



Please ask for Joel Hammond-Gant
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The Chair and Members of Cabinet

4 May 2018

Dear Councillor,

Please attend a meeting of the CABINET to be held on TUESDAY, 15 MAY 2018 at 10.30 am in Committee Room 1, Town Hall, Rose Hill, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 3 - 12)

To approve as a correct record the Minutes of the Cabinet meeting held on 24 April, 2018.

4. Forward Plan

Please follow the link below to view the latest Forward Plan.

[Forward Plan](#)

Items Recommended to Cabinet via Cabinet Members

Cabinet Member for Economic Growth

5. Chesterfield Borough Local Plan - Gypsy and Traveller Sites Consultation (Pages 13 - 80)

Cabinet Member for Homes and Customers

6. HRA Final Accounts 2017/18 (Pages 81 - 102)

Deputy Leader

7. General Fund Budget Outturn Report 2017/18 (Pages 103 - 132)
8. Progress on the Council Plan Year 3 - 2017/18 (Pages 133 - 172)

Cabinet Member for Governance

9. Approval of the Member Development Policy (Pages 173 - 188)
10. Review of Code of Corporate Governance and the Annual Governance Statement (Pages 189 - 196)
11. Information Management Policy Refresh - General Data Protection Regulation (GDPR)

Yours sincerely,

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

Local Government and Regulatory Law Manager and Monitoring Officer

CABINET

Tuesday, 24th April, 2018

Present:-

Councillor Serjeant (Chair)

Councillors T Gilby
Bagley
Blank
A Diouf

Councillors Huckle
Brunt
Ludlow

Non Voting Catt
Members Dickinson

J Innes

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

159 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor P Gilby.

160 **MINUTES**

RESOLVED –

That the Minutes of the meeting of Cabinet held on 13 March, 2018 be approved as a correct record and signed by the Chair.

161 **FORWARD PLAN**

The Forward Plan for the four month period 1 May to 31 August 2018 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

162 DELEGATION REPORT

Decisions taken by Cabinet Members during the period 12 February to 16 April 2018 were reported for information.

***RESOLVED –**

That the Delegation Report be noted.

163 MINUTES OF THE SHEFFIELD CITY REGION COMBINED AUTHORITY

The Minutes of the meeting of the Sheffield City Region Combined Authority held on 29 January, 2018 were reported for information.

***RESOLVED –**

That the Minutes be noted.

164 CONSIDERATION OF THE OVERVIEW AND PERFORMANCE SCRUTINY FORUM REPORT ON THE TOWN CENTRE

Councillor Borrell, Scrutiny Project Group Leader, presented the report and recommendations of the Overview and Performance Scrutiny Forum on the Town Centre.

The full report of the Scrutiny Project Group was attached at Appendix 1 to the Cabinet report.

The recommendations of the Scrutiny Project Group had been considered and approved by the Overview and Performance Scrutiny Forum on 13 March, 2018 (Minute No. 57, Overview and Performance Scrutiny Forum 2017/18).

The Committee's recommendations were now required to be considered by Cabinet and a formal response provided to the Overview and Performance Scrutiny Forum, in accordance with the Council's Scrutiny Procedure rules.

Councillor Borrell informed Cabinet that the Scrutiny Project Group had met with key officers from a number of the Council's service areas, and held focus group sessions with the public and business leaders, which

helped to develop the report's recommendations which were aimed at enhancing Chesterfield's town centre and ensuring that that it is more reflective of modern-day trends, habits and preferences.

The Cabinet Member for Town Centres and Visitor Economy thanked Councillor Borrell and the other members that formed the Scrutiny Project Group, and advised that it would be worthwhile revisiting the Town Centre Masterplan as part of the review of the Council Plan, in light of the Scrutiny Project Group's recommendations.

This point was echoed and reiterated by other members of the Cabinet.

***RESOLVED –**

1. That the report of the Overview and Performance Scrutiny Forum be welcomed and the recommendations be considered as part of the review of the Council Plan, and a formal response be made to the Forum.
2. That before the implementation of any of the report's recommendations with financial implications for the Council, further investigations be carried out by officers and brought to Cabinet for consideration.

REASONS FOR DECISIONS

1. To demonstrate the areas where change is most needed in Chesterfield town centre, and provide proposals for how this could be achieved.
2. To contribute towards the delivery of the Council Plan objectives under the priority "to make Chesterfield a thriving borough."

165

INFORMATION AND COMMUNICATION TECHNOLOGY REVIEW

The Chair agreed that this report should be considered (notwithstanding that the item had not been available for inspection by the public for five clear days before the meeting) because of special circumstances, namely the urgent need for the Council to consider improvements to its ICT infrastructure.

The Assistant Director – Customers, Commissioning and Change submitted a report seeking endorsement and approval from Cabinet on a series of recommendations to be considered by full Council on 25 April, 2018, to commence and deliver the Council's ICT Improvement Programme.

The report noted that an Essential ICT Improvements Programme would be carried out to strengthen the Council's core ICT provision and increase its cyber security. The report also provided details on the planned Digital Improvements Programme, aimed at revolutionising the way services are provided for the public, and delivering significant improvements to customers' experiences.

It was anticipated that work on both programmes would be completed within three years of its commencement. The Outline Programme Timeline was attached at Appendix B to the officer's report.

RESOLVED –

That Cabinet recommend to full Council that:

1. The findings from the Arcus Global ICT review be noted.
2. The ICT Improvement Programme and Budget, as attached at Appendix B and C respectively, be approved.
3. The Finance and Performance Board exercise corporate oversight and management of the ICT Improvement Programme, with delegated authority granted to the Chief Executive and Executive Directors.
4. Delegated authority be granted to the Assistant Director – Customers, Commissioning and Change, in consultation with the Cabinet Members for Business Transformation and Homes and Customers, in accordance with the Council's Constitution, and within the limits of the Budget in Appendix C to the officer's report, to procure the hardware, software, staffing and technology partners required to support the delivery of the ICT Improvement Programme.

5. Delegated authority be granted to the Director of Finance and Resources, in accordance with the Council's Constitution, to move spend between capital and revenue as appropriate.
6. Approval be granted to fund the ICT Improvement Programme through a combination of General Fund capital and revenue and Housing Revenue Account revenue.
7. Revisions be made to the Council's Medium Term Financial Plan to incorporate the cost of the Programme.
8. A further report be submitted to a future meeting of the Joint Cabinet and Employment and General Committee to seek approval for new appointments to enable effective implementation of the approved Digital Innovation / ICT Improvement Programme.

REASON FOR DECISIONS

Information and Communications Technology (ICT) underpins everything the Council does and it is essential that the service is able to support the Council's future plans. Investment in the Essential ICT Improvement Programme will provide the Council with much needed resilience and improved information security, so that the Council can comply with changing legislation. In addition, by making an investment in the Digital Improvement Programme and changing the way services are accessed, the Council will be able to achieve improvements to services.

166

PUBLIC SPACES PROTECTION ORDER FOR DOG CONTROL

The Senior Environmental Health Officer submitted a report recommending for approval the introduction of the Public Spaces Protection Order (PSPO) (Dog Control), and the revocation of the previous PSPOs related to dogs that had converted from existing Dog Control Orders on 20 October, 2017.

The report provided a summary of dog control legislation, as well as evidence to support the recommended revocation of existing PSPOs relating to dogs.

The proposed PSPO (Dog Control) was attached at Appendix 2 to the officer's report.

***RESOLVED –**

1. That the Public Spaces Protection Order (Dog Control) be approved.
2. That the revocation of the Public Spaces Protection Orders that arose by operation of law from existing Dog Control Orders on 20 October 2017, be approved.
3. That delegated authority be granted to the Local Government and Regulatory Law Manager, in consultation with the Cabinet Member for Health and Wellbeing, to decide the date of implementation for the new Public Spaces Protection Order (Dog Control) and the revocation of the existing Public Spaces Protection Orders, following the completion of any necessary preliminary work.
4. That approval be given to set the level for a Fixed Penalty Notice for all dog related offences under the Public Spaces Protection Order (Dog Control) at £80.
5. That delegated authority be granted to the Assistant Director – Health and Wellbeing to administer and enforce the Public Spaces Protection Order (Dog Control).
6. That a further report be submitted for Cabinet to consider the impact and effectiveness of the Public Spaces Protection Order (Dog Control) after it has been in effect for 12 months.

REASONS FOR RECOMMENDATIONS

1. Public Spaces Protection Orders are intended to deal with a particular nuisance or problem in a particular geographical area that is detrimental to the local community's quality of life, by imposing conditions on the use of that area which apply to everyone. They are designed to ensure the law-abiding majority can use and enjoy public spaces, safe from anti-social behaviour.
2. To ensure visitors and users of our parks and open spaces (dog owners and non-dog owners) can use these spaces in harmony.

167 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 and 3 of Part I of Schedule 12A to the Local Government Act 1972 – as they contained information relating to

1. an individual (Minute No. 172)
3. information relating to financial and business affairs. (Minutes No. 168, 169, 170 and 171)

168 DOG LAW AND STRAY DOG POLICY

The Senior Environmental Health Officer submitted a report recommending for approval the Dog Law and Stray Dog Policy, as well as proposed fees and charges for revised kennelling arrangements.

Information on the proposed fees and charges for the new kennelling arrangements was provided within Section 8 of the officer's report.

The 'Dog Law and Stray Dog Policy' was attached at Appendix 1 to the officer's report.

***RESOLVED –**

1. That the new kennelling arrangements and proposed fees be approved.
2. That the Dog Law and Stray Dog Policy, as attached at Appendix 1 to the officer's report, be approved.
3. That delegated authority be granted to the Senior Environmental Health Officer, in consultation with the Cabinet Member for Health and Wellbeing, to approve minor amendments to the Dog Law and Stray Dog Policy, in response to changes in legislation or national guidance, or for minor editorial amendments.

REASON FOR RECOMMENDATIONS

To ensure the Council is compliant with current legislation and that a kennelling facility is provided for taking in stray dogs.

169 BUILDING CLEANING DSO BUSINESS PLAN 2018/19

The Director of Finance and Resources and Assistant Director – Commercial Services submitted a report recommending for approval the Building Cleaning D.S.O. Business Plan for 2018/19, which was attached at Appendix A to the officer’s report.

***RESOLVED –**

That the Business Plan for Building Cleaning in 2018/19, as attached at Appendix A to the officer’s report, be approved.

REASON FOR DECISION

To update the Council’s Medium Term Financial Plan.

170 LANDSCAPE AND STREETSCENE SERVICES BUSINESS PLAN 2018/19

The Director of Finance and Resources and Assistant Director – Commercial Services submitted a report recommending for approval the Landscape and Streetscene Services (SpirePride) D.S.O. Business Plan for 2018/19, which was attached at Appendix A to the officer’s report.

***RESOLVED –**

That the Business Plan for Landscape and Streetscene services in 2018/19, as attached at Appendix A to the officer’s report, be approved.

REASON FOR DECISION

To update the Council’s Medium Term Financial Plan.

171 SECURITY SERVICES BUSINESS PLAN 2018/19

The Director of Finance and Resources and Assistant Director – Commercial Services submitted a report recommending for approval the

Security Services D.S.O. Business Plan for 2018/19, which was attached at Appendix A to the officer's report.

***RESOLVED –**

That the Business Plan for Security services in 2018/19, as attached at Appendix A to the officer's report, be approved.

REASON FOR DECISION

To update the Council's Medium Term Financial Plan.

172 **DISABLED ADAPTATION - 1 PEAK VIEW ROAD, LOUNDSLEY GREEN**

The Assistant Director – Housing submitted a report recommending for approval the disabled adaptation of a property in order to meet the long term housing needs of a family.

