Appeals and Regulatory Committee of 22 February, 15, 22 and 29 March and 12 April, 2017

Employment and General Committee of 9 February, 2017

Licensing Committee of 1 March, 2017

Planning Committee of 20 February and 13 March, 2017

Standards and Audit Committee of 8 February, 2017

113 MINUTES OF THE CABINET

RESOLVED –

That the Minutes of the meetings of Cabinet of 21 February, 7 March and 4 April, 2017 be noted.

114 MINUTES OF THE JOINT CABINET AND EMPLOYMENT AND

GENERAL COMMITTEE**RESOLVED –**

That the Minutes of the meetings of the Joint Cabinet and Employment and General Committee of 7 March and 4 April, 2017 be noted.

115 MINUTES OF THE COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE**RESOLVED –**

That the Minutes of the meeting of the Community, Customer and Organisational Scrutiny Committee of 24 January, 2017 be approved.

116 MINUTES OF THE ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE**RESOLVED –**

That the Minutes of the meeting of the Enterprise and Wellbeing Scrutiny Committee of 6 February, 2017 be approved.

117 QUESTIONS UNDER STANDING ORDER NO. 19

There were no questions.

COUNCIL**Wednesday, 10th May, 2017**

Present:-

Councillor Brunt (The Mayor)

Councillors	Bagley	Councillors	Dyke
	P Barr		Elliott
	Bellamy		Flood
	Bingham		P Gilby
	Borrell		T Gilby
	Brady		Hollingworth
	Brittain		Huckle
	Burrows		J Innes
	Callan		P Innes
	Catt		Miles
	Caulfield		Niblock
	D Collins		Rayner
	L Collins		Redihough
	Davenport		Sarvent
	Derbyshire		Serjeant
	Dickinson		Simmons
	A Diouf		Slack
	V Diouf		Wall

1 TO ELECT THE MAYOR FOR THE CIVIC YEAR 2017/18

It was moved by Councillor Alexis Diouf, seconded by Councillor Tricia Gilby and resolved that Councillor Maureen Davenport be elected Mayor of the Borough of Chesterfield for the Civic Year 2017/18.

(At this point, the Chair was vacated by Councillor Steve Brunt and occupied by the new Mayor.)

The Mayor then made the Declaration of Acceptance of Office and took the Oath of Allegiance.

2 PRESENTATION TO THE RETIRING MAYOR AND MAYORESS

Pursuant to Minute No. 105 (2016/17), the Mayor presented Councillor Steve Brunt with a former Mayor's badge and a record of his year of office and a former Mayoress' badge to Mrs Jill Mannion-Brunt and a record of her year of office.

3 TO ELECT THE DEPUTY MAYOR FOR THE CIVIC YEAR 2017/18

It was moved by the Mayor, seconded by Councillor Tricia Gilby and resolved that Councillor Stuart Brittain be appointed Deputy Mayor of the Borough of Chesterfield for the Civic Year 2017/18.

4 TO RECEIVE THE APPOINTMENT OF THE MAYOR'S CHAPLAIN FOR THE CIVIC YEAR 2017/18

The Mayor indicated that she had appointed Reverend Janet Quick to be the Mayor's Chaplain.

5 TO RECEIVE A REPORT OF THE RECOMMENDATIONS OF THE ANNUAL BUSINESS MEETING OF COUNCIL HELD ON 26 APRIL, 2017**RESOLVED -**

That the recommendations of the Annual Business Meeting of the Council of 26 April, 2017, at Minute No.108 (2016/17), be noted and approved subject to the following amendments.

Appeals and Regulatory Committee

Councillor Brown to take the vacant seat.

Employment and General Committee

Councillor Simmons to replace Councillor Elliott.

VACANCY IN OFFICE OF COUNCILLOR

MEETING: COUNCIL
DATE: 19 JULY 2017
REPORT BY: CHIEF EXECUTIVE AND RETURNING OFFICER
WARD: HOLMEBROOK

FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS: Nil

1.0 **PURPOSE OF REPORT**

1.1 To report on the resignation of a council member.

2.0 **COUNCIL VACANCY**

2.1 Stephen Hitchin has decided to step down as a councillor for the Holmebrook Ward to enable him to devote more time to his family and medical career.

2.2 His resignation took effect on 1 July, 2017.

2.3 Notice of the vacancy was published on 4 July, 2017. An election to fill the vacancy will be held within 35 working days after notice in writing has been given to me by two local government electors for the Local Government Area (i.e. Chesterfield Borough wide), requesting that an election be held.

3.0 **RECOMMENDATION**

3.1 That the best thanks of the Council be conveyed to former Councillor Stephen Hitchin for his services to the Borough.

HUW BOWEN
CHIEF EXECUTIVE AND RETURNING OFFICER

Further information on this matter can be obtained from Brian Offiler, Democratic and Scrutiny Officer (Extension 5229).

For publication

General Fund Budget Outturn Report 2016/17

Meeting:	Council
Date:	19 th July 2017
Cabinet portfolio:	Deputy Leader of the Council
Report by:	Director of Finance & Resources

For publication

1.0 Purpose of report

- 1.1 To report on the General Fund Revenue and Capital Outturns for 2016/17, provide details of significant variations from the revised estimates and to consider carry forward requests.

2.0 Recommendations

- 2.1 That Council notes the report on the General Fund Revenue and Capital Outturns for 2016/17.

3.0 Background

- 3.1 This report includes details of the General Fund revenue account and the collection fund outturns, plus a summary of the General Fund Capital Programme. A separate report for the Housing Revenue Account covering both the revenue and capital elements was presented to Cabinet on 27 June, 2017. The information in these reports will then be incorporated into the published 2016/17 Statement of Accounts.

- 3.2 The external audit of the accounts is due to start in August. The formal published Statement of Accounts will be presented to the Standards and Audit Committee for approval at the end of September on conclusion of the audit. Once approved, a copy of the accounts will be placed on the Council's web-site.
- 3.3 The Council's Financial Strategy sets out the Council's policy on the levels and nature of reserves and balances. The Strategy also defines how under or overspends should normally be treated at the end of each financial year:
- ◆ Any under spend on the General Fund will be transferred to the Budget Risk Reserve;
 - ◆ Any over spend on the General Fund will be met from the Budget Risk Reserve or the General Working Balance;
 - ◆ Any DLO/DSO surpluses arising in the year that are not required for operational purposes will be allocated as follows:
 - (i) That any surplus relating to Public Sector Housing activities will be transferred to the HRA; and
 - (ii) That any surpluses or deficits relating to General Fund activities will be transferred to the General Fund or the Budget Risk Reserve and any deficit will be met from the Budget Risk Reserve.
- 3.4 This report was considered by Cabinet at its meeting on 27 June, 2017, where it resolved:
- 1) That the General Fund Revenue and Capital Outturn reports for 2016/17 be noted.
 - 2) That the £100k revenue account surplus be transferred to the Budget Risk Reserve.
 - 3) That the General Fund carry forward request for the Tidy Streets service, as set out at paragraph 4.6 of the officers' report, be approved.
 - 4) That the requests for retention of direct labour organisation surpluses of £90k, as set out at paragraph 5.2 of the officers' report, be approved
 - 5) That the level of General Fund Reserves and Balances as set

out at Section 6 and Appendix D of the officers' report, be approved.

- 6) That the capital financing arrangements as set out in Appendix E of the officers' report, be approved.

4.0 General Fund Revenue

- 4.1 The Summary Revenue Account, comparing the outturn with both the original and revised estimates for the financial year, is shown at **Appendix A**. There was a net surplus of **£100k** in the year compared with:
 - a) The **original** February 2016 budget forecast - £236k deficit.
 - b) The **revised** February 2017 budget forecast - £105k surplus.
- 4.2 Details of the variances that contributed towards the overall £341k reduction from the original deficit forecast to the revised forecast surplus were included in the budget report to the Cabinet on 21st February 2017.
- 4.3 The outturn surplus is only £5k below the revised February 2017 budget forecast. A summary of the most significant variances is included in **Appendix B**.
- 4.4 Further work has been undertaken to establish which variances are likely to recur in future years. The results of this exercise will be included in the next budget monitoring report to the Cabinet.
- 4.5 There are material variances on Asset Charges on some of the portfolios (investment properties) due to valuation adjustments for balance sheet purposes; Economic Growth +£5.5m (shops, trading estate), Town Centre/Visitor Economy -£1.5m (Vicar lane, Pavements) and Health & Wellbeing -£1.1m. Accounting regulations require the adjustments to be reflected in the appropriate service revenue account but they are then reversed out in the "Interest and Capital Charges" line of the summary revenue account (Appendix A) which shows an increased income of £2.9m. There is, therefore, no bottom-line impact from these valuation adjustments.

4.6 There is one **carry forward request** to consider. Fuller details of this request are included at **Appendix E**. The table below provides a summary of the request with a recommendation from the Senior Leadership Team (SLT).

Table 1 – Carry Forward Requests				
Portfolio	Service	Description	Amount	SLT recommendation
Health & Wellbeing	Tidy Streets	Noise monitoring equipment	2,000	approve
Total	Carry f/wds		£2,000	

5.0 DLO/DSO's

5.1 A summary of the DLO/DSO surpluses/deficits and the proposed distribution is shown in the table below:

Table 2 – DLO/DSO Outturns					
	Surplus / (Deficit)	Retained in the service	To HRA	To Gen Fund	To Budget Risk Reserve
	£	£	£	£	£
Building Maintenance	258,775	90,000	168,775	-	-
Spirepride	199,615	-	-	199,615	-
Building Cleaning	33,486	-	-	-	33,486
Security Services	5,826	-	-	-	5,826
Total	497,702	90,000	168,775	199,615	39,312

5.2 Members are requested to consider the retention of an element of the Building Maintenance surplus (£90,000) within the service. The table below provides a summary of the requests with a recommendation from the Senior Leadership Team (SLT).

Table 3 – Retention Requests		
Description	Amount	SLT recommendation

Purchase of Cherry Picker	15,000	Approve (subject to Business Case)
COINS – costing system	15,000	Approve (subject to Business Case)
COINS – stores upgrade	15,000	Approve (subject to Business Case)
Purchase of JCB	30,000	Approve (subject to Business Case)
Tarmac & Drainage Equipment	15,000	Approve (subject to Business Case)
Total	£90,000	

5.3 Details of these requests are shown below:

- **Cherry Picker** – OSD currently hire a Cherry Picker when required. The purchase of this equipment would pay for itself within 1 year releasing savings in future years.
- **COINS costing system** – this would fund the development of a costing system so that financial performance can be more accurately monitored.
- **COINS stores upgrade** – to fund an upgrade to the stores module of the system.
- **JCB** – A JCB is used at the Stonegravels depot to load glass, materials and waste. The existing vehicle is approaching the end of its working life and so a replacement is required to avoid expensive hire costs.
- **Tarmac & Drainage Equipment** – OSD currently hire equipment of tarmac and drainage works. The purchase of this equipment would generate savings for OSD. The request includes an element for training of operatives in the safe and efficient use of the new equipment.

6.0 General Fund Balances & Reserves

6.1 The table below (revised budget February 2017) shows a summary of the General Fund Reserves and Provisions; more detail is provided in **Appendix C**. Please note that the summary of useable reserves in the table below excludes the **General Working Balance** of £1.5m.

Table 4 – General Fund Reserves & Provisions 2016/17			
Reserve	Opening Balance £'000	Closing Balance £'000	Revised Forecast £'000
Budget Risks Reserve	1,043	446	601
Invest-to-Save Reserve	274	252	153
Service Improvement Reserve	989	614	459

Other Earmarked Reserves	5,351	5,199	3,687
Provisions	1,837	1,678	1,320
Total Reserves & Provisions	9,494	8,189	6,220

6.2 Overall the level of reserves and provisions are £2.0m above the revised budget forecast estimate due mainly to changes in the ICT Reserve, Vehicles & Plant Reserve, Insurance and Transport Company Pension Provisions and the DSO/DLO Reserve. Further details are provided below.

6.3 **Budget Risk Reserve**

This reserve provides a supplement to the General Working Balance to cover any budget risks and to help finance any severance costs resulting from voluntary staffing reductions through implementing the Transformation Strategy. The table below provides a comparison of the revised budget with the outturn position. The balance in the reserve is below the revised budget forecast by £170k, due to the re-profiling of existing commitments and the additional costs of VR/VER incurred at the end of 2016/17 (including late DCC pension figures) after the revised budget was set.

Table 5 – Budget Risk Reserve		
	Outturn	Revised Budget
	£'000	£'000
Balance b/fwd 1st Apr 2016	1,043	1,043
<u>Movements In 2016/17:</u>		
Land Charges claims/costs	(8)	(16)
Local Plan professional fees carry forward	(12)	(16)
Dilapidation costs – Whitting Valley	(16)	(17)
Health & Safety prosecution	(25)	(25)
Erin Road Pumping Station	(6)	(7)
Group litigation – postal services	(1)	(7)
PSN Compliance costs	(79)	(79)
VR/VER's	(655)	(444)
Reimbursement from savings - IDOX	30	30
Transfers from other reserves & balances	36	36
DSO Surpluses	39	tbc
Add: budget surplus in 2016/17	100	105
Balance c/fwd 31st Mar 2017	446	603
<u>Outstanding Commitments:</u>		

Group litigation – postal services	(6)	-
Further Land Charges costs	(7)	-
Public Sector Stock Condition	(26)	(26)
Reimbursement from savings – IDOX (future years)	69	69
Uncommitted Balance	476	646

6.4 Invest-to-Save Reserve

The table below shows details of the movements and commitments on the reserve. The main issue to note is that the reserve is almost fully committed.

Table 6 - Invest-to Save Reserve		
	Outturn £'000	Revised Budget £'000
Balance b/fwd 1st Apr 2016	274	274
<u>Movements In 2016/17:</u>		
Car Park Improvements	(22)	(22)
Balance c/fwd 31st Mar 2017	252	252
<u>Outstanding Commitments:</u>		
Local Collective Agreement	(10)	(10)
Car park improvements	(89)	(89)
Property Fund Selection Service	(7)	(7)
Budget Savings Delivery Fund	(40)	(40)
Uncommitted Balance c/fwd	106	106

6.5 Service Improvement Reserve

The table below provides a comparison of the revised budget estimate and the outturn position.

Table 7 - Service Improvement Reserve		
	Outturn £'000	Revised Budget £'000
Balance b/fwd 1st Apr 2016	989	989
<u>Movements In 2016/17:</u>		
Linacre Master Planning	(20)	(20)
Town Hall improvements	(129)	(135)
Savings delivery support	(28)	(28)
HLC – admin space reconfiguration	(46)	(46)
TPIC/DIC digital connectivity	(179)	(179)

Market Hall café refurbishment	(7)	(7)
TPIC/DIC - 2016/17 Repayment	34	34
Balance c/fwd 31st Mar 2017	614	608
<u>Outstanding Commitments:</u>		
Car parking improvements	(15)	(15)
Budget Savings Delivery Fund	(82)	(82)
TPIC/DIC telephony system - rev	(24)	(24)
Market Hall café refurbishment	(66)	(66)
Northern Gateway	(100)	(100)
Linacre Master Planning	(19)	(19)
HS2 Project Officer	(100)	-
TPIC/DIC – Repayment (future years)	111	76
Uncommitted Balance	319	378

6.6 The uncommitted balance has reduced due to the new commitment for HS2 Project Officer (£100k) approved by Cabinet and the final repayment from TPIC/DIC.

6.7 **Other Earmarked Reserves** - these reserves are held for specific purposes. The total balance on these reserves increased by £1.5m, over the revised forecast for the financial year 2016/17. The most significant changes include:

- ◆ Vehicle & Plant - £651k above the revised forecast due to reduced expenditure.
- ◆ DSO/DLO - £278k above the revised estimate due to slippage on expenditure, with expenditure expected in 2017/18
- ◆ Local Development Plan - £80k above revised estimate due to delay in spend
- ◆ ICT - £375k higher than forecast due to reduced expenditure with expenditure expected in 2017/18
- ◆ Theatre Restoration - £77k higher than estimate due to slippage on the planned capital scheme spending on lifts

6.8 Provisions

a) Transport Company Pensions Provision – this provision has been established to cover the Council’s future liabilities for pension costs relating to the employees of the former Transport Company. The provision was reviewed late in April 2017 by the County Council’s pension fund actuary who recommended

increasing the provision by £300k to £1.2m by March 2020. A £100k increase to the provision was made in 2016/17.

- b) Insurance Provisions – A review of the insurance provision and reserves was undertaken in 2016 and the changes required were implemented as part of the budget process in February 2017.
- c) MMI Claw-back Provision – this is the amount set aside to cover reported claims.

6.9 It is important for Members to appreciate that many of the reserves and provisions are earmarked for specific purposes. The Funds should not, therefore, be regarded as being available for general use. An additional consideration is the fact that the Council receives interest from the reserves and provisions, which is used to support the Council's revenue budget.

7.0 Capital Expenditure & Financing

7.1 **Appendix D** provides details of the total General Fund Capital Programme expenditure and financing for the financial year.

7.2 Actual expenditure on schemes was £4.7m compared with the original budget for the year of £2.3m (as at Feb 2016) and £7.7m at the revised budget stage (February 2017). The main reasons for the variance from the revised budget (-£3.0m) include:

- Overspends on:
 - Waterside (£473K) – phasing of the budget with more work up front than expected
- Underspends on:
 - Waterside loan (£2,400k) – works for which SCR loan was provided have not started. The loan is under review and may no longer be required
 - Vehicle & Plant (£383k)
 - Home Repair Assistance (£175k)
 - Disabled Facilities Grants (£181k) – but the underspend is fully committed and will be spent in 2017/18
 - Town Hall alterations (£141k) due to small delays

7.3 On the financing side, the main reasons for the reduction were:

- Loan for Waterside of £2.4m not drawn down due to delayed start of scheme
- Vehicle & Plant Fund contribution down by £360k, to reflect the reduction in expenditure
- Capital receipts not utilised for repayment of prudential borrowing (£1.2m) subject to a full review of the capital programme

8.0 Capital Receipts

8.1 The movement on useable capital receipts in the year is summarised in the table below. All useable receipts were used in the year.

Table 8 - Useable Capital Receipts			
	Gen Fund £'000	Housing £'000	Total £'000
Balance b/fwd 1 st April	-	661*	661
Add: Receipts in the year	1,887	5,243	7,130
Less: Housing receipts 'Pooled'	-	(933)	(933)
Less: Applied to repay debt	-	-	-
Less: Applied to finance GF cap ex	(532)	-	(532)
Less: Applied to finance HRA cap ex	-	(2,852)	(2,852)
Balance c/fwd 31st March	1,355	2,119*	3,474

* The Housing balance of £2,119k includes the retained 'one-for-one' element of RTB receipts of £1,812k.

8.2 The table below summarises the movements over the financial year. The actual amount achieved was on target with the revised budget:

Table 9 – General Fund Capital Receipts	
	Amount (£m)
Original Budget Forecast – start of year	1.8
Revised Budget Forecast – Feb 2017	1.9
Actual	1.9

8.3 The target receipts figure for 2017/18 is significant at £2.4m. Two months into 2017/18 just £49k has been received so the target may be challenging to achieve in year due to the timings of

property and land sales that can be difficult to accurately predict. A revised forecast will be produced at the end of Quarter 1.

9.0 Collection Fund Surpluses/Deficits

- 9.1 The Council is required to maintain a Collection Fund to account for the expenditure and income relating to the Council Tax (including the precepts of other authorities) and National Non Domestic Rates.
- 9.2 Surpluses or deficits relating to the Council Tax are shared between the Derbyshire County Council, Derbyshire Police Authority, the Fire Authority and the Borough Council in proportion to the precepts issued and must be used to adjust the Council Tax. The outturn balance on the Council Tax elements of the Fund is a surplus of £508,065. A surplus of £367,981 was estimated when setting the Council Tax for 2016/17. The increase in the surplus will be carried forward to the tax calculation exercise for 2018/19. The Council's share of the increased surplus, at 10.4%, will be £14,527.
- 9.3 Business Rates – Surpluses or deficits relating to Business Rates are shared between Central Government, Derbyshire County Council, Derbyshire Fire Authority and the Borough Council in proportions laid down by Government. A deficit of £266,065 was assumed in the calculation of business rate income for 2017/18. The outturn balance is a deficit of £992,034. This increased deficit was a result of a high number of appeals being lodged in the final few weeks of the financial year for which a provision had to be made. The additional deficit will be recovered in the income calculation for 2018/19. The Council's share is £290k (i.e. £726k x 40%).
- 9.4 A sum of £250k was transferred into the Business Rate Reserve as part of the budget setting process in February 2017 and can be used to offset this deficit.

10.0 Conclusions and Implications for the Medium Term

- 10.1 The medium term financial outlook gets progressively challenging as the cumulative effect of cuts in Government funding (Revenue Support Grant and New Homes Bonus) are realised. The Cabinet

budget forecasts approved in February 2017 show deficits (with planned savings in the early years) of:

- £0.2m in 2017/18;
- £0.5m in 2018/19;
- £1.2m in 2019/20;
- £1.7m in 2020/21; &
- £1.6m in 2021/22.

A longer term Financial Strategy to balance the deficits will be developed in 2017/18.

10.2 The medium term forecast will have to be updated to reflect the impact of budget variances recorded in 2016/17 and early in 2017/18 (energy cost and business rates cost increases) that could be of a recurring nature in the short term. These will be included in the next budget monitoring report to the Cabinet.

10.3 The future forecasts include allowances for the most significant budget risks facing the Council but the final outcomes may be quite different, such as:

- The introduction of the Business Rates Retention Scheme in April 2013 transferred some significant financial risks to local government. The risks include the cost of backdated Business Rate appeals and the growth or decline in the Business Rate base due to re-valuations, claims for mandatory reliefs, etc. As we have seen in the first few years of the scheme it is difficult to predict the net income due to the Council even for just one year ahead and this becomes even more difficult over a longer horizon.
- Delays in approvals and delivery of the required budget savings in future years.
- Inflationary pressures from pay, energy and our cost base.
- Any further unforeseen changes in Government policy

10.4 The main conclusions to be drawn from this report are:

- A number of material variances occurred in 2016/17, both positive and negative. It is evident that continuous monitoring of budget(s) is needed to ensure that such variances are declared earlier in the budget process in the future. In 2017/18,

Finance will be monitoring and challenging budgets more frequently through the year.

- The Council has been able to balance the General Fund with a £100k surplus in 2016/17 in financial challenged times. However the surplus only represents 0.1% of net expenditure and thus the Council's finances are finely balanced.
- The Council continues to be exposed to risks due the wide range of services it provides and reliance on income from rents, fees and charges. Council Tax and Business Rates provide a limited and constrained opportunity for income growth. The Council is continuing to develop strategies to maintain and grow income.
- The working balance is being maintained at £1.5m. In addition, adequate balances are retained in other earmarked reserves and provisions. It is, however, important that strong financial discipline is maintained to ensure that a reasonable balance is retained in these funds, by controlling their use and creating capacity within the revenue budget to be able to replenish them.
- In terms of the General Fund Capital Programme the Council will in the coming months review its Capital and Treasury Management to manage the commitments for future capital investment e.g. (Saltergate Car Park, IT/PPP investment and other capital schemes). These projects will need to be funded by identifying further capital receipts or PWLB borrowing (with borrowing costs falling on the General Fund) whilst monitoring the impact of these decisions on our exempt VAT recovery position.
- The Cabinet will receive regular updates on both the revenue and capital budgets to ensure that the financial risks are being effectively managed.

11.0 Recommendations

11.1 That Council notes the report on the General Fund Revenue and Capital Outturns for 2016/17.

12.0 Reason for Recommendations

12.1 In the interest of sound financial management.

Decision information

Key decision number	725
Wards affected	All
Links to Council Plan priorities	To provide value for money services

Document information

Report author	Contact number/email
Helen Fox Chief Accountant	helen.fox@chesterfield.gov.uk
Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
Appendices to the report	
Appendix A	General Fund Outturn 2016/17
Appendix B	2016/17 Variance Analysis
Appendix C	General Fund Reserves & Provisions
Appendix D	General Fund Capital Programme
Appendix E	Carry Forward request

GENERAL FUND OUTTURN 2016/17

	Original £	Revised £	Outturn £	Variance Rev'd- Out £
Deputy Leader	691,170	709,550	722,590	13,040
Economic Growth	(234,980)	(483,710)	5,072,095	5,555,805
Town Centre & Visitor Economy	(300,510)	(618,330)	(2,028,415)	(1,410,085)
Health & Wellbeing	7,955,840	6,937,510	5,873,608	(1,063,902)
Customers & Communities	2,024,550	2,132,290	2,010,513	(121,777)
Finance & Governance	3,629,370	3,834,790	3,704,668	(130,122)
Business Transformation	236,260	543,760	518,499	(25,261)
Other:				
Other Income	0	(44,949)	(56,180)	(11,231)
Savings proposals 2016/17	(1,051,000)	0	0	0
less allowance for delay etc	378,600	0	0	0
Savings 'Stop or Reduce' Programme	(200,550)	0	0	0
GP:GS	(156,470)	134,900	0	(134,900)
Staff vacancies allowance	(150,000)	0	0	
Share of Internal Audit Surplus	0	(17,400)	(19,255)	(1,855)
Share of Crematorium Surplus	(268,290)	(268,290)	(405,580)	(137,290)
Spirepride Surplus	(75,000)	(148,000)	(199,615)	(51,615)
Trading Surplus	0	(5,000)	(4,724)	276
Living Wage/Holiday Pay on overtime	85,000	0	0	0
Other incl bad debt provision	50,000	40,000	3,403	(36,597)
Total Service Expenditure	12,613,990	12,747,121	15,191,607	2,444,486
Interest & capital charges	(2,058,360)	(1,764,470)	(4,357,069)	(2,592,599)
Contributions from Service Improvement Reserve	25,320	(162,900)	(66,393)	96,507
Contributions from Budget Risk Reserve	0	(338,400)	(499,714)	(161,314)
Contributions to Renewals Fund	146,000	146,000	146,000	0
To/(from) Transport Co Pension Reserve	0	0	100,000	100,000
To/from Reserves	0	0	592	592
Surplus/(Deficit) - to/(from) reserves	(236,411)	105,264	99,661	(5,603)
NET EXPENDITURE	10,490,539	10,732,615	10,614,684	

<u>Financed By:</u>			
RSG	1,836,074	1,836,074	1,836,074
Business Rates Baseline	3,087,390	3,087,390	3,087,390
Settlement Funding	4,923,464	4,923,464	4,923,465
Retained Business Rates Growth	659,320	856,365	95,888
Business rate pooling	412,000	450,000	371,915
S31 Business Rate Relief Grants	0	0	720,630
Council tax support grants to parishes	(46,301)	(46,301)	(46,301)
Council Tax Fund Surplus/(Deficit)	68,221	68,221	68,221
Business Rates Fund Surplus/(Deficit)	(1,851,506)	(1,851,506)	(1,851,506)
Contrib'n (to)/from Business Rate Res.	1,185,568	1,185,568	1,185,568
New Homes Bonus	902,146	909,177	909,177
Council Tax	4,237,627	4,237,627	4,237,627
TOTAL FINANCING	10,490,539	10,732,615	10,614,684

BR Growth Retention:			
Growth rate			
CBC 40% share of income	14,816,238	15,129,446	14,816,238
Less tariff	(11,141,329)	(11,141,329)	(11,141,329)
Add s31 grant re SBRR	580,483	649,508	0
Add s31 grant re other reliefs	19,739	22,540	0
Gross income before levy	4,275,131	4,660,165	3,674,909
Less Baseline Funding	(3,087,390)	(3,087,390)	(3,087,390)
Growth	1,187,741	1,572,775	587,519
Levy	(593,870)	(786,388)	(530,485)
Adjs to Levy & Tariff	(177,478)	(177,478)	0
Retained BR re renewable energy	12,100	12,100	38,854
Grant re Multiplier Cap	230,827	235,356	0
BR Growth Retained above Baseline	659,320	856,365	95,888
Add Baseline Funding	3,087,390	3,087,390	3,087,390
Total BR Income Retained	3,746,710	3,943,755	3,183,278

APPENDIX B

2016/17 VARIANCE ANALYSIS - REVISED TO OUTTURN

(adjusted for movements in reserves)

Category	Description	Amount (Favourable)/ Adverse £'000	Amount (Favourable)/ Adverse £'000
Deputy Leader	Development Control – reduced planning fees	16	16
Economic Growth	Innovation Centres – reduced rent income	34	
	Industrial Estates – reduced rent income	88	
	HRA – increased contributions to General Fund	(48)	74
Town Centre/Visitor Economy	Car Parking – reduced fee income	75	
	Civil parking Enforcement – increased charge from DCC	14	
	Market Hall – increased energy costs	11	
	Pomegranate Theatre – increased income	(18)	
	Pavements Centre – reduced rent income	70	152
Health & Wellbeing	Food Safety – increased Health & Safety prosecution costs	16	
	Sports Centres – staffing/energy/income (net)	(50)	
	Waste Collection – increased income	(23)	(57)
Customers & Communities	Drain Clearing – reduced income	12	
	Cost of Collection – increased costs	17	
	Housing Benefits – subsidy/fraud (net)	(68)	(39)
Finance & Governance	Financial Services – reduced staffing/banking costs	(17)	(17)
Business Transformation	HR/Payroll – reduced cost of Occupational Health/training	(16)	(16)
Sub-total - controllable budget variances			113
Non-Portfolio Budgets	Crematorium surplus	(137)	
	SpirePride surplus	(52)	
	Contribution to bad debt provision	(37)	
	Retained business rates - growth	40	
	Business rates - pooling	78	(108)
Overall Outturn Variance			5
Reconciliation to totals	Surplus - Outturn		(100)
	Surplus – Revised Budget		(105)
	Change in surplus		5

GENERAL FUND RESERVES AND PROVISIONS

9001 code	Purpose	Bal at start of year £'000	Bal at end of year £'000	Revised Bud Est £'000
3240	Vehicles and Plant	750	875	224
	Wheelie Bin Replacements	99	32	49
3241	Property Repairs	783	553	530
3244	Asset Management	17	16	-
3395	DSO/DLO	364	405	127
3263	Museum Exhibits	25	25	25
3264	Planning LDF Review	260	240	160
3265	Flooding Restoration Fund	74	74	29
3378	MMI Clawback Reserve	366	365	364
3380	ICT	132	375	-
3390	Insurance - claims not yet reported	567	597	597
3418	Theatre Restoration	191	269	192
3372	Repaid Improvement Grants	255	234	250
3399	Retained Business Rates	1,438	502	503
3417	STWA tenants consultation	30	30	30
3419	General Fund Deficit Reduction	-	407	407
3243	Northern Gateway	-	200	200
	Earmarked Reserves	5,351	5,199	3,687
3388	Budget Risk	1,043	446	409
3389	Invest to Save	274	252	20
3412	Service Improvement	989	614	891
	Reserves Total	7,657	6,511	4,900
3237/8	Insurance - reported claims	837	667	409
3247	MMI Claw-back	87	20	20
3239	Transport Co. Pensions	913	991	891
	Provisions Total	1,837	1,678	1,320
	Reserves & Provisions Total	9,494	8,189	6,220