Members enquired as to whether future reports relating to disabled adaptations could be considered by individual Cabinet member(s).

***RESOLVED –**

1. That approval be given for the disabled adaptation to be carried out in order to meet a family's long-term housing needs.
2. That officers investigate ways that any further reports relating to disabled adaptations or disabled facilities grants, which would otherwise be considered by Cabinet, may be considered by the relevant Cabinet member.

REASON FOR DECISION

To meet the Council's objectives to improve the quality of life for local people.

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For publication

Gypsy and Traveller Sites – Results of consultation and recommendations for Local Plan (J010R)

Meeting:	Cabinet
Date:	15 May 2018
Cabinet portfolio:	Economic Growth
Report by:	Strategic Planning and Key Sites Manager

For publication

1.0 Purpose of report

- 1.1 To inform Cabinet of the results of the public consultation on Gypsy and Traveller Sites.
- 1.2 To seek approval to progress the Local Plan on the basis of one Gypsy and Traveller site allocation (where there is an existing planning permission), and continuing with the criteria based policy contained in the Draft local Plan on which to assess any future proposals.
- 1.3 To seek approval to complete assessment of the site at Whittington Road and Staveley Road proposed to the Council by representation, to determine if it is appropriate to include

as a draft allocation in the pre-submission consultation version of the Local Plan.

2.0 Recommendations

- 2.1 That Cabinet note the results of the public consultation.
- 2.2 That the potential sites at Miller Avenue, Brooks Road, Bevan Drive, Birchwood Crescent, Keswick Drive and Atlee Road are not included in the pre-submission consultation version of the Chesterfield Borough Local Plan for the reasons set out in the report [paras 6.1 to 6.42].
- 2.3 That the site at Hady Lane with existing planning permission for two pitches be included in the pre-submission consultation version of the Chesterfield Borough Local Plan as an allocation specifically for the purpose of gypsy and traveller pitches.
- 2.4 That the Strategic Planning Manager, in consultation with the Cabinet Member for Economic Growth be authorised to investigate the suitability of the site proposed at the corner of Whittington Road and Staveley Road and, if appropriate, include it as an allocation in the pre-submission version of the Chesterfield Borough Local Plan for consultation.
- 2.5 That the Strategic Planning Manager, in consultation with the Cabinet Member for Economic Growth write to North East Derbyshire and Bolsover District Councils under the Duty to Co-operate¹ to ask if they have any capacity to absorb any unmet need for pitches should the site at Whittington Road and Staveley Road prove to be unsuitable.
- 2.6 That the Strategic Planning Manager, in consultation with the Cabinet Member for Economic Growth formalise the email of support from Derbyshire Gypsy Liaison Group (see Appendix 1) to provide a Statement of Common Ground.

¹ <https://www.gov.uk/guidance/duty-to-cooperate>

3.0 Background

- 3.1 A new Local Plan is currently being prepared for the borough. Pre-submission consultation on a draft plan is currently expected to occur in the autumn of 2018.
- 3.2 Chesterfield Borough Council is required under National Planning Policy for Travellers² to assess the need for pitches within the borough and, if a need is shown, make provision for a suitable supply of sites within the Local Plan. Failure to undertake this assessment and identify a supply can result in the Local Plan being found 'unsound' at Examination.
- 3.3 The report to Cabinet on 30th January 2018 set out in some detail the background to the Gypsy and Traveller Sites Consultation.
- 3.4 The Gypsy and Traveller Sites Consultation included six potential sites out of a total of 46 former garage sites that had been through the site assessment process. However, all 46 sites were referenced in the consultation alongside an initial assessment of their availability and suitability.

4.0 Consultation Process

- 4.1 The public consultation started on 12th February 2018 and closed on 26th March 2018.
- 4.2 Due to the level of interest, six drop in sessions were held close to the site locations plus a central event in Chesterfield Town Hall. The events were well attended. In total, officers spoke to approximately 200 people, who highlighted a wide range of issues and commented on the potential sites.

2

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/457420/Final_planning_and_travellers_policy.pdf

4.3 There was an unmanned display at the contact centre for the entire six week period. Copies of all the consultation materials (including response forms and Frequently Asked Questions) were also made available to view on the council's website and at the Town Hall, Chesterfield and Staveley libraries and in the Contact Centre in line with the council's Statement of Community Involvement (SCI). Forms were also made available at each of the drop-in sessions.

4.4 There was publicity following two press releases, an interview with Cllr Terry Gilby on Peak FM and a significant level of social media activity by the Council's Communications Team to raise awareness and in responding to comments as well as community based social media activity.

5.0 Results of the Public Consultation

5.1 At the time of writing, a total of 829 representations had been received from 749 respondents.

5.2 In addition to individual responses, two petitions were received:

Barrow Hill Residents
Objection -
Number of signatories - 17

Grangewood Residents
Objection -
Number of signatories - 469

5.3 The petition on behalf of Grangewood residents has been responded to as required by the council's Petitions Scheme (see Appendix 2).

5.4 At least two further online petitions were understood to be live, but neither has been received by the council at the time

of writing. Should these be received they will be dealt with as required by the petitions scheme, which may include arranging either for a meeting of the council's scrutiny committee or a debate at Full Council, depending on the number of signatories.

- 5.5 A summary of the comments made for each site is provided at Appendix 3.

6.0 Consideration and Conclusions on Sites

- 6.1 Following consideration of all the consultation responses received, and with due regard to Local and National Planning Policy and Guidance, officers consider that none of the six potential sites that were included in the consultation would be suitable for allocation in the emerging Local Plan for Gypsy and Traveller pitches. Each site is addressed in turn below. A detailed assessment is provided at Appendix 3. It should be noted that this would not preclude their allocation in the Local Plan for alternative uses (such as housing or green infrastructure).

Site 32 -Miller Avenue, Mastin Moor

- 6.2 No significant issues with this site were raised by statutory or general consultees although Derbyshire Gypsy Liaison Group identified that, if the site were allocated, direct access from Renishaw Road would be preferred.
- 6.3 Key issues raised by residents included access to the site and the issue of on-street parking, footpaths across the site, issues accessing GP services, school capacity, general amenity, and a preference to see the site developed for bungalows.
- 6.4 This site had been identified in the current planning application for 650 houses south of the A619 at Mastin Moor as a potential location for bungalows as part of the

- requirement for affordable housing that would arise from the proposed development. Chatsworth Settlement Trustees, who are proposing the scheme, have submitted an objection on this basis. The council's housing service has subsequently confirmed that they would still wish to pursue such a scheme even if the current planning application were not approved.
- 6.5 As this use would accord with Mastin Moor's designation as a Regeneration Priority in the adopted Local Plan and meet an identified need for affordable and special needs housing the site is no longer considered available as an allocation as a Gypsy and Traveller site.
- 6.6 Although the Clinical Commissioning Groups (CCG) covering Chesterfield Borough have indicated that there is sufficient capacity in GP services for the area, responses from residents have identified specific and significant issues accessing services in this location, with lengthy waits for appointments and callers being redirected to services in other parts of the borough (Grangewood and Inkersall primarily).
- 6.7 Derbyshire County Council has indicated that, whilst there is currently sufficient capacity in primary school provision to serve the site, this may change should the land south of Mastin Moor be developed. Although officers are currently working with Chatsworth Settlement Trustees and DCC on measures to increase schools capacity should this development be granted planning permission, there is not currently a specific proposal to increase capacity.
- 6.8 It is recommended that this site not be progressed further as a potential Gypsy and Traveller allocation and be investigated further as a housing site.

Site 124 – Bevan Drive, Inkersall

- 6.9 Derbyshire Wildlife Trust (who advises the council on biodiversity agreements under a service level agreement) has

objected to this site on the basis of the potential impact on Ancient Woodland. The Woodland Trust has also objected on these grounds. Derbyshire Gypsy Liaison Group does not support the site on the basis that on-street parking would make access to the site difficult for any occupiers.

- 6.10 Key issues raised by residents included the impact on the woodland, existing problems with on-street parking, GP capacity, school capacity, general impact upon amenity, concerns that waste water would rely on pumping to sewers, and loss of public access to the site.
- 6.11 Although the CCG have indicated that there is sufficient capacity in GP services for the area, responses from residents have identified specific and significant issues accessing services in this location, with lengthy waits for appointments and callers being redirected to services in other parts of the borough. DCC have indicated that there would be sufficient education capacity to meet the need arising from the site.
- 6.12 Evidence has been provided from residents of the problems caused by on-street parking, including damage to verges and difficulty in refuse vehicles serving properties in the area.
- 6.13 Objections have also been received from Wildgoose Construction Ltd, who are seeking to develop a site off Bevan Drive to the north of the site.
- 6.14 It is recommended that this site not be progressed further as a potential Gypsy and Traveller allocation on the basis of the impact on ancient woodland, and access difficulties.

Site 341 – Brooks Road, Barrow Hill

- 6.15 The smallest of the potential sites, Brooks Road would likely only be suitable for a single pitch if allocated.

- 6.16 No significant issues were raised by statutory or general consultees, although DCC did raise uncertainty about the potential future impact of the regeneration of Staveley Works on primary school capacity.
- 6.17 Derbyshire Gypsy Liaison Group raised some concerns over on street parking but felt the site could make a suitable family site.
- 6.18 Key issues raised by residents included lack of services in Barrow Hill, isolation, general impact on amenity and a specific issue with a right of access across the site to the fields beyond.
- 6.19 It should be noted that proposals for the regeneration of the Staveley Works area include provision for a new primary school. Although there is likely to still be some impact of this regeneration on school places in the early stages of regeneration, the complexities of the Staveley Works site mean this is unlikely to occur until after any likely need for Gypsy and Traveller pitches needs to be satisfied (the Gypsy and Traveller Accommodation Assessment (GTAA) identifying a need for sites in the period 2014-2019).
- 6.20 Unlike with other housing allocations, when considering sites for Gypsies and Travellers it is necessary under national planning policy to also consider the extent to which sites “promote peaceful and integrated co-existence between the site and the local community”. During the consultation process, residents made reference to historic issues between some residents and elements of the traveller community that had required significant intervention of authorities including the council and police. These issues may make it difficult for this site to meet this requirement if allocated.
- 6.21 Residents have provided evidence of the difficulties of on street parking in the area, and it has been identified as an issue by the council.

6.22 On balance it is recommended that this site not be progressed as an allocation for gypsy and traveller pitches on the basis of access difficulties arising from on-street parking and the difficulties in demonstrating that an allocation would promote peaceful and integrated co-existence between the site and the local community.

Site 356 - Birchwood Crescent, Grangewood

6.23 No significant issues were raised by statutory or general consultees

6.24 Derbyshire Gypsy Liaison Group considered the site could be suitable but queried its availability given the apparent level of use.

6.25 Key issues raised by residents included issues with anti-social behaviour, impact upon amenity, crime, devaluation of property, community cohesion and the potential for unauthorised expansion.

6.26 Although the impact of any local plan allocation on property value is understandably of concern to residents, it should be noted that it is not a material consideration in planning terms and the council is not obliged to compensate residents for any loss in value. Statutory provisions for planning blight exist in certain circumstances.

6.27 It became apparent during the consultation that there is evidence of significant investment in the garages by users, indicating continuing demand for the site as garages. This site is the most well-used of the consultation sites as a garage site. There appear to be a mix of formal and informal access arrangements to adjacent properties. The council's Housing Service has indicated a preference to retain the site as a

garage site and it can no longer therefore be considered available.