GENERAL FUND CAPITAL PROGRAMME 2016/17

	Original £'000	Revised £'000	Actual £'000	Variance Rev to Act £'000
<u>CAPITAL EXPENDITURE:</u>				
Doe Lea Flood Resilience Work		90	0	(90)
Brampton Flood Resilience Work	240	247	202	(45)
IT Strategy (from ICT Reserve)	13	8	0	(8)
Northern Gateway – Saltergate MSCP refurbishment		50	238	188
Streetworks/Env Improvements		15	0	(15)
Peak Resort			785	785
Vehicles & Plant (V&P Reserve)	183	395	12	(383)
Home Repairs Assistance	275	275	100	(175)
Disabled Facilities Grants	650	952	771	(181)
HLC Admin area redesign		46	51	5
Pavements refurbishment		0	370	370
Market Hall Refurbishment		11	11	0
Winding Wheel lift upgrade		95	2	(93)
Erin Road Pumping Station		7	6	(1)
Car Parks - Ticket Machines	173	100	69	(31)
Building Maintenance - IT System		13	0	(13)
Chesterfield Museum store		114	5	(109)
Market Hall cafe		72	7	(65)
Waterside - loan		2,400	0	(2,400)
Waterside		1,620	2,093	473
Queen's Park Sports Centre - New Build		308	344	36
Queen's Park Sports Centre - Demolition	92	200	252	52
Town Hall Alterations (GPGS)	406	436	295	(141)
Replacement of Winding Wheel Boilers		4	4	0
Whitebank Sportsground Improv's (Cap)		3	4	1
CBC Innovation Centres ICT Upgrade	273	273	280	7
Total – capital expenditure	2,305	7,734	5,901	(1,833)
Less Schemes excluded from Capital Programme				
Peak Resort			(785)	
Pavements refurbishment			(370)	
Grand Total	2,305	7,734	4,746	

	Original £'000	Revised £'000	Actual £'000	Variance Rev to Act £'000
<u>CAPITAL FINANCING</u>				
Loan - Waterside		2,400	0	(2,400)
Grants & Contributions - see below	960	3,003	3,270	267
Capital Receipts	1,779	2,457	1,887	(570)
ICT Reserve	13	8	0	(8)
TPIC Property Reserve	100	100	100	0
Revenue Contributions (various)			11	11
Vehicle & Plant Reserve	183	395	35	(360)
Vehicle & Plant Reserve (Parking Equip)	47	47	47	0
Vehicle & Plant Reserve (QPSC New Bld)		150	150	0
Property Repairs Reserve (WW Lift etc)		99	0	(99)
Property Repairs Reserve (Town Hall alterations)		270	295	25
Property Repairs Reserve (Museum Store)		61	0	(61)
Home Repairs Reserve	75	75	75	0
Service Imp Res – HLC admin space redesign			46	46
Service Imp Res - Innov Ctrs ICT cap	173	173	179	6
Service Imp Res - Car Parks ticket m/c's	15	0	0	0
Service Imp Res – Market Hall cafe		72	0	(72)
Invest to Save Res - Car Parks ticket m/c's	111	99	0	(99)
DSO/DLO Reserve (Repl. IT System)		13	0	(13)
Budget Risk Reserve (Erin Road Pump Stn)		7	6	(1)
Repay borrowing: Ex-Fire Station Site	(536)	(536)	0	536
Repay borrowing: Market Hall Refurb	(463)	(467)	0	467
Repay borrowing: QPSC New Build	(152)			0
Repay borrowing: Rose Hill Pay on Foot car park		(198)	0	198
Total resources available in year	2,305	8,228	6,101	(2,127)
Less total expenditure in year	2,305	7,734	4,746	
Net in-year surplus / (deficit)	0	494	1,355	
Surplus / (deficit) b/f from prev yr	0	0	0	
Cum surplus / (deficit) c/f	0	0	1,355	

	Original £'000	Revised £'000	Actual £'000	Variance Rev to Act £'000
CAPITAL GRANTS etc:				
S106: Whitebank Close Sportsground		3	4	1
SCRIF - Waterside		1,620	2,093	473
SCRIF – Northern Gateway		40	170	130
Flood Relief Grant - CLG	45	45	0	(45)
Flood Risk Management Grant - EA	195	292	202	(90)
Disabled Facilities Grants (CLG/PCT)	650	952	767	(185)
Home Repairs Assistance (FILT / SSE)	10	10	4	(6)
Staveley King George Bowls Pavilion - Viridor		11	0	(11)
QPSC New Build - Sport England	60	30	30	0
Grants Total	960	3,003	3,270	267

2016/17 BUDGET CARRY FORWARD REQUEST FORM

Description	Tidy Streets (0278), General Equipment & Materials (4204)
Reported to Members	n/a
Corporate, cross-cutting (community safety, equality, etc) and service priorities	Corporate safety. Enforcement and antisocial behaviour.
Mandatory / discretionary	Mandatory (to enable delivery of statutory functions). Officers carrying out statutory enforcement duties very often lone work. By wearing a body worn camera this should reduce the risks of abuse (verbal and physical) in conflict situations such as enforcement. In October 2016 2 officers in Environmental Protection took VR. This means that there are less officers available for evening/out of hours work (such as monitoring noise complaints from people's homes). As this is a statutory function a solution would be to purchase an additional piece of noise monitoring equipment.
Revenue Implications One-off or on-going	Annual calibration cost for noise monitoring equipment. Annual calibration cost for body worn cameras.
Savings identified elsewhere	In October 2016 2 officers from the Environmental Protection Team were granted VR.
Partnership opportunities	Housing Services rely upon Environmental Health to monitor complaints about noise and anti-social behaviour in CBC owned properties. The additional noise monitoring equipment would be a joint purchase between Environmental Health and Housing to enable delivery of the noise/anti-social behaviour service in an expedient manner.
Grants and joint financing opportunities	n/a
Charging policy	n/a
Consultation undertaken	n/a
Effect on other services	Allowing the carry forward of budget to buy an additional piece of noise monitoring equipment will ensure that complaints about noise and anti-social behaviour can be investigated in a timely manner. With fewer officers available to carry out work during the evening and weekends, the additional piece of noise monitoring kit will ensure that this statutory service can be delivered expediently.
Implications if not approved	The combined cost of the body worn cameras and the noise monitoring kit would exceed £3000 (i.e. the total amount in the budget at the start of the financial year). If the carry-over of budget was not approved the implications would be that during 2017/2018 there would be an overspend in code 0278 4204 or I would have to apply for a growth bid.
Other Comments:	

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CHESTERFIELD
BOROUGH COUNCIL

SCRUTINY

ANNUAL

REPORT

2016/17

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1 OVERVIEW AND SCRUTINY COMMITTEE CHAIRS' FOREWORD

In the past year Chesterfield Borough Council has faced continued pressures from the government's austerity measures and cuts in funding; as a result the council is working towards financial self-sufficiency by 2020. Scrutiny has played an essential role towards achieving the council's goal by challenging decision making to ensure that we make savings, generate new income and protect services.

Throughout 2016/17, scrutiny has received continued support from cabinet members and officers who have provided the necessary information required to undertake valuable scrutiny work on important matters such as reviewing the progress on the council plan, balancing the budget and ensuring that the residents of the borough continue to receive an effective Careline service.

Scrutiny Project Groups have played an important role in engaging with the public over the year. The Scrutiny Project Group on 'Friends of' groups reached out to community and 'friends of' groups as part of their work and invited the groups to meet with members to share issues, concerns and suggestions which are being used to inform the project group's report.

In addition, scrutiny members have taken on key roles on corporate working groups during 2016/17. Most notably, members of the Scrutiny Project Group on Fees and Charges worked with officers on the Concessions Policy Working Group which resulted in the development of a new corporate Concessions Policy that was approved by Cabinet in November 2016.

Following the success of last years' new approach to work programming, the same process was followed during February and March 2017 to devise the work programme for 2017/18. Scrutiny members, back bench councillors, cabinet members and senior managers were brought together to discuss the Council's priorities and upcoming risks in order to draw up a list of potential topics for the work programme. These topics then underwent further consultation with members and officers before a final work programme was agreed. This approach was a success again and we will continue to build on this to further strengthen scrutiny's position in the Council's approach to change, service improvement and policy making.

We would like to thank all our colleagues across the council including cabinet members, scrutiny members, back bench councillors, senior managers and officer's for their continued support and contribution that they have made to scrutiny over the past year. We look forward to working with you on our new programme in the year ahead. We would also like to thank Councillor Tricia Gilby and Councillor Andy Slack for the work they put in as Overview and Scrutiny Chairs, in particular their innovative ideas when reviewing the way we programme our scrutiny work.

Councillor Kate Sarvent

Councillor Peter Innes

2 COMMENTS FROM THE CHIEF EXECUTIVE

My congratulations and thanks to all scrutiny members on making a real difference to how the council develops policy, manages its finances and runs facilities and services. And my particular thanks to Cllrs Tricia Gilby and Andy Slack for their leadership and commitment in co-chairing the Scrutiny Forum and Committees through December 2016, and to Cllrs Peter Innes and Kate Sarvent for fulfilling these roles with equal assurance in the final quarter.

I think it right to say that we have come a long way in recent years. I am now observing an overview and scrutiny function that is appropriately structured, well led and managed, ably supported by capable and competent officers and, most importantly, adding value to council decision making through informed and constructive challenge.

It is particularly pleasing to see the ever improving interaction of scrutiny members, cabinet members and officers in both the planning and conduct of the council's scrutiny function. It is a function that now pervades (and rightly so) all aspects of council business, a safe space where members and officers can come together to inform, explain, challenge and debate matters of policy and practice; with a common goal of improving the quality of life of local people.

Chesterfield is a better place for the work and outputs of the council's Scrutiny Forum and Committees. Of special note has been the work of the Scrutiny Project Groups in guiding the council's approach to granting concessions on service fees and charges, informing the development of the council's play strategy, and examining the role of 'friends of' community groups in supporting the council to improve the quality of our local parks and open spaces.

It has also been good to see individual scrutiny members appointed to various corporate working groups to help shape the Housing Revenue Account Business Plan, review the council's constitution and improve member development; with the learning achieved brought back to the Scrutiny Forum and Committees.

Pre-decision scrutiny is also rightly receiving increased attention, which will only serve to help Cabinet make better decisions, and I am pleased to see continuing focus being given to monitoring the effectiveness of the scrutiny function through evaluation of how the recommendations of earlier reviews have been taken forward, for example those relating to dog fouling, external communications and hackney carriage licensing.

And so we enter a new chapter in the evolution of the council's scrutiny function with new officer resources appointed to support our scrutiny chairs and members. I therefore wish you all the very best with what looks like a very exciting and diverse work programme for 2017/18.

Huw Bowen
Chief Executive

3 OVERVIEW AND SCRUTINY COMMITTEE WORK AND ACHIEVEMENTS

The council's three overview and scrutiny committees, which are the **Overview and Performance Scrutiny Forum**, the **Enterprise and Wellbeing Scrutiny Committee** and the **Community, Customer and Organisational Scrutiny Committee**, have had yet another busy year during 2016/17.

The council's overview and scrutiny committees (OSCs) have undertaken scrutiny work as a committee, or as appointed scrutiny project groups (SPGs) which are informal working groups that undertake specific task and finish project work for scrutiny committee consideration.

Work undertaken by our council's OSCs during the municipal year 2016/17 is detailed throughout this report.

Pre-Decision Scrutiny

The council's approach is to support and enable good pre-decision scrutiny. Pre-decision scrutiny provides opportunity for scrutiny members to fully challenge and inform important decisions before they are made. It has a number of benefits for the council and communities in that;

- i. early, proactive involvement is likely to produce a better informed, better quality, more robust decision;
- ii. there is a lesser need to suspend decisions already made (ie, through the 'call-in' mechanism) when it can be too late and high risk to change anything;
- iii. it provides opportunity for wider member involvement in decision making followed by greater ownership and support for a decision;
- iv. it helps mitigate against, and minimises the chances of, things going wrong.

Pre-decision scrutiny usually needs time and opportunity for OSCs to get involved early. With good planning and access to information, OSCs will often appoint project groups to inform policy and service developments at the very early stages of planned work. This happens a long time before decision items are entered into the council's published Forward Plan of key decisions.

The Forward Plan

A standing item on each scrutiny committee agenda is the council's Forward Plan. The Forward Plan is a document that contains details of the key executive decisions the Cabinet, cabinet members or officers are likely to make over a four month period. It is a legal requirement to make these details public, and the Plan must also include reference to key decisions which are to be made in private.

This council supports its pre-decision scrutiny policy by going beyond the legal requirements for publishing notice of key decisions by providing the details of decisions up to four months in advance; in addition the Forward Plan also includes important non-key decisions, for example some important non-cabinet (non-executive) decisions.

As well as being an important document for the public, the Forward Plan should help provide our OSCs with the opportunity to monitor the executive decision making

programme and undertake pre-decision scrutiny.

Overview and Scrutiny Committee Power of 'Call-in'

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

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

During the 2016/17 year no 'call-ins' were made.

OSCs Work and Achievements' Summary

Throughout 2016/17 OSCs undertook both pre-decision and post-decision scrutiny, receiving reports and influencing decisions on the following policies, strategies, plans and services :

Overview and Performance Scrutiny Forum :

- Council Plan and Performance
- Council Budget Monitoring and Medium Term Financial Forecast
- Great Place Great Service Transformation Programme
- Communications Strategy (internal and external)
- Procurement Service
- Health and Wellbeing Strategy

Community, Customer and Organisational Development Scrutiny Committee :

- Friends Groups
- Equality and Diversity Annual Report 2015/16
- Adult Social Care Grant Funding (Derbyshire County Council)
- Sheffield City Region Combined Authority Proposals Consultation
- A Workforce Fit for the Future
- Health and Deprivation including 'Press Red' Work
- Welfare Reform and Universal Credit
- Chesterfield Outdoor Markets
- Chesterfield Community Safety Partnership
- Derbyshire Police and Crime Panel Update

Enterprise and Wellbeing Scrutiny Committee :

- Careline Service
- Housing Tenants Survey (STAR) and Health Impact of Housing Improvements
- Future Use of old Queens Park Sports Centre Site, including the public consultation on proposed options
- Health, Wellbeing and the Green Spaces and Allotments Strategy
- Northern Gateway Regeneration

- Apprentice Town
- Housing Policy and Housing Revenue Account (HRA) Business Plan

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

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

Scrutiny Project Groups :

Scrutiny Project Group on Play Strategy

A scrutiny project group was appointed by the Enterprise and Wellbeing Scrutiny Committee in June 2016 to inform and provide oversight of the development of the council's play strategy. The project groups' objectives were :

- To ensure that the strategic decisions are based on solid evidence, recognise the needs of the users and follow the strategic plan for Chesterfield Borough.
- To ensure that the location and provision of the play areas serve the needs of the community and provides value for money and sustainability.
- To ensure that the Play Strategy aligns with the Council's Plan and Priorities (2015-2019) to improve quality of life for local people and value for money services.

The project has challenged and informed the development of detailed audits of existing play areas across the borough. The project has also informed the content and design of proposed community consultation which is scheduled to take place during late summer. The work will continue into the annual work programme for next year, and outcomes will be reported in next year's scrutiny annual report.

Scrutiny Project Group on Friends Groups

A scrutiny project group was appointed by the Community, Customer and Organisational Development Scrutiny Committee in May 2016 to examine how 'friends of' and Community groups work with the council to improve their local parks and open spaces. A 'friends of' community group is a group of local residents and other interested parties who dedicate their time, skills and knowledge to improve their local park or open space. While the council works with and supports these groups, the relationship has not been reviewed to see if it is enabling the best possible outcomes for the groups and for our parks and open spaces.

The group considered a number of options to improve the communication between the council and the 'friends of' groups, these included ensuring that there was an up to date database of the groups and a single point of contact at the council, the possibility of producing a bi-annual newsletter, exploring how the council could assist with setting up and running 'friends of' groups and producing some guidance to help the groups publicise activities and engage with their local communities. The project group also considered the benefits of carrying out an annual survey to collect information on 'friends of' groups' contribution to the council's objectives in the Parks and Open Spaces Strategy. The group reviewed the guidance currently given to 'friends of' groups and explored the options of working closer with the groups to enable the best outcomes from bids for external funding and provide clarity on the role of the council and the 'friends of' group with regard to the development of the park or open space.

The project group is undertaking further work to assess the impact on corporate considerations including resources which may arise from implementing the recommendations they have developed. The work will continue as part of the annual work programme for next year. Final recommendations will then be reported to the Community, Customer and Organisational Scrutiny Committee prior to seeking Cabinet approval, and outcomes included in next year's scrutiny annual report.

Scrutiny Project Group on Leisure, Sport and Cultural Activities

Detailed background to this review can be found in the scrutiny annual reports for 2013/14 and 2014/15. The project group did not meet during 2016/17. Now very close to the end of its work, any further developments to report will be included in next year's annual report.

Corporate Working Groups :

Last year the Overview and Performance Scrutiny Forum appointed individual members to attend the following corporate working group meetings to report back to the relevant OSC on the work of the corporate groups.

Housing Revenue Account (HRA) Business Plan Steering Group – The Enterprise and Wellbeing Scrutiny Committee has received reports on HRA finances, work with housing tenants sub groups, and policy changes including pay-to-stay, flexible tenancies, disposal of high value assets, rent reductions, and housing repairs and maintenance . The working group has met a number of times during the year.

Member Development Working Group – The Overview and Performance Scrutiny Forum received reports in relation to ongoing development and delivery of the Scrutiny Member Development Plan and wider member learning and development. The working group met 3 times during the year.

Constitution Review Working Group – A report to the Community, Customer and Organisational Scrutiny Committee is pending. The working group has had one initial meeting during the year.

Statutory Crime and Disorder Scrutiny Committee

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

Meetings of the committee were held on 13 September 2016 and 21 March 2017 to consider performance and progress against the Chesterfield Community Safety Partnership Plan for 2016/17. The committee also considered priorities for 2017/18 which would be aligned to the Derbyshire Police and Crime Commissioners Plan for 2016-2021 to access required funding. Priorities included i) substance misuse, ii) organised crime groups, iii) cyber-crime, iv) improving support for victims, v) anti-social behaviour, vi) domestic violence and hate crime, and vii) integrated offender management.

In addition the committee monitored progress in relation to actioning its recommendations regarding alcohol related hospital admissions and the locking of park gates (see previous reports).

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

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

The Panel was originally appointed to scrutinise performance and monitor services delivered jointly between the three Councils of Chesterfield, Bolsover and North East Derbyshire. These included the shared services of Procurement, Internal Audit and Building Control. Last year the panel considered a review of its own terms of reference in light of various changes taking place impacting on services and the role of the panel. These factors included the cessation of the shared procurement service; plans to extend the audit and building control services Derbyshire wide; a reducing joint executive agenda to monitor; and national plans regarding the introduction of new combined authorities and their new overview and scrutiny committees.

The joint panel decided that its role should remain relatively unchanged for the present time, and that it continues to meet as and when needed. During the 2016/17 municipal year no meetings of the Joint Overview and Scrutiny Panel (JOSP) have been called. The Panel remains in place pending any business coming forward.

4 SCRUTINY OUTCOMES AND IMPACT ON SERVICE DELIVERY

Ensuring Implementation and Monitoring Impact of Scrutiny Work and Recommendations

Our overview and scrutiny committees monitor progress in implementing scrutiny recommendations that are approved by decision makers, requesting regular 6 monthly or annual updates on progress. This follow up procedure ensures once recommendations are approved they are put into action, and that the work of scrutiny impacts on service delivery and benefits the people of Chesterfield.

During 2016/17 the council's scrutiny committees monitored and received progress reports on delivery of scrutiny recommendations made in relation to the scrutiny project reviews listed below. Information regarding monitoring of Crime and Disorder Scrutiny Committee recommendations is covered in part 3 of this report.

- Concessions on Service Fees and Charges
- Dog Fouling
- Leisure, Sport and Cultural Activities
- External Communications
- ICT Developments (Great Place, Great Service programme)
- Water Rates Payments Policy
- Hackney Carriage Licence Limit Policy
- Playing Pitches Strategy

Greater detail of these scrutiny project reports and recommendations can be found either in part 3 of this report or in previous annual scrutiny reports. For most of the business items above reports were minor, final reports to conclude items as satisfactorily complete before removal from the monitoring schedule. More specific progress made this year in delivering scrutiny recommendations is detailed below.

Scrutiny Project Group on Concessions on Service Fees and Charges

Last year a scrutiny project group was appointed by the Overview and Performance Scrutiny Forum to look into the issue of concessions on service fees and charges. The issue arose as there was no corporate policy in place guiding the application of concessions (public discount) for chargeable services. There was no corporate guidance regarding the level of discounts or who should be eligible.

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

- ensured equality of access to services for all residents and visitors;
- did not harm the financial position of the Council;
- ensured services used a consistent approach to setting concessions on fees and charges; and
- reflects the changes to benefits happening with the introduction of the Universal Credit benefit.

The scrutiny committee's recommendations were approved by Cabinet subject to further consideration being given to the financial implications of implementation.

All the recommendations are detailed fully in last year's scrutiny annual report.

Achievements:

The work of the scrutiny project group has resulted in the development and adoption of the council's Concessions Policy.

Following the Community, Customer and Organisational Development Scrutiny Committee's approval of the project group's recommendations, the Cabinet resolved that a corporate policy working group be appointed. The corporate working group which scrutiny project group members were also involved with continued the work to develop the council's concessions policy. This was reported to and agreed by Cabinet in November 2016 and is now being delivered.

5 OVERVIEW AND SCRUTINY DEVELOPMENTS DURING THE YEAR

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

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

The information below provides details of the various developments that have taken place during 2016/17.

Sheffield City Region Combined Authority, Overview and Scrutiny Committee

Last year we reported on the Sheffield City Region Combined Authority (SCRCA), a new decision making body created in April 2014. The combined authority area covers 9 councils in south Yorkshire and north Derbyshire, and Chesterfield Borough Council is in the process of becoming a full constituent member. This new body has strategic powers to make decisions on transport, economic development and regeneration matters within the combined authority area.

Legislation requires the combined authority to establish an overview and scrutiny committee (OSC) to increase transparency and accountability of the authority's decision making. The SCRCA OSC has been meeting during 2016/17 and Chesterfield Borough Council's scrutiny chair is appointed to, and attends its meetings. The SCRCA and its OSC meetings are administered by the South Yorkshire Joint Authorities Unit and meeting details and webcasts of its work during 2016/17 can be accessed via the internet at <http://www.southyorks.gov.uk/webcomponents/jsec.aspx>.

Last year we reported that the Centre for Public Scrutiny (CfPS - a national charity which supports development of the scrutiny role) had been appointed to assist with the development of governance and scrutiny arrangements for the SCRCA and its OSC. This work resulted in universal, rather than SCRCA specific, publications about scrutiny and devolution and can be found on the CfPS website <http://www.cfps.org.uk>.

Currently the SCRCA is in the process of making further proposals to government for even greater access to funding and decision making powers, to build on its existing status.

Developing Overview and Scrutiny Committee Work Programming

Last year we reported that a review of overview and scrutiny operation highlighted a need for more clarity, involvement and transparency in the scrutiny work programming process. In response to this a new practical and more inclusive approach was introduced which enabled (i) more clarity and transparency around the work programming process; (ii) wider understanding and involvement in the work programming process; and (iii) opportunity to further develop the scrutiny / cabinet working relationship. Two work programme action planning days were held as follows:

Action Planning Day 1 Workshops : At the first action planning event cabinet members were invited to present their priorities and plans for the year 2017/18. Scrutiny, cabinet and other backbench councillors, and senior managers, then worked together informally by taking part in mixed group workshops to discuss and agree suggested business for the scrutiny work programme. This workshop produced a long list of potential business items including those that might have been suitable for scrutiny project group (task and finish) work.

Action Planning Day 2 Workshops : At the second action planning event OSC and backbench members considered the long list of potential business items generated from action planning day 1. In table groups members used scoring criteria to prioritise the importance and impact of items on the list, particularly to identify the top items for scrutiny project group work. Having achieved some priority the second workshop involved proposed timetabling of items to develop an emerging work programme.

Following member and officer consultation on the final proposed work programme, the programme is reported to the Overview and Performance Scrutiny Forum for consideration and approval.

Evaluation of the impact of the action planning days indicates the new approach was warmly received and very successful.

Corporate Working Groups :

Last year the Overview and Performance Scrutiny Forum was invited to appoint individual members to certain corporate working groups. These corporate working groups are detailed in section 1 of this report. OSC members are appointed to attend the working group meetings and report back to the relevant OSC on the work of the corporate groups. This approach is an efficient way to access more information and to provide a mechanism for more direct communication between the OSCs and working groups enabling early scrutiny involvement and opportunities for pre-decision scrutiny. OSC member appointments are reviewed annually as part of the work programming process.

Scrutiny / Executive Communications

To continue to strengthen communications and information sharing, the two scrutiny committee chairs routinely attend informal joint cabinet member and corporate management team meetings, presentations and networking opportunities.

Learning and Development for Overview and Scrutiny

As part of the corporate review mentioned earlier, development plans for overview and scrutiny have also been adopted. Delivery of the Scrutiny Member Development Plan is overseen as part of wider member development plans, by the council's Member Development Working Group.

During 2016/17 specific learning and development for scrutiny members included :

- Procurement and commissioning
- Questioning skills

- Scrutiny and effective challenge
- Member introduction to overview and scrutiny through one-to-one sessions

Learning on-the-job and action-learning is also valuable and often takes place during routine business and service delivery and helps the building of knowledge and experience. The work programming process detailed above is an excellent example of learning whilst working. Many reports to OSC and service briefings are also further, good examples. OSC members will also benefit from other planned, council wide, member training programmes.

Overview and Scrutiny Policy, Practice and Guidance

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

East Midlands Councils' Regional Scrutiny Network

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

Changes in the Overview and Scrutiny Team

In December, 2016, Councillor Tricia Gilby and Councillor Andy Slack stood down as Joint Chairs of the Overview and Scrutiny committees. Councillor Kate Sarvent took over the Chair of the Enterprise and Wellbeing Scrutiny Committee and Joint Chair of the Overview and Performance Scrutiny Forum along with Councillor Peter Innes who took over the Chair of the Community, Customer and Organisational Scrutiny Committee. Early in 2017, Democratic Services underwent a restructure which combined the section with the Policy and Communications Service and reaffirmed the council's commitment to supporting the Overview and Scrutiny function. The Democratic and Scrutiny function now has 2.5 FTE Democratic and Scrutiny Officers and 1 FTE Senior Democratic and Scrutiny Officer to provide support and guidance for the scrutiny function and democratic services.

6 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2017/18

The three scrutiny committees review their work programme business at each of their meetings held every two months. Programmes of work and meeting agendas would include :

- Individual items of business agreed by the scrutiny committees for consideration (including ongoing priorities such as budget, performance and corporate priorities)
- Reports on scrutiny project group work
- Reports from scrutiny members appointed to corporate working groups
- Scrutiny of the council's Forward Plan of key decisions
- Monitoring of the delivery of approved scrutiny recommendations
- Business items that committees will decide to deal with as and when they arise such as 'call-in' and petitions.

Detail of specific Work Programme business (*as at 9 May 2017*) is below.

Overview and Performance Scrutiny Forum

<p><i>Business items :</i></p> <ul style="list-style-type: none"> • Council Plan and Performance • Budget Monitoring • Great Place Great Service (transformation programme) • Public Private Partnership Contract • Digital Strategy • Commercialisation and Business Transformation • Scrutiny Management (including work programme, annual report, scrutiny member development plan) 	<p><i>Scrutiny Project Groups on :</i></p> <ul style="list-style-type: none"> • Chesterfield Town Centre (and Markets) • HS2 (High Speed Rail Network) <p><i>Corporate Working Group representation on :</i></p> <ul style="list-style-type: none"> • Member Development Working Group
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Community, Customer and Organisational Scrutiny Committee

<p><i>Business items :</i></p> <ul style="list-style-type: none"> • Workforce fit for the Future • Health & Wellbeing (including Food Poverty and Mental Health) • Impacts of Welfare Reform and Universal Credit • Statutory Crime & Disorder Committee • Cultural Venues • Public Consultation <p><i>Scrutiny Project Groups on :</i></p> <ul style="list-style-type: none"> • Friends Groups 	<p><i>Items for Monitoring :</i></p> <ul style="list-style-type: none"> • Crime and Disorder Committee (Alcohol Related Hospital Admissions / Locking of Park Gates) • Consultation and Engagement (New Leisure Centre) <p><i>Corporate Working Group representation on :</i></p> <ul style="list-style-type: none"> • Constitution Review Working Group
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Enterprise and Wellbeing Scrutiny Committee

<p><i>Business items :</i></p> <ul style="list-style-type: none"> • Green Spaces and Health Improvement • Skills Action Plan • Housing Policy and Housing Revenue Account Business Plan • Housing Tenants' Survey Results • Homelessness • Housing Allocations Policy 	<p><i>Scrutiny Project Groups on :</i></p> <ul style="list-style-type: none"> • Play Strategy • Development of former Queens Park Leisure Centre site • Waste Management Contract <p><i>Corporate Working Group representation on :</i></p> <ul style="list-style-type: none"> • Housing Policy and Housing Revenue Account Business Plan Steering Group
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7 SCRUTINY COMMITTEE MEMBERSHIP 2016/17

<p>Overview and Performance Scrutiny Forum (<i>May to December 2016</i>) :</p> <p>Councillors</p>	
<p>Tricia Gilby - Co Chair Andy Slack - Co Chair Jeannie Barr Howard Borrell Ian Callan Ray Catt Lisa-Marie Derbyshire</p>	<p>Vickey-Anne Diouf Barry Dyke Jenny Flood Keith Miles Donald Parsons Suzie Perkins Kate Sarvent</p>
<p>Community, Customer and Organisational Scrutiny Committee (<i>May to December 2016</i>) :</p> <p>Councillors</p>	
<p>Andy Slack – Chair Howard Borrell – Vice Chair Jeannie Barr (<i>May to October</i>) Shirley Niblock (<i>October to December</i>) Barry Dyke</p>	<p>Jenny Flood Keith Miles Donald Parsons Kate Sarvent</p>
<p>Enterprise and Wellbeing Scrutiny Committee (<i>May to December 2016</i>) :</p> <p>Councillors</p>	
<p>Tricia Gilby – Chair (<i>also Lead Member for Leisure, Sport and Culture Activities SPG</i>) Suzie Perkins – Vice Chair Ian Callan Ray Catt</p>	<p>Lisa-Marie Derbyshire (<i>also Lead Member for Play Strategy SPG</i>) Vickey-Anne Diouf Barry Dyke Kate Sarvent</p>

Overview and Performance Scrutiny Forum (December to May 2017) :

Councillors

Peter Innes - Co Chair
Kate Sarvent - Co Chair
Jeannie Barr
Howard Borrell
Ian Callan
Lisa-Marie Derbyshire
(appointee to Member Development Working Group)

Kate Caulfield
Lisa Collins
Vickey-Anne Diouf
Barry Dyke
Jenny Flood
Stephen Hitchin
Donald Parsons
Suzie Perkins

Community, Customer and Organisational Scrutiny Committee (December to May 2017) :

Councillors

Peter Innes – Chair
Howard Borrell – Vice Chair
Lisa Collins
Barry Dyke
Jenny Flood

Shirley Niblock
Donald Parsons
Kate Sarvent
(appointee to Constitution Review Working Group)

Enterprise and Wellbeing Scrutiny Committee (December to May 2017) :

Councillors

Kate Sarvent – Chair
Suzie Perkins – Vice Chair
(appointee to HRA Business Plan Steering Group)
Ian Callan
Kate Caulfield

Lisa-Marie Derbyshire
Vickey-Anne Diouf
Barry Dyke
Stephen Hitchin
Kate Sarvent

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For publication

Membership of the Sheffield City Region Combined Authority

Meeting:	Council
Date:	19 th July 2017
Cabinet portfolio:	Leader
Report by:	Huw Bowen, Chief Executive

For publication

1.0 Purpose of report

- 1.1 This report seeks to update Council regarding recent changes relevant to pursuing Chesterfield Borough Council's full membership of the Sheffield City Region Combined Authority in line with the resolved position of March and September 2016. It makes recommendations to Council to alter its resolved position in light of those recent changes.