- 6.28 The issue of anti-social behaviour and crime was a significant one for residents, with the majority of comment referring to existing difficulties in the area and the potential for pitches to exacerbate this through friction with some residents or Gypsies/Travellers being blamed for the activities of others. Grangewood has also seen significant issues in recent years with unauthorised encampments, including at the nearby Langer Fields. This has created a degree of tension in the community that may cause difficulties in ensuring a peaceful and integrated co-existence between the site and the local community.
- 6.29 In conclusion, the site is no longer considered available, due to the level of existing use as a garage site and therefore is not recommended for an allocation in the Local Plan.

Site 358 - Atlee Road, Inkersall

- 6.30 The site would not meet the access requirements set out by Derbyshire Fire and Rescue Service. No other significant issues were raised by Statutory or General Consultees.
- 6.31 Derbyshire Gypsy Liaison Group considered the site unsuitable due to the narrow access.
- 6.32 Key issues raised by residents included GP capacity, school capacity, general impact upon amenity (including overlooking), and inadequate access to the site.
- 6.33 Although the CCG have indicated that there is sufficient capacity in GP services for the area, responses from residents have identified specific and significant issues accessing services in this location, with lengthy waits for appointments and callers being redirected to services in other parts of the

borough. DCC have indicated that there would be sufficient education capacity to meet the need arising from the site.

- 6.34 Objections have also been received from Wildgoose Construction Ltd, who are seeking to develop a site off Bevan Drive to the west of the site.
- 6.35 Due to inadequate access (with no realistic prospect for improvement) and degree of overlooking, the site is not recommended for allocation in the local plan as a site for gypsy and traveller pitches.

Site 365 – Keswick Drive, Newbold

- 6.36 The site would not meet the access requirements set out by Derbyshire Fire and Rescue Service. DCC expect places at Dunston Primary School to be limited by the development of 300 dwellings to the north of Dunston. The Coal Authority identified an Ironstone mine entry on the boundary of the site that has the potential to impact on surface stability (and would need to be considered at any planning application stage). No other significant issues were raised by Statutory or General Consultees.
- 6.37 Derbyshire Gypsy Liaison Group considered the site unsuitable due to the narrow access.
- 6.38 Key issues raised by residents included impact upon amenity, inadequate access, presence of an electricity substation, school capacity, GP provision, concern over travellers operating businesses from the site, and existing use of garages.
- 6.39 Objections have been received from the developers of a site nearby on Keswick Drive.

- 6.40 Although the CCG have indicated that there is sufficient capacity in GP services for the area, responses from residents have identified specific and significant issues accessing services in this location, with lengthy waits for appointments and callers being redirected to services in other parts of the borough. DCC have raised concerns over the capacity of primary education due to the planning permission for 300 dwellings north of Dunston which will use up existing capacity (although contributions have been secured for additional capacity).
- 6.41 During the consultation, it became clear that the site is subject to a range of formal and informal arrangements for rear access to properties around the site. Access for maintenance would also need to be retained to the adjacent electricity substation. On this basis it is no longer clear that the site can be considered 'available' in a reasonable timescale.
- 6.42 Due to inadequate access (with no realistic prospect for improvement) and degree of overlooking, and queries about availability, the site is not recommended for allocation in the local plan as a site for gypsy and traveller pitches.

Land at Whittington Road and Staveley Lane

- 6.43 An additional potential site was brought to the council's attention via a representation from the Protect Inkersall from Unnecessary Development group. The site is on the junction of Whittington Road and Staveley Road between Barrow Hill and New Whittington. The group's representation indicates that the landowner is willing to see part or all of the site allocated for Gypsy and Traveller pitches. The representation has been available for Members to view alongside all other representations. The group make an argument for the suitability of the land for accommodating the needs of the Gypsy and Traveller communities attributed to both the borough and North East Derbyshire beyond the period of the

emerging Local Plan. The site was not put forward to the Local Planning Authority as available for Gypsy or Traveller allocation during the Local Plan call for sites in 2016 and so is a new source of supply which requires assessment. It has been brought to the council's attention before through previous calls for sites for inclusion in the Local Plan .

- 6.44 The new site is within land allocated in the adopted Local Plan as Green Belt. The representation seeks the removal of a wider area of the land from the Green Belt to accommodate its allocation as a Gypsy and Traveller site. It argues that the failure of the council and NEDDC and BDC to identify sufficient sites should trigger a review of green belt land in full in the borough.
- 6.45 The National Planning Policy for Traveller Sites (NPPTS) states that sites in Green Belt are considered inappropriate development and that unmet need is unlikely to clearly outweigh harm to the Green Belt and any other harm so as to establish 'very special circumstances' (NPPTS paragraph 16). However, the NPPTS does provide the option for Local Planning Authorities, where exceptional circumstances exist, to make limited alterations to Green Belt boundaries to accommodate a site inset within the Green Belt, to meet a specific, identified need for a Gypsy and Traveller site. However, this can only be done through the development plan making process, and any allocation would need to be exclusively for Gypsy and/or Traveller use.
- 6.46 On this basis there is no compelling case for the council to review the Green Belt more widely, even if no suitable sites are identified outside of the green belt and/or the council considered making a limited alteration to accommodate a site.
- 6.47 The representation does not specify the location and boundaries of the potential site, but does indicate a proposed access point.

- 6.48 In order to ensure that the Local Plan is sound, this site will now be assessed for suitability using the same methodology applied to the consultation sites, including seeking comments from Statutory and General consultees. At this stage it is not recommended that a full public consultation on this site is undertaken as, if the site is considered for allocation, there will be an opportunity for comments as part of the Local Plan pre-submission consultation and a fresh consultation would further delay publication of the new Local Plan.
- 6.49 An initial assessment (set out in Appendix 3) has not indicated any immediate issues that would result in the site being considered unsuitable (green belt allocation notwithstanding) but further assessment is needed.
- 6.50 The next step for officers is to clarify the availability of the site. The representation from the Protect Inkersall Group did not include land owner details; confirmation of these has been sought so that the council's officers can contact the owner to confirm availability, intentions and to clarify the size and extent of site to be considered. This will then be followed by seeking comments on the site from the specific Statutory and General consultees set out in the council's SCI.

Land at Hady Lane

- 6.51 There is an existing permission for up to 2 pitches, which has been partially implemented, at Hady Lane (planning reference CHE/14/00269/FUL). This permission has already been taken into account when considering how many additional pitches the new Local Plan should seek to accommodate. It is recommended that this site should be included in the Local Plan as an existing commitment to ensure that it continues to be available to fill this need.

6.52 At the time of writing, a further planning application for up to three pitches on land adjacent to the existing site has been received by the council (planning reference) CHE/18/00152/FUL. This application will be determined through the usual Development Management Processes, with reference to the criteria for Gypsy and Traveller sites (and other relevant policies) already set out in the adopted Local Plan. It should be noted, without prejudice to any decision that is made on this application, that if approved it would meet the remaining requirement for pitches set out in the GTAA and no further sites would be required.

7.0 Next Steps

7.1 Should the New Whittington site not prove to be appropriate to allocate then the alternative approach (as noted at the Cabinet meeting on 30th January) would be to rely on windfall sites, supported by a criteria-based policy for assessing planning applications as and when they are submitted. This approach was initially considered by officers and dismissed due to the following reasons:

- high level of risk on the soundness of the Draft Local Plan
- increased likelihood of unauthorised encampments
- reduced control over location of sites
- less opportunity for the public to have a say on the location of sites

7.2 However, having now publically consulted on a range of sites and received representations from external consultees and the public there is a much stronger defence against any challenges to the soundness of the Local Plan. The risk of challenge over lack of allocation could be further reduced by formalising the email at Appendix 1 into a Statement of Common Ground with the Derbyshire Gypsy Liaison Group.

- 7.3 A draft criteria based policy was included in the draft Local Plan published in January 2017 and it is considered that this would continue to be appropriate (subject to minor textual alterations):

CS12 Sites for Travellers

Traveller sites will be permitted on sites allocated for Traveller pitches on the Policies Map, and on unallocated sites to meet the accommodation needs of Travellers where:

- a) the site is not located in the Green Belt or adopted Local Green Spaces;
- b) there is no unacceptable impact on the function and purpose of Strategic Gaps, Green Wedges or on wildlife sites or other protected green spaces;
- c) the site is reasonably accessible to community services and facilities;
- d) The site provides adequate levels of amenity for users
- e) the site can be adequately serviced with drinking water and sewerage disposal facilities;
- f) the site is of sufficient size to accommodate the proposed number of caravans, vehicles and ancillary work areas as appropriate;
- g) there is satisfactory boundary treatment to ensure privacy and to maintain visual amenities.

8.0 Duty to Cooperate implications

- 8.1 Meeting the need for Gypsies and Travellers is an issue that requires cross-boundary cooperation with neighbouring authorities. The 2015 GTAA recommended that local authorities adopt Housing Market Area (HMA) type collaborative structures to help determine how to jointly meet the accommodation needs of Gypsies and Travellers, with Chesterfield Borough Council, Bolsover District Council and North East Derbyshire District Council forming the North Gypsy and Traveller HMA.
- 8.2 At the time of writing, both Bolsover District Council and North East Derbyshire District Council have made formal requests to the council to assist them in meeting their need for Gypsy and Traveller sites.

- 8.3 NEDDC responded to the council's recent consultation requesting that if Chesterfield Borough Council resolves to allocate a site, consideration be given to enabling one to two pitches to contribute towards meeting Gypsy and Traveller needs in North East Derbyshire.
- 8.4 NEDDC have now published their Local Plan for Pre-submission consultation (the final stage before the plan is submitted to the SoS for examination). The published plan includes no allocations of pitches to meet the need that the GTAA identified for North East Derbyshire and, to date, no evidence of the site assessment process (or sites considered) has been published. Whilst there is no objection in principle to the use of a criteria based approach, Chesterfield's response (agreed with the Cabinet Member for Economic Growth) made a holding objection to this approach based on the lack of evidence to support the conclusion that there were no available or suitable sites within the district.
- 8.5 With regard to the additional site proposed at Whittington Lane, whilst the site may have potential for more than two pitches, it is within the Green Belt. Whilst under the Duty to co-operate the council is obliged to consider whether additional provision could be made to meet unmet need in adjacent districts, we should only consider Green Belt sites if those districts have already demonstrated that they have also investigated sites in their corresponding districts. At this time no evidence to this effect has been published and the Whittington Road site will not be considered as a site that could be allocated to meet unmet need in other districts.

9.0 Human resources/people management implications

- 9.1 There are no human resources implications at this stage.

10.0 Financial implications

10.1 The council has set aside a reserve to pay for the examination of the Local Plan. The preparation of evidence and consultation on the draft Local Plan will be paid for from existing budgets.

11.0 Legal and data protection implications

11.1 The plan has been prepared in accordance with The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) and the guidance set out in the National Planning Policy Framework, National Planning Policy for Travellers and National Planning Policy Guidance.

11.2 Public consultation was undertaken in accordance with the council's published Statement of Community Involvement and Community Engagement Strategy.