2.0 Recommendations

- 2.1 That Council support continuing active non-constituent membership of the Sheffield City Region Combined Authority, and not, at this time, full constituent membership, for Chesterfield Borough Council.
- 2.2 That Council note the potential impacts on the communities of Chesterfield and Derbyshire and support work underway to mitigate those impacts.

3.0 **Report details**

Background

- 3.1 On 6th April 2016 the Council resolved it 'agrees to apply to be a full constituent member of the Sheffield City Region Combined Authority in line with the statutory process'. As part of that process, a public consultation was carried out by the Sheffield City Region (SCR) Combined Authority from 1st July 2016 to 12th August 2016, following which Council met again on 7th September and endorsed the submission of documents to government to enable the formation of a Mayoral Combined Authority for SCR that would include Chesterfield as a full member.
- 3.2 Since September, officers have continued to work to implement this resolved position, including supporting SCR Combined Authority in defending the consultation process in the courts as a result of a Judicial Review brought by Derbyshire County Council. Following the outcome of that review, Chesterfield has worked with the Combined Authority to support its plans for a further public consultation due to have commenced in early July 2017. That consultation would have once again proposed a Mayoral Combined Authority including Chesterfield as a full member, given the resolutions made by the Council in 2016 in light of the benefits that would flow into Chesterfield and Derbyshire from that full membership status.

Recent changes

- 3.3 Three recent changes have occurred that have led to a review of the council's position and the recommendations made in this report. Firstly, the General Election on the 8th June saw no party establish an overall majority. This combined with the amount of legislation required for Brexit, has led to a significant risk that priority will not be given for the parliamentary time and government support necessary to establish a Mayoral Combined Authority with Chesterfield as a full member.
- 3.4 Secondly, following the change of administration at Derbyshire County Council, an early priority was set to prevent Chesterfield Borough Council becoming a full member of the SCR Combined Authority. Delivery of that priority included a 'referendum' asking

Chesterfield residents a yes or no question. This would have led to significant public money being spent duplicating a question that would have been asked by the SCR Combined Authority in its statutory consultation just two weeks later. Whilst the question in the SCR consultation would have been placed within a context of explanatory information, it is clear from the recent material issued by the county council that a referendum question would have been asked against the backdrop of a campaign similar to that run during the summer of 2016. These referendum and consultation exercises would also have followed closely on from both local and national elections in May and June 2017.

- 3.5 Finally, Bassetlaw District Council, which had also been seeking full membership of the SCR Combined Authority, has decided not to pursue this given the lack of priority that it considers central government would give to devolution.

Consideration

- 3.6 Given the factors above, it is clear that there would need to be a significant effort made by council members and officers in order to continue pursuing full membership of SCR. Even with that effort, there is a substantial risk that the outcome would not be as intended for the reasons outlined above.
- 3.7 Whilst the strong economic and strategic cases for full membership are largely unchanged from those informing the council decision in 2016, it is clear that the political landscape has changed in recent weeks and that the prospect of achieving full membership has significantly reduced. This has resulted in the Leader making a public statement setting out the intention to cease from pursuing full membership of the SCR Combined Authority, subject to a decision by Council.

Impacts and next steps

- 3.8 If Chesterfield Borough Council does not become a full member of the SCR Combined Authority, it will not have access to the full benefits of the devolution deal agreed with government in October 2015. A recent analysis by officers estimated this could be in the region of £35m over the next five years. This is based on funding that would only be available through the deal, as

opposed to funding that might continue to flow through the SCR Local Enterprise Partnership (of which Chesterfield along with North East Derbyshire, Bolsover and Derbyshire Dales remain full members).

- 3.9 This funding is primarily made up of the 'gainshare' funding, worth £30m p.a. for the city region, plus a share of further devolution funding for employment and skills and housing. It also recognises that government has explicitly protected some elements of transport funding from cuts for areas with devolution deals, a protection that will not extend to Derbyshire in the absence of full membership and could cost the area up to £1.7m.
- 3.10 As well as a loss of direct funding opportunities, membership of a Mayoral Combined Authority would also bring national influence, as is clearly evident from the recently elected Mayors for other city regions, and powers that could be used to realise the plans for growth across the borough. Based on the experience in other areas, it is likely that SCR Combined Authority would use its influence to bring further powers and funding to its full members in the future, opportunities that may no longer be open to Chesterfield.
- 3.11 As there are no other devolution deals available to Chesterfield, nor any part of Derbyshire, there is no direct mitigation for the lost opportunities outlined above.
- 3.12 However, if Chesterfield does not become a full member, it is recommended that it continues to be an active non-constituent member of the SCR Combined Authority. This will allow the council to maximise any funding opportunities that are available to non-constituent members, building on the strong track record to date of bringing investment into this part of Derbyshire.
- 3.13 As is the case now, consideration will also be given to maximising opportunities that arise through the D2N2 Local Enterprise Partnership, though it is noted that Chesterfield is not part of the decision making process of allocation of funding through that partnership.

- 3.14 Discussions will also continue with Derbyshire County Council to establish whether it is able to support any further mitigation measures.
- 3.15 As well as mitigating the loss of opportunities, the council will continue to work with local stakeholders to explain the change of position and respond to any emerging concerns or issues. Early indications are that the business community, which voiced strong support for the decisions made by the council in 2016, is keen to see how the lost opportunities can be mitigated in order that momentum can be maintained in delivery of current growth plans.
- 3.16 The 4 current full members of the SCR Combined Authority will decide whether they wish to continue with the proposal to create a Mayoral Combined Authority (with full membership limited to the four south Yorkshire authorities), which could come into place from May 2018.

4.0 **Human resources/people management implications**

- 4.1 There were no proposals to change staffing arrangements linked to becoming a full member of the SCR Combined Authority. Continuing as a non-constituent member will be delivered within existing capacity.

5.0 **Financial implications**

- 5.1 An estimate of the potential loss of funding to the borough is set out in section 3.
- 5.2 As a non-constituent member of the SCR Combined Authority, Chesterfield would continue to pay £4.5k p.a. towards the running costs of the Combined Authority (in common with the other non-constituent members). This is within approved budgets.

6.0 **Legal and data protection implications**

- 6.1 To date, decisions made by Chesterfield Borough Council have been subject to threat of legal challenge and the SCR Combined Authority was subject to legal challenge following the consultation

process it ran during 2016. It is not considered likely that the decision recommended to Council in this report will be challenged, but this cannot be discounted.

- 6.2 Remaining as a non-constituent member of the SCR Combined Authority is a continuation of the existing position and does not require any further legal or constitutional processes.

7.0 **Consultation**

- 7.1 As outlined above, consultation took place in summer 2016 with regard to the creation of a Mayoral Combined Authority for SCR. The consultation indicated significant support for the proposals but the courts subsequently found that process to be lacking with regard to just one of the 11 objections raised by the county council. This – a question relating to Chesterfield’s membership – would have been asked as part of the planned 2017 SCR consultation process.

- 7.2 No further consultation is deemed necessary to support the recommendations set out in the report, since Chesterfield is already a non-constituent member of the SCR Combined Authority. This has been the case since its creation in 2014, a process that followed public consultation during 2013.

8.0 **Communication**

- 8.1 The intention of the council to cease pursuing full membership of the SCR Combined Authority has been communicated by the Leader, noting this is subject to consideration at full council.
- 8.2 The council will continue to engage with stakeholders to update them regarding mitigating the loss to the area. It will also continue to communicate regarding funding secured from SCR through its non-constituent membership status.

9.0 **Risk management**

- 9.1 The scale of financial risk, in terms of lost opportunities, are set out in section 3 above. It should be noted that SCR funding already allocated to Chesterfield (e.g. for Northern Gateway,

Waterside, Peak Resort etc.) is not at risk as a result of the recommendations set out in the report.

9.2 As well as financial risk, there is a reputational risk in terms of the Borough's track record of securing investment and supporting growth. However, this is considered to be outweighed by the risks (outlined in section 3) of continuing to pursue full membership.

9.3 There is also a risk of loss of influence both regionally and nationally as a result of the recommendations in the report. If a Mayor for SCR is elected next year, she or he will not have a mandate to speak for Chesterfield and will exercise influence in government on behalf of the full members of the Combined Authority. Representation on key pan-regional bodies, such as Transport for the North, could also be affected (Chesterfield has no seat at the Midlands Engine table). On the other hand, if a Mayor is not in place for SCR, then the whole city-region will lose influence in comparison to others with elected Mayors, such as West Midland and Greater Manchester.

10.0 **Equalities Impact Assessment (EIA)**

10.1 A full provisional equality impact assessment was developed for the decision regarding membership of the SCR Combined Authority taken by Council in April 2016. The EIA can be accessed [here](#). Further equality analysis and consideration has taken place regarding the impact of no longer pursuing constituent membership of the combined authority.

10.2 No further disproportionate negative impacts have been identified for people with protected characteristics. However, there are concerns that a decision to no longer seek constituent member status within the combined authority presents potential opportunity costs for protected groups.

10.3 Potential positive impacts (as cited in the assessment relating to full membership) now at risk include:

- Potential for an improved/simplified concessionary travel scheme, enhanced associated discounts and wider benefits,

improved bus information and the reprioritisation of supported bus network routes into Chesterfield Borough.

- Access to European structural investment fund money which concentrates on work readiness and skills.
- The devolution deal included a commitment to an area based review of post 16 education to ensure that post 16 providers are delivering the skills that local employers require and increase employability of young people.
- The devolution deal also included the ability for the combined authority to work with the Department for Work and Pensions to co-design future employment support for harder to help claimants which can impact on several protected groups including young people, older people, people with ill health and disabilities, people from Black and ethnic minority backgrounds and those returning to work following childcare or other caring commitments.

10.4 As part of the work outlined in section 3, the council will work with partners including the SCR Combined Authority and LEP, the D2N2 LEP and Derbyshire County Council to seek to minimise this loss of opportunity for protected groups.

11.0 **Alternative options and reasons for rejection**

11.1 There are two alternatives at this time. The council could continue to pursue full membership of SCR in line with the resolution of 2016. This is not recommended for the reasons discussed in section 3.

11.2 The second alternative is to withdraw from non-constituent membership of the SCR Combined Authority. This is not recommended as Chesterfield currently has a seat round the table at SCR and voting rights on almost all matters are extended to all non-constituent members. This means that Chesterfield can retain, as now, influence on decisions made and seize opportunities to bring investment into Derbyshire.

12.0 **Recommendations**

12.1 That Council support continuing active non-constituent membership of the Sheffield City Region Combined Authority, and

not, at this time, full constituent membership, for Chesterfield Borough Council.

12.2 That Council note the potential impacts on the communities of Chesterfield and Derbyshire and support work underway to mitigate those impacts.

13.0 **Reasons for recommendations**

13.1 The recommendations are made in recognition of changes that have occurred, locally and nationally, that now make pursuing full membership of the SCR Combined Authority significantly more challenging for the council.

Decision information

Key decision number	737
Wards affected	All
Links to Council Plan priorities	Thriving Borough Quality of Life Value for Money

Document information

Report author	Contact number/email
Huw Bowen	01246 345305 huw.bowen@chesterfield.gov.uk
Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.	

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

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COUNCIL MEETING – 19 JULY 2017 **MINUTES OF COMMITTEE MEETINGS**

These Minutes are of Committee meetings taken under delegated powers since the last meeting of Council. The Minutes are for information only and there will be no questions or discussion on the Minutes at the Council meeting.

Please click on the links below to view the Minutes you want to read.

Appeals and Regulatory Committee	19 April 26 April 3 May 17 May 17 May (Full Committee) 24 May 31 May	7 June 14 June 21 June 28 June 5 July
Employment and General Committee	10 April 21 June	
Licensing Committee	3 May 10 May 18 May 24 May	
Planning Committee	3 April 24 April 15 May 5 June	
Standards and Audit Committee	5 April 24 May	

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Democratic Services, Town Hall, Chesterfield, S40 1LP
 Tel: 01246 345229 email: democratic.services@chesterfield.gov.uk

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CABINET

Tuesday, 18th April, 2017

Present:-

Councillor Burrows (Chair)

Councillors T Gilby
Blank
Huckle

Councillors P Gilby
Ludlow

Non Voting Catt
Members Dickinson

J Innes

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

169 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bagley, A Diouf and Serjeant.

170 MINUTES

RESOLVED –

That the minutes of the meeting of Cabinet held on 4 April, 2017 be approved as a correct record and signed by the Chair.

171 FORWARD PLAN

The Forward Plan for the four month period 1 May to 31 August, 2017 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

172 **MINUTES OF THE SHEFFIELD CITY REGION COMBINED AUTHORITY**

The Minutes of the meetings of the Sheffield City Region Combined Authority held on 5 December, 2016 and 30 January, 2017 were reported for information.

***RESOLVED –**

That the Minutes be noted.

173 **EQUALITY AND DIVERSITY POLICY, STRATEGY AND ACTION PLAN 2017 - 2019**

The Policy Officer submitted a report seeking comments and feedback from Cabinet members on a new Cabinet on a draft Chesterfield Borough Council Equality and Diversity Strategy and Policy for 2017-19, in advance of it being submitted to full Council for approval.

The report noted that the updated Equality and Diversity Policy and Strategy for 2017-19 reflected the council's current understanding of the needs of its local communities as well as the council's corporate priorities as defined in the Council Plan 2015 - 19. The proposed Equality and Diversity Policy was attached as an appendix to the officer's report and included information on the council's corporate commitment to equality and diversity, including service provision and employment, as well as details of the council's corporate equality and diversity principles.

The proposed Equality and Diversity Strategy was also attached as an appendix to the officer's report and provided information on:

- the council's commitment to equality and diversity
- the roles and responsibilities across the council in relation to equalities
- how the council planned to achieve its corporate equality objectives
- the council's corporate equality objectives and the related actions required to deliver the strategy.

The proposed policy and strategy incorporated the council's approach to discharging its responsibilities under the Equality Act 2010 (including the Public Sector Equality Duty) as a service commissioner, service provider,

and employer. Members noted with approval that the scope and objectives of the proposed policy and strategy went over and above the minimum requirements as detailed in the legislation.

***RESOLVED –**

That it be recommended to Full Council that the revised Chesterfield Borough Council Equality and Diversity Policy and Strategy 2017-19, be adopted and implemented.

REASON FOR DECISION

The Policy and Strategy provide a framework for the council to continue to ensure that the services it provides are fair and meet the needs of local communities, and that the council discharges its responsibilities under the Equality Act 2010.

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CABINET**Tuesday, 16th May, 2017**

Present:-

Councillor P Gilby (Chair)

Councillors T Gilby
Blank
Huckle
LudlowCouncillors Serjeant
A Diouf
BagleyNon Voting Catt
Members

Dickinson

*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 Brunt and J Innes.

3 MINUTES**RESOLVED –**

That the minutes of the meeting of Cabinet held on 18 April, 2017 be approved as a correct record and signed by the Chair.

4 FORWARD PLAN

The Forward Plan for the four month period 1 June to 30 September, 2017 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

5 DELEGATION REPORT

Decisions taken by Cabinet Members during April and May, 2017 were reported.

***RESOLVED –**

That the Delegation Report be noted.

6 MINUTES OF THE SHEFFIELD CITY REGION COMBINED AUTHORITY

The Minutes of the meetings of the Sheffield City Region Combined Authority held on 22 March, 2017 were reported for information.

***RESOLVED –**

That the Minutes be noted.

7 REVIEW OF CODE OF CORPORATE GOVERNANCE AND ANNUAL GOVERNANCE STATEMENT

The Internal Audit Consortium Manager submitted a report reviewing the Council's compliance with the Code of Corporate Governance requirements during the year 2016/17.

The review of the Code of Corporate Governance had been used to provide evidence to support the preparation of the Annual Governance Statement.

The report included:

- A review of the key elements of the systems and processes that comprised the Authority's governance arrangements, and examples and evidence of assurances in support of the Authority's Annual Governance Statement;
- An action plan arising from the above assessment;
- An Annual Governance Statement for the Council.

The Code of Corporate Governance had first been adopted in 2002, revised in 2008 and revised again following further guidance issued jointly by SOLACE (Society of Local Authority Chief Executives) and CIPFA (Chartered Institute of Public Finance and Accountancy) in 2016.

***RESOLVED –**

1. That the following documents be noted and referred to the Standards and Audit Committee for approval:
 - a) the Annual Review of the Local Code of Corporate Governance for 2016/17;
 - b) The review of the key elements that comprise the Council's governance arrangements;
 - c) the Annual Governance Statement, subject to a minor revision of the action plan relating to “devolution” ;
 - d) the Annual Governance Statement Action Plan, subject to a minor revision of the action plan relating to “devolution” ;.
2. That a review of the Code of Corporate Governance be undertaken in 12 months' time.
3. That progress on the Action Plan be monitored by the Corporate Management Team.

REASONS FOR DECISIONS

To enable the Cabinet and the Standards and Audit Committee to influence the development of, and monitor compliance with, the Code of Corporate Governance.

In order to comply with the requirements of the Accounts and Audit Regulations 2015.

To support the maintenance of sound governance arrangements within the Council

8 **ADAPTATIONS POLICY AND PROCEDURE 2017 - 2020**

The Housing Manager submitted a report to seek approval for the implementation of a new policy and procedure for assessing and delivering disabled adaptations within the council's housing stock.

The Housing Manager advised that Chesterfield Borough Council, in partnership with Derbyshire County Council formed the Derbyshire Adaptation Partnership to facilitate the provision of adaptations in the homes of council tenants with disabilities. The provision of these adaptations both improved tenant's wellbeing and reduced potential hospitalisation and demand on social care services, and that an annual budget of £750,000, within the Housing Capital Programme had been agreed to fund both minor and major adaptation requests. The report noted that the council tried to minimise the need to install adaptations by allocating tenants with disabilities to properties with existing adaptations or by looking to provide equipment, or where appropriate, to re-house a tenant to enable their needs to be met.

The report noted that decisions on applications for adaptations were made by a panel, with each case being decided on an individual, case by case basis. The proposed Adaptations Policy and Procedure, which was attached as an appendix to the officer's report, would provide the panel with a robust framework to work within and would enable a clearer and more transparent decision making process to be used when it considered applications for adaptations. The report also included information on proposed plans to review the methods of recording adaptation works to properties which would enable a more effective analysis and evaluation to be made of the adaptation works carried out.

***RESOLVED –**

1. That the Adaptations Policy and Procedure 2017 – 2020 be approved and implemented.
2. That the way in which adaptation works are recorded be reviewed, and that a new method of recording and reporting on adaptations work be developed.
3. That an ongoing review of the impact of the implementation of the Adaptations Policy and Procedure 2017 – 2020 be carried out, and that a report on its impact be brought to Cabinet by April, 2019.

REASON FOR DECISIONS

To provide a robust framework that promotes equality and fairness along with compliance with disability legislation, and to meet the increasing demands and needs of our tenants whilst enabling effective management of the service and budget.

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CABINET**Tuesday, 13th June, 2017**

Present:-

Councillor (Vice-Chair in the Chair)

Councillors	T Gilby	Councillors	Huckle
	Bagley		Brunt
	Blank		Ludlow
	A Diouf		Serjeant

Non Voting Members
Dickinson

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

10 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Catt, P Gilby and Innes.

11 **MINUTES**

RESOLVED –

That the minutes of the meeting of Cabinet held on 16 May, 2017 be approved as a correct record and signed by the Chair.

12 **FORWARD PLAN**

The Forward Plan for the four month period 1 July – 31 October, 2017 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

13 EXCLUSION OF THE PUBLIC

RESOLVED –

That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, 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 1 of Part I of Schedule 12A to the Local Government Act 1972 – as it contained information relating to an individual.

14 CHESTER STREET / CATHERINE STREET GARAGE SITE

The Housing Manager submitted a report seeking approval to close the Chester Street Garage Site and to bring the site forward for residential development. The report noted that the Chester Street Garage Site was currently owned by the Housing General Fund and used as a “plot garage site” where 46 garage plots were available for rent at £45.90 a year allowing tenants to erect their own garage on the site. The Housing Manager advised that the garage site was currently in a very poor condition with a worn and potholed tarmac surface and that many of the garages were either derelict or empty. A survey of the site had shown that many of the garages were being used for storage of a variety of items other than cars which was in breach of the tenancy agreement for the use of the garage plots. The poor quality of the garages and the access routes also meant the site was very unsightly and created an unattractive environment for the residents of the surrounding properties.

The report included details of the options that had been considered for the future of the site which included the development of the site into a pay and display car park, developing a council developed garage site and selling the site to a developer for residential development. The Housing Manager advised that after assessing the costs of each option it was recommended that the garage site should be cleared and sold to a developer for residential development. This option offered the best value option for the council due to the high cost of repairs needed and the low level of rental income that the site provided. This option also positively contributed to the achievement of the objectives and priorities of Chesterfield Borough Council, as set out in the Council Plan, as clearing the unsightly and dilapidated garages would improve the quality of life for

local residents and the residential development of the site would also contribute to increasing the supply of housing in Chesterfield.

***RESOLVED –**

That the Chester Street garage site be closed and sold for residential development.

REASON FOR DECISION

To meet the council's priority 'to improve the quality of life for local people' and objective 5 'To increase the supply and quality of housing in Chesterfield Borough to meet current and future needs.

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CABINET**Tuesday, 27th June, 2017**

Present:-

Councillor P Gilby (Chair)

Councillors	T Gilby Blank A Diouf Huckle	Councillors	Brunt Ludlow Serjeant
Non Voting Members	Catt Dickinson		J Innes

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

16 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Bagley.

17 MINUTES**RESOLVED –**

That the minutes of the meeting of Cabinet held on 13 June, 2017 be approved as a correct record and signed by the Chair.

18 FORWARD PLAN

The Forward Plan for the four month period 1 July to 31 October 2017 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

19 DELEGATION REPORT

Decisions taken by Cabinet Members during May 2017 were reported.

***RESOLVED –**

That the Delegation Report be noted.

20 GENERAL FUND BUDGET OUTTURN 2016/17

The Director of Finance and Resources submitted a report on the General Fund Revenue and Capital Outturns for 2016/17. The report provided details of significant variations from the Revised Estimates previously approved by Cabinet and also sought approval for carry forward requests.

***RESOLVED –**

1. That the General Fund Revenue and Capital Outturn reports for 2016/17 be noted.
2. That the £100k revenue account surplus be transferred to the Budget Risk Reserve.
3. That the General Fund carry forward request for the Tidy Streets service, as set out at paragraph 4.6 of the officers' report, be approved.
4. That the requests for retention of direct labour organisation surpluses of £90k, as set out at paragraph 5.2 of the officers' report, be approved.
5. That the level of General Fund Reserves and Balances as set out at Section 6 and Appendix D of the officers' report, be approved.
6. That the capital financing arrangements as set out in Appendix E of the officers' report, be approved.

REASON FOR DECISIONS

In the interests of sound financial management.

21 PROGRESS ON COUNCIL PLAN - YEAR 2 2016/17

The Policy and Communications Manager submitted a report to enable the progress made during the second year of delivery on the Council plan 2017 – 2019 to be reviewed, and to highlight the key activities and commitments to be delivered during the remaining two years of the plan.

In 2015/16 the Council had moved from the production of a one year plan to a four year strategic Council Plan in response to a recommendation from the Local Government Association's peer challenge in late 2013. The four year Council Plan, along with a revised medium term financial plan and strengthened transformation programme, enables the council to plan effectively for the financial and policy challenges it faces.

The Policy and Communications Officer noted that during 2016/17 there had been 56 key activities scheduled for delivery; of these 43 had been fully delivered and a further nine were expected to be completed in the first half of 2017/18. The report also highlighted the key outputs and outcomes achieved during 2016/17, which included:

- Working with Sheffield City Region to facilitate business access to apprenticeships and workforce training. This activity has benefited 210 learners and brought in funding contributions of £161,345 so far;
- Increased commercial trading with a view to securing surpluses to reinvest in council services; this included achieving £84k from commercial building works;
- Over 2,400 improvements carried out to tenants homes;
- Over 90 events delivered or supported by Chesterfield Borough Council in parks and open spaces across the Borough.

The report also provided information on the 38 key activities to be taken forward in 2017/18. Progress on these activities would be monitored and challenged via the performance management framework.

***RESOLVED –**

That the progress made towards delivering the Council Plan 2015 – 2019 be noted.

REASON FOR DECISION

To raise awareness of key outcomes and outputs against the Council Plan commitments and to enable Cabinet Members to challenge performance.

22 **SKILLS ACTION PLAN 2017 - 2020**

The Economic Growth Manager submitted a report to recommend adoption of the Chesterfield Borough Council Skills Action Plan 2017 - 2020.

The report noted that £700m plus of key developments were due to enter the delivery phase in 2017. Along with the estimated 4000 new jobs which could be created in the next five years as a result of these developments, a highly skilled work force would be required to deliver the greatest economic benefits to the area. The Skills Action Plan would provide the platform from which the activity required to improve Chesterfield's skills profile and maximise the benefits of newly created jobs for local people could be delivered.

The report noted that, compared to other leading industrialised nations, the UK was falling behind in productivity levels, with around 20% of the UK's productivity gap being attributable to low skill levels amongst the workforce. In addition, there were local issues relevant to Chesterfield:

- Chesterfield has fewer people with higher level qualifications and more people with no qualifications than the national average;
- Rates of youth unemployment and residents in receipt of out of work benefits were notably higher than regional and national averages.

The report advised that improving the skills and work readiness of individuals in Chesterfield was vital to ensure that local people could fully benefit from the jobs and economic growth opportunities that would result from the multi-million pound investments being made in Chesterfield. It was noted that having a skilled workforce was crucial to the future economic success of the Borough. The main objectives of the Skills Action Plan were to:

- Work with partners to ensure local people and businesses have the right skills to access current and future employment opportunities;
- Work with Local Enterprise Partnerships and education partners to ensure that skills provision is aligned to future jobs growth and economic opportunities from emerging sectors;
- Provide clear advice and support to local people and businesses about the range of skills programmes available.

The report noted the benefits the Skills Action Plan would bring to Chesterfield which included:

- Ensuring that Chesterfield continued to perform well in attracting funding from Local Enterprise Partnership funded programmes;
- Ensuring that local people benefit from investment within the borough;
- Enabling activity that seeks to address emerging skills gaps across priority sectors.

The report outlined the role of partners in delivering the objectives set out in the Skills Action Plan. The financial implications of delivering the outputs of the Skills Action Plan were also detailed in the report.

***RESOLVED –**

1. That the Skills Action Plan, as detailed in Appendix A to the officer's report, be approved.
2. That the budget request of £5,000 for the year 2017/18 be approved and taken from the council's reserves to support the activities outlined in the Skills Action Plan 2017 - 2020 be approved.

REASON FOR DECISIONS

A Skills Action Plan will provide a platform from which to deliver activity to improve the skills profile of Chesterfield and to maximise the impact of skills related programmes. The operating budget requested will enable the activity detailed in the report to be delivered.

23 HOUSING REVENUE FINAL ACCOUNTS 2016/17

The Director of Finance and Resources and the Housing Manager submitted a report on the Housing Revenue Final Accounts for 2016/17. The report provided explanations for significant variations from the Revised Estimates previously approved by Cabinet.

***RESOLVED –**

1. That the report be noted.
2. That the revenue carry forward requests, as detailed in paragraph 3.5 of the officer's report, and the capital carry forward requests, as detailed in paragraph 4.1 of the officer's report, be approved.

REASONS FOR DECISIONS

1. To enable the HRA revenue outturn to be included in the Council's overall Statement of Accounts.
2. To consider the carry forward requests to allow for the completion of the revenue and capital schemes which were not finalised during the financial year.

24 EXCLUSION OF THE PUBLIC**RESOLVED –**

That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 1, 3 and 4 of Part I of Schedule 12A to the Local Government Act 1972.

25 BUILDING CLEANING DSO BUSINESS PLAN 2017/18

The Director of Finance and Resources and the Commercial Services Manager submitted the Business Plan for 2017/18 in respect of the Building Cleaning D.S.O.

***RESOLVED –**

That the Business Plan forecast for 2017/18 be approved.

REASON FOR DECISION

To update the Council's Medium Term Financial Plan.

26 LANDSCAPE AND STREETSCENE SERVICES BUSINESS PLAN 2017/18

The Director of Finance and Resources and the Commercial Services Manager submitted the Business Plan for 2017/18 in respect of the Landscape and Streetscene Services "Spirepride" D.S.O.

***RESOLVED –**

That the Business Plan forecast for 2017/18 be approved.

REASON FOR DECISION

To update the Council's Medium Term Financial Plan.

27 OPERATIONAL SERVICES BUSINESS PLAN 2017/18

The Director of Finance and Resources and the Commercial Services Manager submitted the Business Plan for 2017/18 in respect of the Operational Services Internal Service Provider (ISP).

***RESOLVED –**

That the Business Plan forecast for 2017/18 be approved.

REASON FOR DECISION

To enable the estimated outturn financial position of the Operational Services Division in 2017/18 to be included in the Council's Medium Term Forecast.

28 MIDDLECROFT ROAD GARAGE SITE

The Housing Manager submitted a report to seek approval for the disposal of the Middlecroft Road Garage Site for a capital receipt.

The report detailed the poor condition of both the site and the four garages, which had resulted in a lack of demand for the garages. The site would require substantial investment to improve the quality of the garages, the forecourt and to provide adequate security. A site assessment had been carried out which recommended the demolition of the garages due to their condition.

The report outlined the financial implications including the cost of refurbishment or replacement of the garages and the options for selling the site as a cleared site or with the garages in situ. The report also noted the legal implications of the disposal including the notice period for tenants of garage plots and access rights.

***RESOLVED –**

That the disposal of the Middlecroft Road garage site be approved.

REASON FOR DECISION

To meet the council's priority 'to improve the quality of life for local people' and objective 5 'to increase the supply and quality of housing in Chesterfield Borough to meet current and future needs'.

29

SECURITY SERVICES BUSINESS PLAN 2017/18

The Director of Finance and Resources and the Commercial Services Manager submitted the Business Plan for 2017/18 in respect of the Security Services D.S.O.

***RESOLVED –**

That the Business Plan forecast for 2017/18 be approved.

REASON FOR DECISION

To enable the estimated outturn financial position of the Security Services direct service organisation in 2017/18 to be included in the Council's Medium Term Financial Plan.

JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE**Tuesday, 2nd May, 2017**

Present:-

Councillor P Gilby (Chair)

Councillors Bagley
T Gilby
Huckle
Ludlow
Serjeant

Councillors Blank
Simmons
J Innes

Non-Voting Catt
Members

Dickinson

*Matters dealt with under the Delegation Scheme

41 **DECLARATION OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

42 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Davenport.

43 **MINUTES**

RESOLVED -

That the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 7 March, 2017 be approved as a correct record and signed by the Chair.

44 **LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF PUBLIC**

RESOLVED –

That under Regulation 21 (1)(b) of the Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2000, the

public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in the following Paragraphs of Part 1 of Schedule 12A to the Local Government Act 1972 – Paragraph 3 on the grounds that it contained information relating to financial or business affairs.

45 **EXTENSION OF FALLS RECOVERY SERVICE OUTSIDE OF CHESTERFIELD BOROUGH**

The Housing Manager submitted a report detailing proposals for the council to provide a Falls Recovery Service outside of the Chesterfield Borough area.

In 2011 Derbyshire County Council had tendered for, and awarded contracts for the delivery of a Floating Visiting Support Service for Older People across Derbyshire. The tender was split into eight areas and Chesterfield Borough Council was awarded the contract to deliver the service across the Chesterfield Borough area. In February 2017, after all providers across Derbyshire had already had their contracts extended by one year, Rykneld Homes and Futures Housing Group declined a further extension and advised Derbyshire County Council that they would no longer be able to continue providing the falls recovery service across their respective areas of North East Derbyshire and Amber Valley. In response to this Derbyshire County Council had approached Chesterfield Borough Council as to whether the council could consider providing a falls recovery service in the areas which had previously had the service provided by Rykneld Homes and Futures Housing Group.