11.3 The plan has been prepared in accordance with the Duty to Co-operate set out in the Localism Act.

12.0 Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Objections to lack of site allocation received to Local Plan at pre-submission stage and/or challenge that the Council has not fully investigated all sources of land for use as gypsy and traveller pitches	Low/ Med	Low	Seek Statement of Common Ground with Derbyshire Gypsy Liaison Group	High	Medium
Further Petitions are lodged with the Council. That would trigger the requirement for a Full Council meeting and debate.	Med	High	Petitions dealt with under council's petitions scheme Sufficient time in programme to allow for Council meeting and	Low	Low

Objections to shortfall in provision across wider North Derbyshire GT HMA	High	Medium	Adopted criteria based policy in local plan. Write to NEDDC and BDC under Duty to Co-operate Seek Statement of Common Ground with NEDDC and BDC and with Derbyshire Gypsy Liaison Group	Low	Medium
Planning applications received for pitches in advance of new Local Plan being adopted	High	High	Determine as windfall sites through development management process on the basis of existing Local Plan policy and review emerging Local Plan accordingly	Low	High
Legal challenge to Local Plan on basis of lack of provision	High	Low	Consultation has been undertaken on potential sites. Carry out assessment of New Whittington site, write to NEDDC and BDC under Duty to Co-operate Statement of Common Ground to be sought with Derbyshire Gypsy Liaison group in support of criteria-based policy.	Low	Low

13.0 Equalities Impact Assessment (EIA)

- 13.1 The policies for Gypsy and Traveller sites are contained within the draft Local Plan. The EIA for the Draft Local Plan was updated prior to the consultation. No additional impacts are anticipated as the approach to assessing and allocating sites has not been changed. A full EIA assessment will be undertaken prior to 'pre-submission' consultation, the stage before the final plan is submitted to the Secretary of State.
- 11.2 In addition to the EIA, a Sustainability Appraisal has taken place on all the consultation sites, and is being undertaken on the additional New Whittington site as part of the assessment process, taking into consideration (amongst other factors) health and wellbeing and deprivation impacts on the communities.

14.0 Alternative options and reasons for rejection

- 14.1 The alternative approach to using a Statement of Common ground and relying on windfalls and a criteria based policy for assessing planning applications, would be to conduct a further call for sites and delay the Local Plan. This approach was considered by officers and dismissed due to the following reasons:
- Small chance of having any new sites put forward
 - Delay to the Local Plan and resultant risk to 5 year supply of housing land

15.0 Recommendations

- 15.1 That Cabinet note the results of the public consultation.
- 15.2 That the potential sites at Miller Avenue, Brooks Road, Bevan Drive, Birchwood Crescent, Keswick Drive and Atlee Road are not included in the pre-submission consultation version of the Chesterfield Borough Local Plan for the reasons set out in the report [paras 6.1 to 6.42].

- 15.3 That the site at Hady Lane with existing planning permission for two pitches be included in the pre-submission consultation version of the Chesterfield Borough Local Plan as an allocation specifically for the purpose of gypsy and traveller pitches.
- 15.4 That the Strategic Planning Manager, in consultation with the Cabinet Member for Economic Growth be authorised to investigate the suitability of the site proposed at the corner of Whittington Road and Staveley Road and, if appropriate, include it as an allocation in the pre-submission version of the Chesterfield Borough Local Plan for consultation.
- 15.5 That the Strategic Planning Manager, in consultation with the Cabinet Member for Economic Growth write to North East Derbyshire and Bolsover District Councils under the Duty to Co-operate³ to ask if they have any capacity to absorb any unmet need for pitches should the site at Whittington Road and Staveley Road prove to be unsuitable.
- 15.6 That the Strategic Planning Manager, in consultation with the Cabinet Member for Economic Growth formalise the email of support from Derbyshire Gypsy Liaison Group to provide a Statement of Common Ground.

16.0 Reasons for recommendations

- 16.1 For the purposes of progressing with the preparation of the emerging Chesterfield Borough Local Plan.
- 16.2 To ensure the Hady Lane site's continuing availability to meet identified needs for Gypsy and Traveller pitches should the existing use cease.
- 16.3 To demonstrate that the emerging Local Plan has been prepared soundly and on the basis of appropriate evidence.

³ <https://www.gov.uk/guidance/duty-to-cooperate>

- 16.4 To meet the requirements of the Duty to Co-operate.
- 16.5 To minimise the risk of challenge to the Local Plan at Examination.

Glossary of Terms <i>(delete table if not relevant)</i>	
NPPF	National Planning Policy Framework
LDF	Local Development Framework
DPD	Development Plan Document
SCI	Statement of Community Involvement
LDS	Local Development Scheme
LAA	Land Availability Assessment
SA	Sustainability Appraisal
GTAA	Gypsy and Traveller Accommodation Assessment
CCG	Clinical Commissioning Group

Decision information

Key decision number	818
Wards affected	All
Links to Council Plan priorities	<p>A thriving Borough, where everyone has access to the jobs, training and support they need.</p> <p>A clean, green and attractive Borough, where our open spaces and built heritage are valued.</p> <p>A healthy and safe Borough, where the community is free from the fear of crime.</p> <p>A place where everyone has fair access to a decent and affordable home.</p>

	An inclusive Borough, where everyone feels valued and has equal and fair access to local services.
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Document information

Report author		Contact number/email
Alan Morey		01246 345371 Alan.morey@chesterfield.co.uk
Background documents		
These are unpublished works which have been relied on to a material extent when the report was prepared.		
Appendices to the report		
Appendix 1	Email from Derbyshire Gypsy Liaison Group	
Appendix 2	Response to petition from Grangewood Residents	
Appendix 3	Summary of responses and revised site assessments	

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From: A. R. Yarwood [<mailto:dglgplanning@hotmail.co.uk>]
Sent: 02 May 2018 09:23
To: Lauren Dempsey
Subject: Re: Results of recent consultation

Lauren,

Roger has asked me to respond to your email.

Clearly, the allocation of a site or sites to meet the identified need would be the best outcome, but the number of pitches needed is relatively small and Council has undertaken a comprehensive review of sites, so if all of those sites are either unsuitable or cannot be delivered, a policy which seeks to provide for the need through "windfall" provision, guided by a criteria based policy would be supported by this organisation.

The criteria would have to be drawn with sufficient flexibility, with an appropriate supporting statement, to ensure that there was a genuine expectation that a site or sites would come forward which could be granted permission. We would wish to have an opportunity to comment on such a policy.

I hope this helps.

Regards,

Siobhan Spencer

National Federation of Gypsy Liaison Groups

and

Derbyshire Gypsy Liaison Group

Sent from [Outlook](#)

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Planning Services

Mrs Deirdre Gill
47 Birchwood Crescent
Grangewood
Chesterfield
S40 2HZ

Please ask for Neil Johnson
Direct Line 01246 345789
Fax 01246 345809
local.plan@chesterfield.gov.uk

Your Ref

Date 04 May 2018

Dear Mrs Gill,

**CHESTERFIELD LOCAL PLAN – GYPSY AND TRAVELLER SITES CONSULTATION
PETITION REGARDING SITE AT BIRCHWOOD CRESCENT**

I refer to your petition received by the Council on 21st March 2018 containing 469 signatures that concerned the above mentioned Local Plan consultation. I can confirm that the Council has considered the petition in accordance with its Petitions Scheme and the following response is provided.

Although your petition individually does not exceed the 750 signatures required under the council's published scheme to require a public meeting of the Council's scrutiny board, or the 1,000 signatures required to trigger a debate by the full council, we are aware of a number of other petitions on this issue that may be submitted. If this is the case and the combined number of signatures meets either of these triggers, your petition will of course be considered alongside any others received on this issue.

It is a requirement of the government's national Planning Policy for Travellers that Council's assess the need for provision for Gypsies and Travellers in their area and, if a need is shown, consider these needs in preparing a Local Plan for the borough. Rather than simply publish a Local Plan showing sites, we felt it was more appropriate to ensure that residents who might be affected had an opportunity to comment on the shortlisted sites, and also to ensure that we made decisions on the best information available.

The Council's formal consultation period on this matter has now ended (although we will continue to take into account any late representations as late as possible) and the officers in the Council's Strategic Planning team are now going through all of the responses that have been received. The Strategic Planning Manager will then prepare a report to the Council's Cabinet that reports on all of the representations received, and will make a recommendation on which, if any, of the sites should be allocated in the council's publication version of the

Local Plan. At present, we intend to make this report before the end of May so as to give clarity to residents as quickly as possible.

Members of the public have a right to attend, but not speak at, meetings of the Council's Cabinet.

If a site, or sites, is allocated in the publication version of the Local Plan, this will be the subject of a further formal consultation where residents may make comments, before it is examined by an Independent Planning Inspector appointed by the Secretary of State.

Right of Appeal on How Petition Dealt With

You have a right of appeal to the Council's Scrutiny Committee if you feel that your petition has not been dealt with properly.

If you do appeal, the Scrutiny Committee must then review the steps that the Council has taken to deal with the petition. If you wish to appeal you must do so in writing or by email (and include your grounds for believing that your petition has not been dealt with properly) within 15 working days from the date of this letter and address it to –

Democratic Services
Chesterfield Borough Council
Town Hall
Rose Hill
Chesterfield
S40 1LP

Yours sincerely,



Neil Johnson

Assistant Director – Economic Growth

Gypsy and Traveller Sites Report

Summary of responses and revised site assessments

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In order to process the large number of representations efficiently and to effectively analyse the key objections, commonly reported issues were summarised as follows:

Anti-Social Behaviour – Concerns that the allocation of the site would cause problems with anti-social behaviour and the potential for existing problems in an area to be exacerbated by the allocation of a site.

Biodiversity – Concerns over the loss of protected and non-protected species alongside the potential loss of green space and trees that any associated infrastructure would cause.

Cohesion/ Peaceful co-existence – concerns that a Gypsy and Traveller family may not be able to integrate effectively with the existing community for a number of reasons, including evidence of existing problems with crime and ASB and history of unauthorised encampments of previous friction between communities.

Crime - Concerns that the allocation of the site would exacerbate problems with anti-social behaviour. This category also included fears of fly tipping and traveller community becoming a target for accusations on ASB.

Devaluation of Property – the issue of property valuation was raised for each site and questions raised over how the council would compensate residents.

Flooding – surface water flooding issues were highlighted for a number of the garage sites.

GP Capacity – there was concern relating to the quality (rather than capacity) of GP access within each area, particularly with regards to the Royal Primary Care Group catchment.

Hazardous Installation – Concerns over elements on or near a site that may prove hazardous to any future occupants. For example substations or overhead power lines.

Heritage – concerns over the proximity to conservation areas and other heritage assets.

Land Contamination – asbestos related to prev. Concerns regarding other sources of contamination that may be below the surface of some of the garage sites were also recorded under this category.

Land Instability – concerns relating to conditions on the ground that may make the allocation of a site inappropriate.

Pollution – concerns about air and noise pollution that could be created by any increase in traffic. Light pollution from on-site lighting.

Potential for Unauthorised Expansion – concern that a site would grow over time and at certain times of year when occupants may have visitors...

School Capacity – school places were consistently highlighted as an issue whilst noting the impacts this may have on their perceived poor performance.

Utilities – Permanent access to the electrical substation at Keswick Drive was frequently raised as an issue. Other concerns included in this category related to concern over the installation, practicality and management of utilities on the sites.

SITE 32 MILLER AVENUE, MASTIN MOOR



CONSULTEE COMMENTS

Specific and General Consultees

Derbyshire County Council (Planning & Infrastructure) - Norbriggs Primary School has capacity at present but would not if the current planning application for 650 dwellings at Mastin Moor were approved.

Derbyshire Gypsy Liaison Group - Consider the site suitable but would prefer to see the access from Renishaw Road

Coal Authority – Assessment acknowledges land stability issues and it is assumed that most up to date information from the Coal Authority is being used.

Community Safety (CBC) – No Response

Derbyshire Wildlife Trust - The garages are unlikely to support bat roosts of high conservation significance, although a building inspection should be undertaken prior to any planning application if the site is taken forward.

Boundary vegetation may be impacted by site development but this is likely to be of importance to nature conservation at no more than a site level (CIEEM, 2016). Any redevelopment should aim to retain existing vegetation where practicable and compensate for unavoidable losses. Bat roost potential of trees, nesting birds, a badger check and Root Protection Areas should be considered if the site is taken forward.

This site is immediately adjacent to open countryside and whilst there are no statutory or non-statutory designations on immediately adjacent land, Norbriggs Flash Local Nature reserve (LNR) is present approximately 390 m to the west. The change in use of the site to residential may increase the risk of behaviours such as tipping of garden waste, littering and general disturbance within land to the north, including agricultural land and scrub/developing woodland.

Derbyshire Fire and Rescue - access roads need to be at least 3.7m wide. There also needs to be turning facilities on the site unless the appliance would not have to reverse more than 20m.

Derbyshire Constabulary – No Response

Environment Agency - No detailed comments to make

Highways England – No comments to make.

Historic England - would not impact on known historic environment, heritage assets or setting

Natural England – No specific comments

National Grid – no comments to make

North East Derbyshire District Council - Site appears to be suitable based on site assessment and sustainability appraisal and proximity to A619 and the M1 motorway

Western Power – No response

Severn Trent Water - No response

Yorkshire Water – No response

Forestry Commission – No response

Residents, Businesses and Organisations

Objections

Amenity	Would not contribute positively to regeneration of the locality.
Anti-Social Behaviour	Understood that the site would be used for affordable housing and homes for the elderly.
Biodiversity	Would not positively enhance the landscape or blend in (impact on landscape character).
Cohesion/ Peaceful co-existence	Site would be better used as a park or youth centre.
Crime	Limited parking is available near the site.
Devaluation of Property	Impact on landscape character.
Flooding	Site is too small when sloping of site is taken into account.
GP Capacity	There are safer and more accessible sites elsewhere.
Hazardous Installation	Potential for contamination (sewage).
Heritage	Refuse collection will be difficult.
Land Contamination	Sites may be targeted by ASB.
Land Instability	Potential asbestos on the site.
Other	Bus route goes past Miller Avenue.
Pollution	Concerns of how site will be paid for.
Potential for Unauthorised Expansion	
School Capacity	

Utilities	Site is often used by ramblers - loss of amenity. Pedestrian safety concerns.
<u>Support</u>	
Site large enough to support growth. Outside the green belt with minimal proximity to local residents Not overlooked Access is good Housing development could continue alongside the traveller site.	
<u>Other Comments</u>	
Have traveller community been consulted? Markham Vale / Great Bear / Coalite suggested as alternatives.	

REVISED SITE ASSESSMENT

Availability	The council's Housing have confirmed that it is their intention to work with Chatsworth Settlement Trustees on the development of the site in connection with proposals for 650 dwellings at Mastin Moor (should planning permission be approved. However if the Chatsworth development did not progress the Housing Services intention would still intend to develop the site for social rented accommodation.
Green Infrastructure and Biodiversity	<p>Outside the Green Belt with no constraints in terms of protected species, local wildlife sites, ancient woodland or nature designations.</p> <p>Potential impact on biodiversity given boundary vegetation. Garages unlikely to be suitable for bat roosts due to modern style of construction but assessment required at application stage.</p> <p>Potential minor but mitigable impact on landscape character given that the site is an extension of an existing settlement into open countryside.</p> <p>No adverse impacts on green wedge/strategic gap.</p>
Heritage	No adverse impacts on heritage.
Flood Risk and Other Constraints	Flood zone 1 and surface water flood risk very low. No known land contamination constraints. The site is part within a historical coal mining high risk area and a land stability assessment would be necessary.

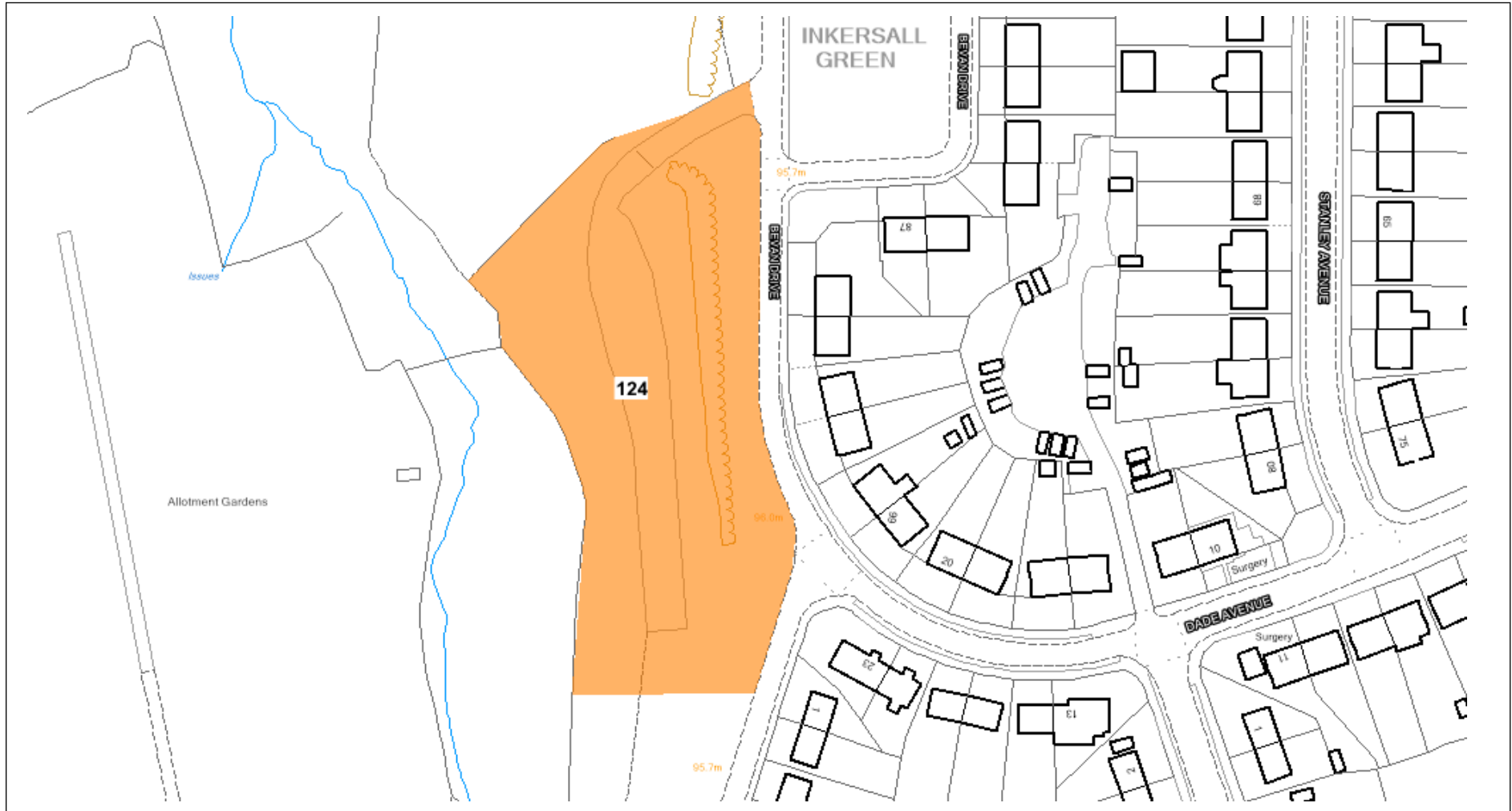
	<p>No adverse impacts on air pollution.</p> <p>No natural or topographical obstacles.</p> <p>No known constraints to physical infrastructure.</p> <p>Within a Regeneration Priority Area.</p>
Accessibility	<p>The site is within 15 minutes by foot, bicycle or public transport to a centre, primary school and GP, and within 20 minutes to a secondary school.</p> <p>Significant issues with on street parking on Miller Avenue and significant slop. Alternative access from Renishaw Road would be required.</p> <p>If new access is created it would be possible to ensure minimum width required by emergency services</p>
Infrastructure (GP and Schools)	<p>Sufficient capacity in education infrastructure (Norbriggs Primary School, Netherthorpe School and Springwell Community College), but primary capacity may be significantly affected by current planning application for 650 dwellings at Mastin Moor.</p> <p>CCG have not identified issues around GP capacity but residents report significant issues accessing services and appointments (GP Royal Primary Care).</p>
Open Space and Amenity	<p>Capacity of local public open space is unknown (this is the case for all LAA sites as the Council's Public Open Space Assessment has not yet been updated to be NPPF compliant).</p> <p>The separation distances in the Council's adopted residential design guide would be theoretically achievable although adjoining properties are elevated and a degree of overlooking would need addressing through a detailed urban design analysis and mitigation. However, given the site and adjoining properties it is reasonable to conclude that siting and screening could be used to ensure a reasonable level of amenity for both existing neighbouring occupiers and future occupiers.</p>
Gypsy and Traveller Specific LAA Criteria	<p>Slope on western side of the site will reduce developable area to around 2000 sqm.</p> <p>Good size and phasing potential. Scale of site is subservient to settlement.</p> <p>Sewerage connection potential is good.</p> <p>Drinking water supply potential is moderate. Water Supply 60m to south. 225mm dia. surface water and 150mm dia.</p>

Foul immediately adjacent.

Derbyshire Gypsy Liaison supports the site but would prefer access direct from Renishaw Road to be created.

SITE 124 BEVAN DRIVE, INKERSALL

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CONSULTEE COMMENTS

Specific and General Consultees

Derbyshire County Council (Planning & Infrastructure) - Inkersall Primary Academy has capacity

Derbyshire Gypsy Liaison Group – concerned about on street parking making access difficult.

Coal Authority – Assessment acknowledges land stability issues and it is assumed that most up to date information from the Coal Authority is being used.

Community Safety (CBC) – No Response

Derbyshire Wildlife Trust - Bevan Drive is located on the western boundary of Inkersall, immediately adjacent to Westwood and Parker's Wood Local Wildlife Site (LWS), which is designated for ancient woodland. The Bevan Drive site comprises a patch of hardstanding with grasses and short colonising vegetation, which used to provide access to buildings (likely garages) which are no longer present. Bramble scrub and developing woodland is present along the boundaries.

Standing advice from Natural England and guidance within the NPPF 2012 and from the Woodland Trust all encourage the avoidance of impacts to ancient woodland. Natural England recommends a minimum buffer zone of 15 m between development and ancient woodland. This would not be possible in this case of Bevan Drive.

Development of the site will likely result in the loss of developing secondary woodland on site, which does not comply with the aims of the local Greenprint for Chesterfield 2010 -2020 to achieve "no loss or fragmentation of broadleaved woodland". The secondary woodland also contributes to the green corridor provided by the LWS within the landscape. The loss of this woodland and development in such immediate proximity to Local Wildlife Site is likely to have an adverse impact to the functionality of the LWS corridor.

The Trust advises that development of this site would contravene the guidance on ancient woodland buffer zones and would increase the risk of damage to the woodland. Littering is currently evident in the woodland and a change in site use may further degrade the integrity of the adjacent woodland through removal of/damage to trees, dumping of garden waste, increased lighting and disturbance to wildlife that use the LWS.

Derbyshire Fire and Rescue - access roads need to be at least 3.7m wide. There also needs to be turning facilities on the site unless the appliance would not have to reverse more than 20m.

Derbyshire Constabulary – No Response

Environment Agency - note the site has potential contamination issues and the impacts on groundwater contamination should be investigated to determine the suitability of the site for development.

Highways England – No comments to make.