The Housing Manager advised that after a careful analysis of the number, type and location of falls in these areas it had been identified that the council could potentially offer a falls recovery service in the entire North East Derbyshire District, as well as part of Amber Valley Borough that would be able to meet the required response times to clients needed to offer an effective service. In order for Chesterfield Borough Council to be able to provide this extra service it was recommended that a new 30 hour per week Careline Response Officer post be established on a fixed term contract for one year, the report noted that all associated administration costs would be contained within existing budgets. The Housing Manager noted that the new service would be monitored closely to see how it was performing to enable a decision to be made at the end of the fixed period of one year as to whether Chesterfield Borough Council should continue

to deliver a falls recovery service in these areas or consider extending the provision of a falls recovery service into other areas of Derbyshire.

***RESOLVED –**

1. That a falls recovery service be provided in the entire North East Derbyshire District and in the Alfreton (DE55) and Ripley (DE5) areas of Amber Valley Borough for an initial fixed term of one year.
2. That the provision of the extended falls recovery service commence in May, 2017.
3. That an on-going review of the practicalities and costs of providing the service in these areas be carried out in consultation with the Cabinet Member for Homes and Customers.
4. That a new 30 hour per week Careline Response Officer post be established on a fixed term contract for one year.

REASON FOR DECISIONS

To enable the Council's Falls Recovery Service to be extended to clients living outside of Chesterfield Borough.

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OVERVIEW AND PERFORMANCE SCRUTINY FORUM

Tuesday, 9th May, 2017

Present:-

Councillor Sarvent (Chair)

Councillors Borrell Brunt ++ Callan Caulfield V Diouf	Councillors Derbyshire Dyke Flood P Innes Serjeant +++++
--	---

Andy Bond, Town Centre Operations Manager+++
 Neil Johnson, Economic Growth Manager+
 Rachel Lenthall, Senior Democratic and Scrutiny Officer
 Rachel O'Neil, Customers, Commissioning and Change Manager ++++++
 Donna Reddish, Policy and Communications Manager+++++
 Michael Rich, Executive Director+

- + Attended for Minute No. 51
- ++ Attended for Minute No. 51 and 52
- +++ Attended for Minute No. 52
- ++++ Attended for Minute No. 52 and 53
- +++++ Attended for Minute No. 53
- ++++++ Attended for Minute No. 54

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

No declarations of interest were received.

50 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L Collins, Hitchin and Perkins.

**51 CABINET MEMBER FOR TOWN CENTRES AND VISITOR ECONOMY
- HS2 AND TOWN CENTRE REPORT**

The Cabinet Member for Town Centres and Visitor Economy, the Economic Growth Manager and the Executive Director, Michael Rich, attended to update Members on the Town Centre and HS2 developments in preparation for two Scrutiny Project Groups commencing reviews in these areas.

Members were informed that the current proposals for HS2 included at least one train an hour between London and Chesterfield and a maintenance depot in Staveley. An East Midlands HS2 Growth Strategy had been developed and the Council was due to develop its own Growth Strategy in July to ensure every opportunity was maximised and access to and from the railway station was transformed.

Colleges in Birmingham and Doncaster would be involved in the strategy development to address the need for specialist training for employees working at the maintenance depot. A project manager had been appointed to support the proposals for HS2 and was expected to start in June/July. In addition to the Growth Strategy, a masterplan would be developed for the area surrounding the station which would focus on the economic impacts and accessibility including public transport and connectivity. The Economic Growth Manager proposed arranging a visit for scrutiny members to the key development sites.

Members supported the appointment of a project manager and development of a Growth Strategy as it would enable Chesterfield to maximise the opportunities on offer with HS2. However, they had concerns with the transport provision and the effect that other large developments would have on access to the town centre and station. Members suggested options to improve town centre connectivity and also felt that the environment needed to be considered in the strategy as an increase in traffic would drive up pollution levels. The Economic Growth Manager replied that a park and ride system had been discussed as the south side of Chesterfield was already suffering from traffic access issues. Parking within the town centre also needed to be considered as there would be an increased demand on parking spaces. The plans for HS2 were still proposals and Chesterfield needed to demonstrate its ability to facilitate the necessary developments that would need to take place for the proposals to be realised.

Members asked how the recruitment and training would be carried out for the HS2 maintenance depot in Staveley and if there would be a focus on local employment. The Economic Growth Manager informed Members

that the need for skilled workers from the local population would form part of the Growth Strategy and conversations were on-going with colleges to discuss the training required for these roles.

In response to questions from Members following the recent County Council elections, the Economic Growth Manager advised that the HS2 route would benefit the whole of Derbyshire and it was hoped that this would be recognised.

Members thanked the Cabinet Member for Town Centres and Visitor Economy, Economic Growth Manager and Executive Director for attending and providing the update.

RESOLVED –

1. That the update be noted.
2. That a visit to the key HS2 development sites in the borough for Scrutiny Members be arranged.
3. That a further update be brought to the Overview and Performance Scrutiny Forum at a date to be confirmed.

52 CABINET MEMBER FOR TOWN CENTRES AND VISITOR ECONOMY - OUTDOOR MARKETS PROGRESS REPORT

The Deputy Leader, the Cabinet Member for Town Centres and Visitor Economy and the Town Centre Operations Manager attended to provide an update on the proposals for the open market re-configuration.

The Town Centre Operations Manager advised Members that the IBI Group had been appointed to carry out a feasibility study of the outdoor market in 2015. The study looked at the existing operation and presented a number of options for the development and reconfiguration of the market layout. The level of stall occupancy had fallen significantly apart from the Thursday Flea Market which continued to attract traders. Some traders had moved into the Market Hall which was now 100% occupied.

As part of the study, a number of issues were identified that needed to be addressed. These related to the layout of the market, competition, flexibility, range of offer and daytime management. A number of designs were proposed which addressed all the issues and a list of pros and cons

was provided with each option. The main focus for the reconfiguration was to make a visual improvement to the market.

Members had concerns that some of the designs may not align with the image of Chesterfield as a “historic market town”. The Town Centre Operations Manager replied that it was important that the market stayed at the heart of the town and the options that had been proposed could be adapted. Overall it was felt that reducing stalls would help the market look fuller but the higher number of stalls required for the Flea Market needed to be considered. In addition, the occupancy on New Square was very low and options for that space would be explored.

Members noted that visitors still came to Chesterfield for the market, however there were issues that needed addressing including the mix of stalls, poor lighting and early closing times. The Cabinet Member noted that the market needed to provide versatility so it could accommodate different types of offer. Some of the options included removable stalls which would provide more flexibility for traders.

Members had concerns with accessibility to the market, in particular the provision of parking for people with disabilities and the uneven surface around the stalls. Members suggested exploring options for dropping people off in the market.

The events in the town centre were discussed and Members felt that holding the Christmas lights switch-on on Friday or Saturday would give the option to have more entertainment at night and would encourage people to stay in the town centre longer. The Town Centre Operations Manager replied that the event was held on a Sunday as they needed the time and space to set the event up. However, if there was a more flexible arrangement on New Square other options could be explored.

The Cabinet Member noted that through discussions at the Markets Consultative Committee, traders were also keen to see improvements to the market.

Members thanked the Cabinet Member for Town Centres and Visitor Economy, Deputy Leader and Town Centre Operations Manager for attending and providing the update.

RESOLVED –

1. That the update be noted.
2. That an update be brought to the Overview and Performance Scrutiny Forum at a date to be confirmed.

53 **DEPUTY LEADER - PROGRESS ON THE COUNCIL PLAN**

The Deputy Leader and the Policy and Communications Manager attended to provide a progress report on the Council Plan for Year 2, 2016/17.

The Policy and Communications Manager advised that 77% of the key commitments for 2016/17 had been met with a further 16% close to being achieved. At the half year point the Council Plan was reviewed at a Corporate Cabinet and Corporate Management Team Away Day to evaluate what was working well, where improvements could be made and which of the key activities would be focussed on to achieve completion.

The following key achievements had been made under each priority:

To make Chesterfield a thriving borough

73% of key activities under this priority had been completed and this was expected to rise to 93% in early 17/18. Key achievements towards this priority included:

- local labour clauses on 100% eligible developments;
- £500k skills funding to support 1000 learners;
- Infrastructure funding agreements through Sheffield City Region (SCR) for Waterside;
- good occupancy at Markham Vale including 400 new jobs;
- successful Artisan and Youth Markets and a new events programme for the town centre involving the Health High Streets project;
- £2.85m funding from SCR for Peak Resort.

To improve the quality of life for local people

68% of key activities under this priority had been completed, 87% were expected to be completed by early 17/18. Key achievements towards this priority included:

- £900k received from the Community Infrastructure Levy to date;
- all Chesterfield Borough Council (CBC) homes achieving decent homes standard;
- £200k assistance made available to help vulnerable home owners;

- introduction of a new Empty Homes Strategy;
- maintained green flag awards;
- increased events and activities at parks;
- introduced a new Tenancy Sustainment team;
- 1000 households involved in social inclusion projects.

To provide value for money services

90% of key activities under this priority had been completed and it was expected to reach 100% by early 17/18. Key achievements towards this priority included:

- achieved a balanced budget for 2016/17;
- Town Hall restack commenced;
- establishing a Project Management Office;
- commercial work programme developed and £84k of work won;
- 240 agile workers across the Council;
- website improvements;
- 50% of crematorium bookings done online.

Some activities took longer than a year to be complete and consideration needed to be given when selecting activities that required a high level of external funding.

Members asked if the changes to control at County level and also changes in legislation would have an effect on the programme of activities, particularly health and wellbeing. The Policy and Communications Manager advised that there may be implications for some funding levels however the activities in the plan had been designed so that they were within CBC's control and therefore more achievable.

Members raised concerns with youth unemployment and the high number of tenants in arrears. The Policy and Communications Manager replied that a number of changes from the government including the introduction of Universal Credit and the "Bedroom Tax", and the changes to benefits for under 25s placed extra challenges on the ability for tenants to pay rent. A new Tenancy Sustainment team had been put in place to work with tenants to prevent arrears building up.

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

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

The Customers, Commissioning and Change Manager attended to inform members on the Great Place, Great Service transformation project. Members were updated on the progress made under the 6 key pillars that the programme was based on:

Customer Service Delivery

- The Customer Service Delivery Plan had been drafted and was due to be submitted to Corporate Cabinet in June 2017. The plan would focus on:
 - understanding customers and better relating to their needs;
 - using modern digital solutions;
 - delivering excellent customer services;
 - continually reviewing and improving.

Workforce Development

- Workforce Strategy had been refreshed and approved;
- IIP re-accreditation work plan submitted;
- Implementation of the Apprentice programme;
- The E-learning system had been launched;
- An online EPD tool was in development;
- Smart Management Objectives were being developed.

ICT Development

- PSN accreditation had been achieved;
- Annual health check completed and remedial action plan developed;
- ICT review completed;
- Digital 'roadmap' developed as part of the ICT review;
- Digital strategy being updated to include the ICT roadmap.

Estate Rationalisation

- 10 year maintenance plans being refreshed;
- Town Hall refurbishment underway;
- Register Office lease due to be signed;
- Discussions underway with DCC for further rental space in the Town Hall;
- Museum store development on hold.

Commercialisation

- CBC were completing Register Office refurbishment for DCC;
- Received 'Trusted Trader' status;
- Implementing a new commercial café function;
- Consistent customer base for commercial waste;
- Positive income levels generated in Leisure and Venues.

Target Operating Model

- PPP contractual review underway;
- PMO process implemented;
- Museum service offer public consultation in development.

Over the next 6 months the focus would be on how to improve the customer service centre including encouraging customers to use online and self service functions. In response to questions, Members were advised that the options for applying for benefits would be reviewed as this could currently only be done in person and customer insight would be used to understand how people wanted to access services.

A new Workforce Strategy group (WSG) had been established and a Member representing Scrutiny was invited to take part in the group. The members of the WSG would carry out task and finish work based on an action plan for the strategy.

Responding the Members questions about the Council's position regarding IIP accreditation, the Customers, Commissioning and Change Manager replied that the Council was working towards accreditation but if it was felt that it was of no value or set unachievable targets then it would not be pursued. The work plan had been submitted to the IIP as this gave the Council an extra 12 months accreditation with no cost. Members' suggestions concerning the value of IIP accreditation would be fed into the WSG.

Apprentice opportunities had been identified in service areas and a procurement process would take place soon to identify trainers.

Employees were currently completing mandatory training using the new e-learning system. A new PDR had been developed to replace the EPDs; the new procedure would allow HR to have an overview of the process and check what has been completed.

Members thanked the Customers, Commissioning and Change Manager for providing the update and answering their questions.

RESOLVED –

1. That the update be noted.
2. That the progress achieved and the planned work be supported.
3. That a further progress report be brought to the Overview and Performance Scrutiny Forum in January, 2018.
4. That Councillor Jenny Flood be appointed as Scrutiny representative on the Workforce Strategy group and report back to the Overview and Performance Scrutiny Forum.

55 OVERVIEW AND SCRUTINY WORK PROGRAMME 2017/18

The Policy and Scrutiny Officer submitted a report that included the details of the proposed Overview and Scrutiny Committees' Work Programme for 2017/18.

Members were asked to state their interest in leading one of the three Scrutiny Project groups. The following responses were received:

- Development of the old QPSC site – Councillor Gordon Simmons
- Town Centre – Councillor Howard Borrell
- HS2 – Councillor Jenny Flood

The membership of the groups would be confirmed at the next meeting of the Overview and Performance Scrutiny Forum.

In addition, the Scrutiny Member nominations for the Council Working Groups were discussed and one Scrutiny Member was put forward for each. The role would involve reporting back to the respective Scrutiny Committee.

RESOLVED –

1. That the Overview and Scrutiny Work Programme 2017/18 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
 - Workforce Strategy Group – Councillor Jenny Flood
3. That the following appointments to Scrutiny Project Groups be approved:
 - Development of the old QPSC site – Councillor Gordon Simmons
 - Town Centre – Councillor Howard Borrell
 - HS2 – Councillor Jenny Flood

56 FORWARD PLAN

The Forward Plan was considered.

RESOLVED –

That the Forward Plan be noted.

57 SCRUTINY MONITORING

The Monitoring Schedule was considered.

RESOLVED –

That the Monitoring Schedule be noted.

58 JOINT OVERVIEW AND SCRUTINY

There were no developments to report from Joint Overview and Scrutiny.

59 **OVERVIEW AND SCRUTINY DEVELOPMENTS**

The Chair advised Members that the procedure for Scrutiny Project Groups had been reviewed and guidance documents re-written. Members were provided with the new documents which were to be used throughout the project. The new documents were:

- A revised guidance document
- Project Start Report (replacing the scope document)
- Project End Report
- Project Review Report
- Project Action Plan Template

The Chair asked Members to feedback any issues with the new forms and a review would take place in 12 months' time to understand if improvements were needed. The forms were designed to align scrutiny project work with the corporate projects and help to plan the projects to set realistic and achievable aims and objectives.

Members added that it would be useful to have a shared space for groups on the aspire intranet as this could also be used to share documents.

RESOLVED –

1. That the new documents for Scrutiny Project Groups be approved and implemented immediately.
2. That the documents be reviewed in 12 months' time to evaluate their effectiveness and identify improvements.

60 **MINUTES****RESOLVED –**

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

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COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE**Tuesday, 21st March, 2017**

Present:-

Councillor P Innes (Chair)

Councillors Borrell
Dyke
L CollinsCouncillors Flood
Sarvent

Councillor Ludlow +

James Creaghan, Senior Public Health Manager (Mental Health, Workplace Health and Chesterfield Locality), Derbyshire County Council ++
 Anita Cunningham, Policy and Scrutiny Officer
 Dianne Illsley, Community Safety Officer +++
 Martin Key, Health and Wellbeing Manager +
 Brian Offiler, Democratic and Scrutiny Officer
 Inspector John Turner, Derbyshire Police +++

+ Attended for Minute Nos. 40, 41, 42 and 43

++ Attended for Minute No. 40

+++ Attended for Minute Nos. 41, 42 and 43

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

No declarations of interest were received.