Historic England - would not impact on known historic environment, heritage assets or setting

Natural England – No specific comments

National Grid – no comments to make

Western Power – No response

Severn Trent Water - No response

Yorkshire Water – No response

Forestry Commission – No response

Residents, Businesses and Organisations

Objections

Amenity	Impact on ancient woodland- potential for tree felling and damage to trees with TPO.
Anti-Social Behaviour	
Biodiversity	Danger of fly tipping and waste dumping - risk of water contamination (Ringwood Lake).
Cohesion/ Peaceful co-existence	
Crime	No evidence of local need.
Devaluation of Property	Few natural greenspace and play areas in vicinity.
Flooding	Concerns over who would fund development of sites.
GP Capacity	Area was refused planning permission previously.
Hazardous Installation	Potential for vermin because of nearby allotment.
Heritage	Bin lorries would have difficulty accessing the site.
Land Contamination	Little / no maintenance has been done on the garages which is why they aren't used.
Land Instability	
Other	Noise from people working on site.

<p>Pollution Potential for Unauthorised Expansion School Capacity Utilities</p>	<p>Car parking is problematic in area. Impact on wildgoose development site. Would rather see affordable housing built as site is too large for traveller use. Traveller community would feel isolated. Pedestrian safety issues. Concerns about who would maintain the site and collect tax. Larger sites with proper management would be preferred. All sites are in area with social housing - discrimination against those with low incomes. Existing ASB problem due to lack of facilities for young people. Concerns about safe storage of gas canisters. Loss of access to West Wood and Trans Pennine Trail Issues with standing water may be exacerbated. Other sites have been rejected for similar issues. Utilities practicalities - sewage would require pumping. Ravine present on site. Adjacent to frequent bus route. Site should be used for leisure and community uses. Security of nearby allotments. Site is much larger than required.</p>
<p><u>Support</u> None</p>	
<p><u>Other Comments</u> Ashgate, Poolsbrook and Coalite suggested as alternatives. Have other sites been considered in conjunction with other authorities?</p>	

REVISED SITE ASSESSMENT

Green Infrastructure and Biodiversity	<p>Site is within Westwood and Parkers Wood Local Wildlife Site. The majority of the site is located within an area identified as Ancient Woodland.</p> <p>Derbyshire Wildlife Trust and Woodland Trust object. Development of this site would contravene the guidance on ancient woodland buffer zones and would increase the risk of damage to the woodland.</p> <p>No adverse impacts on green wedge/strategic gap, amenity of locality, or air pollution.</p>
Heritage	<p>No adverse impacts on heritage.</p>
Flood Risk and Other Constraints	<p>Small areas of low surface water flooding risk on site.</p> <p>Flood zone 1 FZ1. Small areas of low surface water flooding risk on site.</p> <p>Land contamination assessment required due to former use and potential for asbestos (EHO).</p> <p>A land stability assessment would be required as the site is within a historic coal mining high risk area.</p> <p>No natural or topographical obstacles.</p> <p>No known constraints to physical infrastructure.</p>
Accessibility	<p>The site is within 800 metres of a centre, primary and secondary school, and GP.</p> <p>The Highway Authority states that any significant access or highway safety issues are unlikely.</p> <p>Significant issues with on street parking identified by local residents and Derbyshire Gypsy Liaison Group. Evidence of vehicles overrunning on verge and record of problems with refuse vehicles accessing properties.</p>
Infrastructure (GP and Schools)	<p>Sufficient capacity in education infrastructure</p> <p>Physical capacity in GP Services but significant issues identified by residents in terms of accessing appointments (GP</p>

	Royal Primary Care).
Open Space and Amenity	Capacity of local public open space is unknown (this is the case for all LAA sites as the Council's Public Open Space Assessment has not yet been updated to be NPPF compliant).
Gypsy and Traveller Specific LAA Criteria	<p>Good size and phasing potential. Scale of site is subservient to settlement. Boundary landscape is inadequate but mitigatable.</p> <p>Likely to require pumping of foul to mains due to levels.</p> <p>Derbyshire Gypsy Liaison do not support site due to on street parking restricting access to site</p>

Site 341: Brooks Road, Barrow Hill

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CONSULTEE COMMENTS

Specific and General Consultees

Derbyshire County Council (Planning & Infrastructure) - Barrow Hill Primary Academy has capacity although it is currently unclear extent to which this will be affected by future regeneration of Staveley Works Site.

Derbyshire Gypsy Liaison Group – On street parking may affect access but otherwise could make a family site.

Coal Authority – Assessment acknowledges land stability issues and it is assumed that most up to date information from the Coal Authority is being used.

Community Safety (CBC) – No Response

Derbyshire Wildlife Trust - Boundary vegetation may be impacted by site development but this is likely to be of importance to nature conservation at no more than a site level (CIEEM, 2016). Any redevelopment should aim to retain existing vegetation where practicable and compensate for unavoidable losses. Bat roost potential of trees, nesting birds, a badger check and Root Protection Areas should be considered if the site is taken forward. This site is immediately adjacent to open countryside and whilst there are no statutory or non-statutory designations on adjacent land, the change in use of the site to residential may increase the risk of behaviours such as tipping of garden waste, littering and general disturbance within land to the agricultural land to the west.

Derbyshire Fire and Rescue - access roads need to be at least 3.7m wide. There also needs to be turning facilities on the site unless the appliance would not have to reverse more than 20m.

Derbyshire Constabulary – No Response

Environment Agency - The site is within 200m of a historic landfill (Campbell Brickworks) but not situated on it.

Highways England – No comments to make.

Historic England - would not impact on known historic environment, heritage assets or setting

Natural England – No specific comments

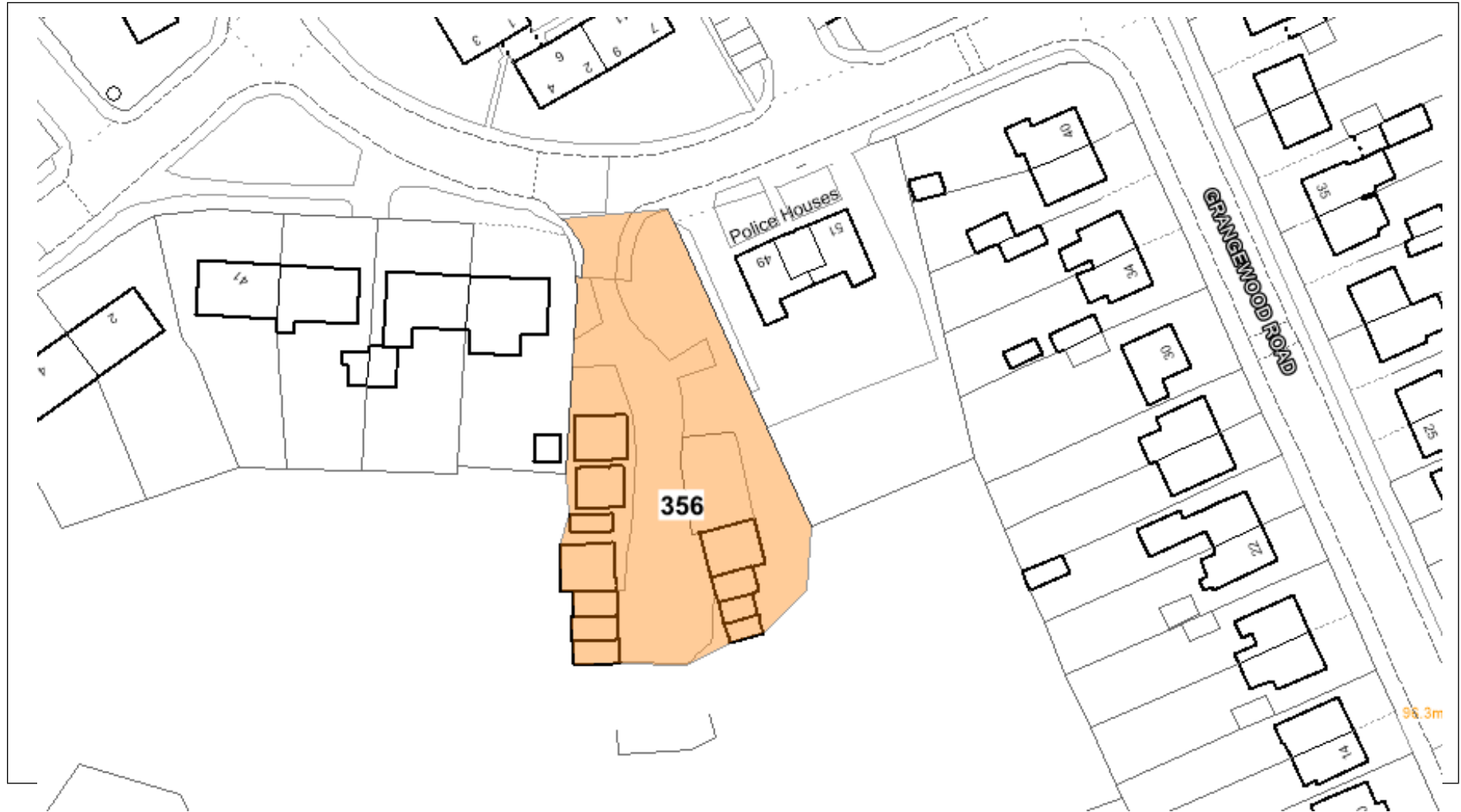
<p>National Grid – no comments to make</p> <p>Western Power – No response</p> <p>Severn Trent Water - No response</p> <p>Yorkshire Water – No response</p> <p>Forestry Commission – No response</p>	
<p>Residents, Businesses and Organisations</p>	
<p>Objections</p>	
<p>Amenity Cohesion/ Peaceful co-existence GP Capacity Heritage Other Potential for Unauthorised Expansion School Capacity</p>	<p>Use would site would cut off access to Brooks road for amenity use Benefit of garage site is being removed from the community Council has not spoken to residents. Site is too small - no room for growth or additional family needs. Barrow Hill is lacking in shops and service - there has been little regeneration in the area. There are too few public transport link & low car ownership levels. The site would not add heritage / landscape value (contrary to RPA objectives and too close to conservation area). Socio & economically unsuitable. Other sites rejected for similar reasons. Potential damage to crops, particularly as high winds in area may cause sparks to fly. Insufficient parking available in the area. Insufficient space for livestock. Some residents pay for access into field. Distressing previous experience for residents of Barrow Hill.</p>
<p><u>Support</u> Road is wide enough - good access. Minimal proximity to residents. Outside green belt land. No negative biodiversity impacts. Smaller site</p>	

Green Infrastructure and Biodiversity	<p>Outside the Green Belt with no constraints in terms of protected species, local wildlife sites, ancient woodland or nature designations.</p> <p>No adverse impacts on biodiversity</p> <p>Potential minor but mitigable impact on landscape character given that the site borders open countryside.</p> <p>No adverse impacts on green wedge/strategic gap.</p>
Heritage	<p>No adverse impacts on heritage.</p>
Flood Risk and Other Constraints	<p>Flood zone 1 and surface water flood risk very low. No known land stability or land contamination constraints.</p> <p>No adverse impacts on air pollution.</p> <p>No natural or topographical obstacles.</p> <p>No known constraints to physical infrastructure.</p>
Accessibility	<p>The site is within 15 minutes by foot, bicycle or public transport to a centre, primary school and GP, and within 20 minutes to a secondary school. However public transport services limited (one service, stopping early).</p> <p>DCC indicate that significant access or highway safety issues are unlikely although note that two way traffic through the access isn't likely to be possible.</p> <p>Evidence on site of significant on street parking issues.</p>
Infrastructure (GP and Schools)	<p>Capacity in primary school. New primary school proposed to meet need of Staveley Works Regeneration but may be capacity issues early in development phase.</p> <p>CCG indicate sufficient capacity in GPs, but residents report significant issues in accessing GP</p>

	appointments (GP Royal Primary Care).
Open Space and Amenity	<p>Capacity of local public open space is unknown (pending an update of the Council's Public Open Space Assessment).</p> <p>No adverse impacts on amenity of locality or amenity on site.</p>
Gypsy and Traveller Specific LAA Criteria	<p>Moderate size but poor phasing potential. Scale of site is subservient to settlement.</p> <p>Sewerage connection potential is excellent. Drinking water supply potential is excellent. 225mm dia. surface water and 225mm dia. Foul in Brooks Road.</p> <p>Derbyshire Gypsy Liaison indicate may be suitable for family pitch</p> <p>History of previous friction between elements of the traveller community and settled community requiring significant intervention of authorities including the council and police. These issues may make it difficult for this site to meet the requirement to promote 'peaceful co-existence'.</p>

SITE 356 BIRCHWOOD CRESCENT, GRANGEWOOD

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Specific and General Consultees

Derbyshire County Council (Planning & Infrastructure) – The site raises significant highways safety concerns for which highways improvements may be necessary. If this site is taken forward for further consideration the borough council should liaise further with the Highway Authority. Spire Infant and Junior schools have capacity.