39 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Niblock.

40 CABINET MEMBER FOR HEALTH AND WELLBEING - HEALTH SCRUTINY AND DEPRIVATION, INCLUDING 'PRESS RED' WORK

The Cabinet Member for Health and Wellbeing explained that work had continued through the Chesterfield Health and Wellbeing Partnership since the previous report to the Scrutiny Committee in September 2016.

The Senior Public Health Manager (Mental Health, Workplace Health and Chesterfield Locality), Derbyshire County Council, outlined the targeted approach adopted by the Chesterfield Health and Wellbeing Partnership to focus resources in the areas of greatest need as identified by the 2015 Index of Multiple Deprivation (IMD) data.

He identified some of the lessons learned from the 'Press Red' inactivity project work in Rother ward as the importance of local people being involved to run and own local actions, the opportunities for social interaction and the raising of aspiration levels and the opportunity for agencies to consult local communities.

Health and wellbeing networks had been set up as strategic local level steering groups for South Chesterfield, Staveley Area and North Chesterfield, including representatives from local councils, other public services, community groups and local residents. Community level operational delivery groups would be set up in each locality – groups in Rother and Barrow Hill had already been set up and further groups were planned in Loundsley Green, Hasland North-East, Lowgates and Woodthorpe, Middlecroft and Poolsbrook and St Helens. Each local group would develop its own action plan targeted at the specific needs in that area.

Support to the local groups and action plans would be available from the Health and Wellbeing Partnership through volunteering opportunities, courses to build self confidence, a small grants fund and mechanisms to engage with hard to reach groups.

The Health and Wellbeing Manager explained that the overarching health and wellbeing strategy would build on existing work, in order to enable health issues to be considered as part of any strategic decision by the Council. This would include working with partners to develop community assets, engaging with those with alcohol related problems, working with the Schools Partnership on childhood obesity and reducing the level of falls.

Arising from Members' questions and discussion the following points were raised:

- benefits achieved from previous community safety partnership activity in Rother ward not being maintained since activity had reduced;

- the possibility of offering targeted incentives through the leisure centres, such as half-term activities, to encourage greater physical activity, whilst aiming to reduce the level of subsidy required for the leisure services;
- identifying lessons to be learned from the Superkitchen at St Augustines to assist future superkitchens, including disposal of waste, hygiene training, team building for volunteers. A county-wide evaluation of the superkitchens would be undertaken.

The Committee thanked the Cabinet Member for Health and Wellbeing, the Senior Public Health Manager (Mental Health, Workplace Health and Chesterfield Locality), Derbyshire County Council and the Health and Wellbeing Manager for their contribution to the meeting.

RESOLVED –

- (1) That the ongoing work through ‘Press Red’ be supported.
- (2) That progress on the work to address health and wellbeing in the borough be reported to the Committee in September, 2017.

CRIME AND DISORDER COMMITTEE

For Minute Nos. 41, 42 and 43 the Committee sat as the Council’s designated Crime and Disorder Committee, in accordance with Section 19 of the Police and Justice Act 2006.

41 CABINET MEMBER FOR HEALTH AND WELLBEING - UPDATE AS CHESTERFIELD SCRUTINY MEMBER OF THE DERBYSHIRE POLICE AND CRIME PANEL

The Cabinet Member for Health and Wellbeing, as Chesterfield Scrutiny Member of the Derbyshire Police and Crime Panel (PCP), submitted the minutes of the meetings of the PCP held on 17 November, 2016 and 26 January, 2017 for the information of the Committee.

RESOLVED –

- (1) That the minutes of the Derbyshire Police and Crime Panel meetings held on 17 November, 2016 and 26 January, 2017 be noted.
- (2) That the Chesterfield Scrutiny Member of the Derbyshire Police and Crime Panel report progress to the Crime and Disorder Committee in September, 2017.

42 CABINET MEMBER FOR HEALTH AND WELLBEING - PROGRESS REPORT ON COMMUNITY SAFETY PARTNERSHIP

The Cabinet Member for Health and Wellbeing and the Community Safety Officer presented a draft copy of the Chesterfield Community Safety Partnership (CSP) Action Plan for 2017/18, outlining the projects for the coming year from the £25,000 allocated by the Derbyshire Police and Crime Commissioner (PCC) under the following priority areas:

- Substance misuse
- Organised crime groups
- Cyber crime
- Improving support for victims
- Anti-social behaviour
- Domestic violence and hate crime
- Integrated offender management.

The CSP attempted to identify opportunities for joint funding where possible to increase the level of funding for projects, and it was noted that the Council had committed some funding to support the CSP.

In response to questions from Members it was explained that some aspects of anti-social behaviour in localised areas could be identified and addressed through the Safer Neighbourhood Teams and it was hoped that the introduction of carefully designed Public Space Protection Orders (PSPOs) later this year would enable enforcement in a coordinated manner working with partners. It was noted that some issues of anti-social behaviour may be addressed by design features, such as redesigning the ventilation system on New Beetwell Street, but that there were currently only limited powers for the police to disperse people for short periods.

Inspector Turner outlined to the Committee the revised policing model introduced by Derbyshire Police in November, 2016. This had resulted in a

team of investigating officers and the Safer Neighbourhood Teams being retained in Chesterfield and a separate response team of officers to respond to issues across the Chesterfield borough area. Response performance had subsequently improved in the Chesterfield area, and the revised arrangements would be reviewed, including consultation with partners. It was confirmed that non-urgent reports via the police website were monitored and actioned.

The Chair thanked the Cabinet Member for Health and Wellbeing, the Health and Wellbeing Manager, the Community Safety Officer and Inspector Turner for their contribution to the meeting.

RESOLVED –

- (1) That the report be noted.
- (2) That a further progress report on the Community Safety Partnership's Action Plan and Performance be provided to the Crime and Disorder Committee in September, 2017.

43 SCRUTINY MONITORING (CRIME AND DISORDER MATTERS)

The aspects of the Scrutiny recommendations monitoring schedule that related to Crime and Disorder matters were considered by the Committee.

In respect of the Committee's recommendation that a review be carried out of the decision to stop locking the park gates at night it was noted that currently the gates at Queen's Park and Eastwood Park were continuing to be locked, which enabled the police to disperse people if they were congregating in the parks once locked.

It was noted that the Cabinet Member for Health and Wellbeing would continue to monitor this to ensure that any issues arising in specific locations could be addressed appropriately.

In respect of the Committee's recommendation regarding the sharing of information on alcohol related hospital admissions it was noted that the Community Safety Partnership (CSP) was not currently receiving information and that relevant data from different sources (hospital and ambulance service) was collected differently. It was suggested that the ambulance service data be requested by the CSP and be provided to the Crime and Disorder Committee in September, 2017.

RESOLVED –

- (1) That the Scrutiny monitoring report be noted.
- (2) That the decision regarding the review of locking park gates be retained on the monitoring schedule at present.
- (3) That information on alcohol related hospital admissions be provided to the Crime and Disorder Committee in September, 2017.
- (4) That the monitoring schedule be approved.

COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE

For the remaining items the Committee sat as the Community, Customer and Organisational Scrutiny Committee.

44 FORWARD PLAN

The Committee considered the Forward Plan for the period 1 April – 31 July 2017.

RESOLVED –

That the Forward Plan be noted.

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

The Committee considered the list of items included on its Work Programme for 2016/17, noting that this was the last meeting in the current year.

It was noted that following the scrutiny work programme action planning days the overall scrutiny work programme for 2017/18 was being prepared for consideration at the Overview and Performance Scrutiny Forum meeting on 9 May, 2017. Draft copies of this work programme, taking account of any

outstanding items from the 2016/17 work programme, would be distributed to Scrutiny Members and Cabinet Members for comment in advance.

Further to the Committee's request for a Scrutiny Committee Member to be included on the Workforce Strategy Steering Group (Minute Nos. 13 and 32, Community, Customer and Organisational Scrutiny Committee 2016/17) the Chair reported that the Workforce Strategy Group was currently being reformed and would include officers from all levels of the Council's workforce but not elected Members. Members of the Committee expressed their disappointment at a Scrutiny Member not being included on the Group and remained of the view that inclusion of a Scrutiny Member would be beneficial. The Chair agreed to discuss this further with the Customer, Commissioning & Change Manager once the group was reformed.

RESOLVED –

- (1) That the work programme be noted.
- (2) That the Chair discuss the Committee's view on the inclusion of a Scrutiny Member on the Workforce Strategy Group further with the Customer, Commissioning & Change Manager once the group was reformed.

46 MINUTES

The Minutes of the meeting of the Community, Customer and Organisational Scrutiny Committee held on 24 January, 2017 were presented.

RESOLVED –

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

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ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE**Tuesday, 30th May, 2017**

Present:-

Councillor Sarvent (Chair)

Councillors Caulfield

Councillors

Derbyshire

T Gilby +

Martin Elliott, Democratic and Scrutiny Officer
Lynda Sharpe, Economic Development Manager +
Emily Williams, Senior Economic Development Officer +

+ Attended for Minute No.4

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

No declarations were received.

2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Perkins.

3 MINUTES

The Minutes of the meeting of the Committee held on 7 February, 2017 were presented.

RESOLVED –

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

**4 CABINET MEMBER FOR ECONOMIC GROWTH - SKILLS ACTION
PLAN**

The Cabinet Member for Economic Growth, the Economic Development Manager and the Senior Economic Development Officer attended to

provide a progress report on the development of the Chesterfield Borough Council Skills Action Plan.

The Senior Economic Development Officer noted that with the significant levels of investment currently happening in Chesterfield (including Peak Resort, Waterside and the proposed HS2 Maintenance Depot at Staveley) that a highly skilled work force would be required in order to deliver the greatest economic benefits to the area that would result from these developments. The Skills Action Plan would provide the platform from which the activity required to improve Chesterfield's skills profile, and to maximise the benefits to local people of the newly created jobs in Chesterfield could be delivered. It was noted that since 1999 there had been significant reductions in the amount of investment made in workplace learning, and compared to other leading industrialised nations the UK was falling behind in productivity levels, with around 20% of the UK's productivity gap being attributable to low skill levels amongst the workforce. The government's current focus on increasing UK productivity had led to a number of proposed reforms to the skills and apprenticeship system that had been designed to put the employer at the heart of the skills system. These included several significant changes to how apprenticeships would be delivered and funded, including the introduction of an apprenticeship levy and public sector targets for apprenticeship recruitment.

In addition to the national factors and the government policy decisions that had influenced the development of the draft Skills Action Plan there were also local issues in Chesterfield that had been considered in the drafting of the plan. These issues included:

- Chesterfield having higher numbers of unemployed 18 – 24 year olds compared to the regional or national average;
- 12 of 19 wards in Chesterfield having higher levels of residents with no qualifications than the national average;
- Chesterfield benefiting from significant levels of investment with more than £700m of key developments entering the development stage in 2017 including Peak Resort and Waterside.

The Senior Economic Development Officer advised that improving the skills and work readiness of individuals in Chesterfield was vital to ensure that local people could fully benefit from the jobs, skills and economic

growth opportunities that would result from the investments being made in Chesterfield. The Skills Action Plan would enable the benefits of new investment to be maximised and would ensure that skills related programmes had the greatest possible impact on the skill levels of local people. It was noted that having a skilled workforce was crucial to the future economic success of the borough. The main objectives of the Skills Action Plan were:

- Ensuring Local people had the right skills to access current and future job opportunities by working with local partners;
- Working with Local Enterprise Partnerships and Education Partners to ensure that Skills Provision was aligned to future the skill needs of future jobs growth;
- Providing clear advice and support to local people and businesses about the range of skills programmes available;
- Maximising the number of training, employment and supply chain job opportunities for local people arising from new developments in Chesterfield.

The Senior Economic Development Officer noted that the Skills Action Plan had the potential to deliver significant benefits. These benefits included:

- Ensuring that Chesterfield continued to perform well in attracting funding from Local Enterprise Partnership funded programmes;
- Making sure that local people benefited from the investment and skilled jobs growth in the borough;
- Providing a framework to enable the Council to work effectively with partners to align skills provision and future employment demand.

Members asked that as the government was devolving the management of Adult Education Budgets where these budgets would be administered from. The Economic Development Manager advised that it was the Government's intention to devolve Adult Education Budgets to localities (LEPs) from 2018/19 (subject to readiness conditions). Members asked several questions relating to the delivery and monitoring of apprenticeships and were keen to ensure that the Skills Action Plan

included actions to ensure that the apprenticeships that were provided were of a high quality and would provide each apprentice with a robust programme of training to give them the skills needed to succeed in the jobs market. Members also welcomed the focus of the action plan being to help local people access the new skilled jobs that would be created by inward investment in the borough as there had been concerns expressed by local residents in Staveley that the skilled jobs created by the HS2 Maintenance Depot would not be accessible to, or benefit local people.

Members asked whether the Skills Action Plan could be used to target armed forces leavers who often struggled to gain employment and utilise and build on their skills developed in the armed forces in civilian life. The Senior Economic Development Officer advised that as this group had specific needs, education partners would be alerted to the needs of this group and encouraged to target support at this group and subsequently be actively promoted to potential employers. Members also welcomed the changes to apprenticeship provision that meant that apprenticeships would become accessible to older people as well as to people looking to retrain in new areas who already had some qualifications.

The Committee thanked the Cabinet Member for Economic Growth, the Economic Development Manager and the Senior Economic Development Officer for attending and for answering their questions.

RESOLVED –

1. That the draft Skills Action Plan be supported.
2. That a progress report on the implementation of the Skills Action Plan be considered at the February, 2018 meeting of the Enterprise and Wellbeing Scrutiny Committee.

5 SCRUTINY PROJECT GROUPS

Councillor Derbyshire, Lead Member for the Play Strategy Scrutiny Project Group provided a progress report on the groups work. The Play Strategy had now been drafted and was with the Cabinet Member for Health and Wellbeing for comment before being submitted to the project group for their consideration and comments. Councillor Derbyshire noted that the strategy was scheduled for public consultation during August after which the project group would meet to review the consultation responses that had been received.

Councillor Sarvent provided an update on the Leisure, Sport and Cultural Activities project group. Councillor Sarvent advised that a review meeting with Executive Director Michael Rich, the contractors, key individuals and project group members was being scheduled where project group members would have the opportunity to ask questions, review how the scheme and be implemented and to consider if there were any key learning points for the council to consider when thinking about significant future capital projects. After this meeting had taken place the project group would make a full report back to the committee on its findings.

Councillor Sarvent advised that the new Scrutiny Project Group on the future use of the site of the old Queen's Park Sports Centre had been established and that the project group would be starting work soon.

RESOLVED –

1. That the progress reports be noted.
2. That the project start report for the new Scrutiny Project Group on the future use of the site of the old Queen's Park Sports Centre be considered at the September, 2017 meeting of the Enterprise and Wellbeing Scrutiny Committee.

6 WORK PROGRAMME

The Committee considered its Work Programme.

RESOLVED –

1. That the Work Programme be approved.
2. That the unscheduled work programme item on Homelessness be considered at the October, 2017 and April, 2018 meetings of the Enterprise and Wellbeing Scrutiny Committee.

7 FORWARD PLAN

The Forward Plan was considered.

RESOLVED –

That the Forward Plan be noted.

8 CORPORATE WORKING GROUPS

Councillor Sarvent provided an update from the meetings of the Housing Revenue Account (HRA) Business Plan steering groups.

Councillor Sarvent advised that four sub-groups had been tasked with looking at different aspects of the HRA Business Plan in order to address revenue gaps and to put forward suggestions of how these could be addressed in a revised business plan. The sub-group that she was a member of had been tasked with looking at how repairs and maintenance could be delivered in a more cost effective manner. Councillor Sarvent noted that the groups needed to finalise their proposals by August to enable them to be fed into the development of the revised HRA Business Plan.

RESOLVED –

That the progress report be noted.