Derbyshire Gypsy Liaison Group – Could make a suitable site but queried whether site is still in use.

Coal Authority – Assessment acknowledges land stability issues and it is assumed that most up to date information from the Coal Authority is being used.

Community Safety (CBC) – No Response

Derbyshire Wildlife Trust - There are no statutory or non-statutory sites immediately adjacent to Birchwood Crescent, however there are several Local Wildlife Sites (LWS) within 1 km. Ecological constraints are anticipated to be unlikely. As with previous garage sites, building inspections should be undertaken prior to any planning application but bat roosts of high conservation significance are unlikely. Bat roost potential of trees, nesting birds, badger check and Root Protection Areas should be considered if the site is taken forward.

Derbyshire Fire and Rescue - access roads need to be at least 3.7m wide. There also needs to be turning facilities on the site unless the appliance would not have to reverse more than 20m.

Derbyshire Constabulary – No Response

Environment Agency - There is a small area of flood zone 2 to the south of the site but this not within the site boundary as shown the consultation report.

Highways England – No comments to make.

Historic England - would not impact on known historic environment, heritage assets or setting

Natural England – No specific comments

National Grid – no comments to make

Western Power – No response

Severn Trent Water - No response

Yorkshire Water – No response

Forestry Commission – No response

Highways England – No comments to make

Residents, Businesses and Organisations

Objections

Amenity	Retention of access to the garages is important for residents. Some are well looked after.
Anti-Social Behaviour	Concern re. what else has happened with travellers in the country.
Biodiversity	Concern that existing ASB problems in the area will increase.
Cohesion/ Peaceful co-existence	Proximity to residential properties.
Crime	Restriction on access to amenity space.
Devaluation of Property	Space could be used to benefit the community.
Flooding	Concerns over safety of site (land contamination & stability)
GP Capacity	Would like to see more improvements to Grangewood - Grangewood perceived as a dumping ground.
Hazardous Installation	Site will not alleviate problems with transient pitches.
Land Contamination	Would prefer to see bungalows on the site.
Land Instability	Cost and expense to council.
Other	Concern over the business use of the site.
Pollution	Social deprivation and drug use in area - concerns this may worsen.
Potential for Unauthorised Expansion	
School Capacity	

Support

None

Other Comments

None

Petitions

Grangewood Residents

Objection – Object to the Travellers and Gypsy Site being sited on land at Birchwood Crescent Grangewood.
 Number of signatories – 469

REVISED SITE ASSESSMENT

Availability	Evidence of significant investment in garages by users indicates continuing demand for site as garages. Appear to be mix of formal and informal access arrangements to adjacent properties. Housing Service indicate desire to retain as garages site
Green Infrastructure and Biodiversity	<p>Outside the Green Belt with no constraints in terms of protected species, local wildlife sites, ancient woodland or nature designations.</p> <p>No adverse impacts on biodiversity or landscape character.</p> <p>No adverse impacts on green wedge/strategic gap, amenity of locality.</p>
Heritage	No adverse impacts on heritage.
Flood Risk and Other Constraints	<p>Flood zone 1 FZ1. Lower part of site has a medium risk of surface water flooding, and a minor overlap with high risk area.. A land stability assessment would be required as the site is within a historic coal mining high risk area.</p> <p>Representations have indicated potential made ground where tipping has occurred and a land contamination assessment would be necessary.</p> <p>No adverse impacts on air pollution.</p> <p>No natural or topographical obstacles.</p> <p>No known constraints to physical infrastructure.</p> <p>Within a Regeneration Priority Area</p>
Accessibility	Good - the site is within 800 metres of a centre, primary school and GP and within 15 minutes by foot, bicycle or public

	<p>transport to a secondary school.</p> <p>Significant access or highway safety issues are unlikely. The Highway Authority request replacement off-street parking but there is no evidence that the loss of the site would cause a significant on-street parking or highway safety problem. Highway Authority note that the access may need to be widened (there is space within the site to do so).</p>
Infrastructure (GP and Schools)	Sufficient capacity in education infrastructure. CCG indicate capacity in GP services but residents report significant concerns over accessing GP appointments (GP Royal Primary Care).
Open Space and Amenity	<p>Capacity of local public open space is unknown (pending an update of the Council's Public Open Space Assessment).</p> <p>Potential for overlooking and need for boundary screening but likely to be mitigable through design. A detailed urban design assessment would be necessary,</p>
Gypsy and Traveller Specific LAA Criteria	<p>Good size but poor phasing potential. Scale of site is subservient to settlement.</p> <p>Electricity and gas supply not yet assessed.</p> <p>Viability not yet assessed.</p> <p>Sewerage connection potential is good. Drinking water supply potential is excellent. 225mm dia. surface Water and 225mm dia. Foul cross the site.</p> <p>Concerns over potential for unauthorised expansion or unauthorised encampment on adjacent public open space.</p> <p>Recent history of unauthorised encampments in area and existing concerns over anti-social behaviour of minority of population may make it difficult to demonstrate site would promote 'peaceful co-existence'.</p>

Site 358 Atlee Road, Inkersall



Specific and General Consultees

Derbyshire County Council (Planning & Infrastructure) - The site raises significant highways safety concerns for which highways improvements may be necessary. If this site is taken forward for further consideration the borough council should liaise further with the Highway Authority. Inkersall primary school has capacity.

Derbyshire Gypsy Liaison Group - Access too narrow, problematic with the bricked wall at the entrance, there doesn't appear to be much room to manoeuvre. Any improvements to access would mean loss of garden space

Coal Authority – Assessment acknowledges land stability issues and it is assumed that most up to date information from the Coal Authority is being used

Community Safety (CBC) – No Response

Derbyshire Fire and Rescue - access roads need to be at least 3.7m wide. There also needs to be turning facilities on the site unless the appliance would not have to reverse more than 20m.

Derbyshire Constabulary – No Response

Derbyshire Wildlife Trust - Atlee Road is located on the western edge of Inkersall and is surrounded by housing on all aspects. The site comprises hardstanding and garages. Building inspections should be undertaken prior to any planning application but bat roosts of high conservation significance are unlikely. Bat roost potential of trees, nesting birds, badger check and Root Protection Areas should be considered if the site is taken forward.

Ringwood Lake LWS is located approximately 180 m to the north-west of the site and Westwood and Parker's Wood LWS is located approximately 440 m to the south-west. Whilst these areas are relatively sensitive in terms of biodiversity, the site itself is completely enclosed by existing houses and gardens and does not immediately border either Ringwood Park or the LWS. Additional development in the area however does marginally increase the risk of increased disturbance at these LWSs.

Environment Agency - No detailed comments to make

Highways England – No comments to make.

Historic England - would not impact on known historic environment, heritage assets or setting

Natural England – No specific comments

National Grid – no comments to make

Western Power – No response

Severn Trent Water - No response

Yorkshire Water – No response

Forestry Commission – No response

Highways England – No comments to make

Residents, Businesses and Organisations

Objections

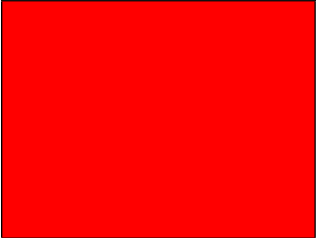
Amenity	Partial solution given limited size of site.
Anti-Social Behaviour	Concerns re. pedestrian safety.
Biodiversity	Other sites have been rejected which have similar issues to the site at Attlee Road.
Cohesion/ Peaceful co-existence	No evidence to support local need for a traveller site.
Flooding	Site is on a major bus route.
GP Capacity	Parking is problematic in the area.
Other	Concern that travellers will feel isolated and be target of ASB.
Pollution	Concerns regarding the expense to the council and responsibility for management and tax collection.
Potential for Unauthorised Expansion	Larger sites with management would be more appropriate.
School Capacity	Loss of income for the council and loss of garage amenity for residents.
Utilities	Churning up of grass verges.
	A major bus route runs adjacent to site.
	Concern over impact on Wildgoose development.
	ASB and drugs in the area. Adds to feeling of vulnerability.
	Would prefer to see land used for affordable housing, shops, a community centre or a park/ play area.
	No sites proposed in affluent areas.
	No consultation has been undertaken with Derbyshire Wildlife Trust.

	Electronic consultation prohibited access to information - discriminated against those that could be affected by plans. Travellers prefer to reside in the outskirts of communities.
<u>Support</u>	
<u>None</u>	
<u>Other Comments</u>	Poolsbrook, Loundsely Green & Coalite suggested as sites to consider. Council should work with other authorities to find an appropriate site. Alternative site put forward at New Whittington.

REVISED SITE ASSESSMENT

Availability	Range of formal and informal access arrangements to rear of residential properties through garage site would need to be resolved, suggesting site would not be available in the short term and potentially in the longer term.
Green Infrastructure and Biodiversity	Outside the Green Belt with no constraints in terms of protected species, local wildlife sites, ancient woodland or nature designations. No adverse impacts on biodiversity or landscape character. No adverse impacts on green wedge/strategic gap, amenity of locality.
Heritage	No adverse impacts on heritage.
Flood Risk and Other Constraints	Flood zone 1 and no surface water flood risk. No known land contamination constraints. A land stability assessment would be required as the site is within a historic coal mining high risk area. No adverse impacts on air pollution. No natural or topographical obstacles. No known constraints to physical infrastructure.

Accessibility	<p>The site is within 800metres of a centre, primary and secondary school, and GP.</p> <p>Potential access or highway safety issues as the width of the sites access poses a significant constraint to any intensification of use. The access is likely to be unsuitable for vehicles with trailers and would need modification within highway land to prevent over-run of light goods vehicles and/or trailers. The Highway Authority has not confirmed if they would accept alterations to the highway to accommodate access for light goods vehicles and trailers. The Highway Authority request replacement off street parking but there is no evidence that the loss of the site would cause a significant on-street parking or highway safety problem. An assessment of on-street parking in the locality would be necessary.</p> <p>Access would not meet requirements of Derbyshire Fire and Rescue without significant alterations that would not be feasible given ownership constraints.</p>
Infrastructure (GP and Schools)	<p>Sufficient capacity in education infrastructure.</p> <p>CCG indicate sufficient capacity in GP services but residents report significant issues with accessing GP appointments.</p>
Open Space and Amenity	<p>Capacity of local public open space is unknown (pending an update of the Council's Public Open Space Assessment).</p> <p>The site feels overlooked primarily from two storey dwellings to the west and north. Single storey dwelling's to the south whilst on elevated levels are limited in number in comparison and set well away from the centre of the site. Dwellings to the east are bungalows and would present no material overlooking subject to boundary screening being provided. Privacy separation distances as set out in the adopted residential design guide are theoretically achievable. However, given that the site feels dominated by two storey housing and the sensitive nature of the proposal, amenity for both existing neighbouring occupiers and future occupiers of the site is likely to be inadequate and is likely to fail to promote peaceful co-existence.</p> <p>The site is not appropriate for live-work uses given proximity to residential dwellings.</p>
Gypsy and Traveller Specific LAA Criteria	<p>Good size but poor phasing potential. Scale of site is subservient to settlement.</p> <p>Electricity and gas supply not yet assessed.</p> <p>Viability not yet assessed.</p>



Sewerage connection potential is moderate.

Drinking water supply potential is good. 225mm dia. surface water in Attlee Road and 225mm dia. Foul approx. 30m to the East of the site along Attlee Road

Not supported by Derbyshire Gypsy Liaison Group

SITE 365 KESWICK DRIVE, NEWBOLD



Specific and General Consultees

Derbyshire County Council (Planning & Infrastructure) – Places at Dunston primary school will be limited due to the development of 300 houses in the area.

Derbyshire Gypsy Liaison Group - Access very poor and concern that there would be opposition from residents (over the access) to this site as it goes between the houses.

Coal Authority – Assessment acknowledges land stability issues and it is assumed that most up to date information from the Coal Authority is being used. There is an Ironstone mine entry on the boundary of the site that has the potential to impact on surface stability. This should be considered as part of the detailed site assessment.

Community Safety (CBC) – No Response

Derbyshire Wildlife Trust - Ecological constraints are anticipated to be unlikely. Building inspections should be undertaken prior to any planning application but bat roosts of high conservation significance are unlikely. Bat roost potential of trees, nesting birds, a badger check and Root Protection Areas should be considered if the site is taken forward. There are no statutory or non-statutory sites immediately adjacent to Keswick Drive, however there are Newbold Spoil Heaps Hills and Holes Wildlife Sites (LWS) is located approximately 140 m to the west.

Derbyshire Fire and Rescue - access roads need to be at least 3.7m wide. There also needs to be turning facilities on the site unless the appliance would not have to reverse more than 20m.

Derbyshire Constabulary – No Response

Environment Agency - No detailed comments to make

Highways England – No comments to make.

Historic England - would not impact on known historic environment, heritage assets or setting

Natural England – No specific comments

National Grid – no comments to make

Western Power – No response

The Coal Authority – There is an Ironstone mine entry on the boundary of the site that has the potential to impact on surface stability and

should be considered as part of the detailed site assessment.

Severn Trent Water - No response

Yorkshire Water – No response

Forestry Commission – No response

Highways England – No comments to make

Residents, Businesses and Organisations

Objections

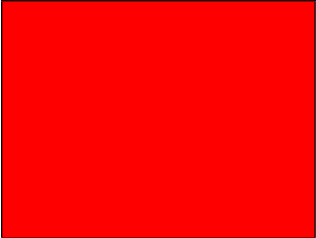
Amenity	Access is provided to a number of adjacent houses via site.
Anti-Social Behaviour	Concerns over pedestrian safety (a footpath would be required).
Biodiversity	Unsuitable access as on the brow of a hill close to a main road junction.
Cohesion/ Peaceful co-existence	Affects the viability of site with existing planning permission (CHE/16/00121/FUL)
Crime	Site should be in a less populated area (brownfield on borough outskirts).
Devaluation of Property	Travellers would feel isolated - no family support in this area and no space to accommodate visitors.
Flooding	Concerns over regulation and monitoring of the site.
GP Capacity	Concerns over travellers being able to work on site (e.g. times of day that commercial vehicles may enter).
Hazardous Installation	Loss of revenue provided to council by garage sites and cost to council of getting site ready.
Other	Fire hazard as enclosed in nature.
Pollution	No sites looked at in affluent areas of Chesterfield.
Potential for Unauthorised Expansion	Potential damage to a tree with TPO.
School Capacity	Electrical substation requires 24/7 access and is a health hazard.
Utilities	Site is considered to be too small.
	Difference in cultures.
	Parking is problematic within the area.
	Would prefer to see something being done for the homeless.
	Increase in insurance cost.

	<p>Insufficient level of amenities in area. Social care is already under extreme pressure with more developments planned. A sheltered housing scheme for the elderly would be preferable. Concerns about waste management and disposal. Previous bad experience with travellers (crime and ASB) No financial / community benefits to locality. Unethical that consultation was not in property searches. Comment on a previous pre-app from CBC stated that used the site's access suggested it would not be policy compliant.</p>
<u>Support</u>	
<u>Other Comments</u>	
	Consider use of other sites such as those at Has land, Corbriggs, Nottingham, Sheffield & Staveley.

REVISED SITE ASSESSMENT

Availability	<p>Right of access would need to be retained to substation for servicing and emergency works.</p> <p>Range of formal and informal access arrangements to rear of residential properties through garage site would need to be resolved, suggesting site would not be available in the short term and possibly in the long term.</p>
Green Infrastructure and Biodiversity	<p>Outside the Green Belt with no constraints in terms of protected species, local wildlife sites, ancient woodland or nature designations.</p> <p>No adverse impacts on biodiversity or landscape character.</p> <p>No adverse impacts on green wedge/strategic gap, amenity of locality.</p>
Heritage	No adverse impacts on heritage.
Flood Risk and Other Constraints	<p>Flood zone 1 and no surface water flood risk.</p> <p>Coal Authority identifies an Ironstone mine entry on the boundary of the site that has the potential to impact on surface stability. A land stability assessment would be necessary.</p>

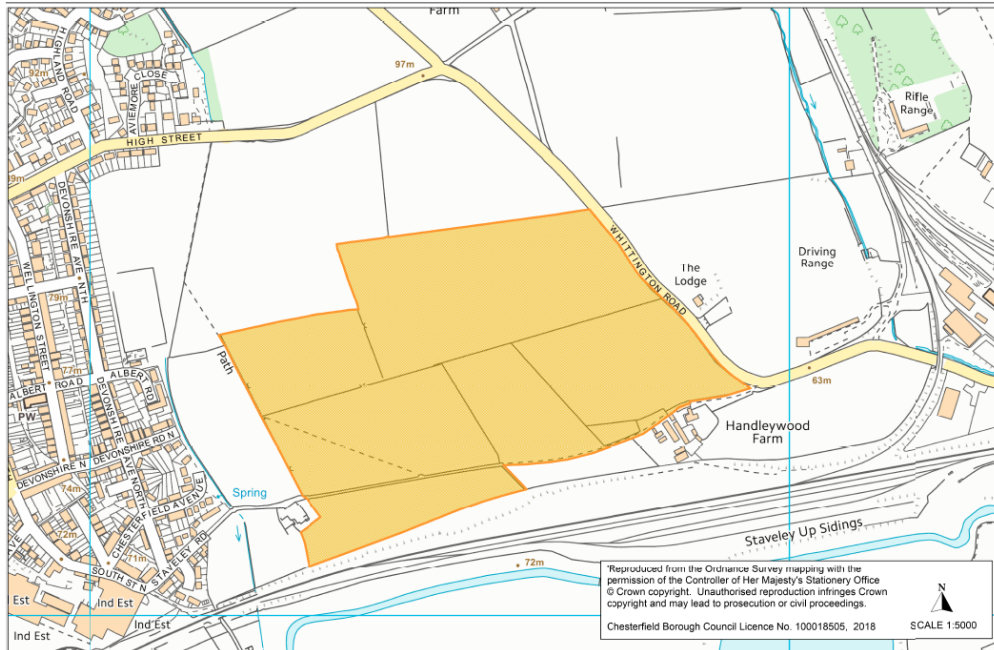
	<p>No adverse impacts on air pollution.</p> <p>No natural or topographical obstacles.</p> <p>No known constraints to physical infrastructure.</p>
Accessibility	<p>The site is within 800metres of a centre, primary and secondary school, and GP.</p> <p>Potential access or highway safety issues as the width of the sites access poses a significant constraint to any intensification of use. The access is likely to be unsuitable for vehicles with trailers and would need modification within highway land to prevent over-run of light goods vehicles and/or trailers. The Highway Authority has not confirmed if they would accept alterations to the highway to accommodate access for light goods vehicles and trailers. The Highway Authority request replacement off-street parking but there is no evidence that the loss of the site would cause a significant on-street parking or highway safety problem. An assessment of on-street parking in the locality would be necessary.</p> <p>Access would not meet requirements of Derbyshire Fire and Rescue without significant alterations that would not be feasible given ownership constraints.</p>
Infrastructure (GP and Schools)	<p>Sufficient capacity in education infrastructure and health (GP Royal Primary Care).</p>
Open Space and Amenity	<p>Capacity of local public open space is unknown (pending an update of the Council's Public Open Space Assessment).</p> <p>Privacy separation distances as set out in the adopted residential design guide are theoretically achievable. However, given that the site is surrounded by predominantly two storey housing and the sensitive nature of the proposal, amenity for both existing neighbouring occupiers and future occupiers of the site is likely to be inadequate and is likely to fail to promote peaceful co-existence</p> <p>The site is not appropriate for live-work uses given proximity to dwellings.</p>
Gypsy and Traveller Specific LAA Criteria	<p>Good size but poor phasing potential.</p> <p>Scale of site is subservient to settlement.</p> <p>Electricity and gas supply not yet assessed.</p> <p>Viability not yet assessed.</p>



Sewerage connection potential is moderate.
Drinking water supply potential is excellent. 225mm dia. surface water approx. 40m North and 225mm dia. Foul approx. 75m North in Keswick Drive.

Not supported by Derbyshire Gypsy Liaison Group

Land at Whittington Road and Staveley Road, New Whittington



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<p>Availability</p>	<p>Representation from Protect Inkersall from Unnecessary development indicated willing landowner. Needs to be confirmed</p>
<p>Green Infrastructure and Biodiversity</p>	<p>Land is within Green Belt.</p> <p>No impact on Strategic Gaps or Green Wedges</p> <p>Agricultural Land classification 4 (poor)</p> <p>Land has no specific wildlife designation from international to local levels of categorisation. Land is not identified as a priority habitat in the Derbyshire Lowland Biodiversity Action Plan. However, the land is open countryside with hedgerows and there may be habitat linkages to the canal and river corridor. There is potential for biodiversity value.</p>

	Further assessment and consultation would be necessary.
Heritage	No known impact although consultation with the Borough Conservation Officer and Historic England would be necessary. Consultation with the archaeologists at Derbyshire County Council would also be necessary in respect of below ground archaeological potential and also historic landscape character impact.
Flood Risk and Other Constraints	<p>Flood Zone 1. Low risk of surface water flooding.</p> <p>Area of surface water flooding affects a small proportion of the land.</p> <p>Utility services within the land yet to be assessed.</p> <p>No known pollution (other than that potential associated with an agricultural use) within the land. Given the agricultural use, former open cast coal workings to the north and former railway sidings to the south a phase I land contamination assessment would be necessary and this would indicate the need for any further investigation and assessment.</p> <p>Presence of overhead power lines within 60m</p>
Accessibility	<p>The land is within 15 minutes by foot, bicycle or public transport to a centre, primary school and GP, and within 20 minutes to a secondary school. However public transport services limited (one service, stopping early).</p> <p>DCC initially indicates sufficient potential to create suitable access from Whittington Road. Further assessment and consultation on access and highway safety would be necessary (with the Highway Authority and Derbyshire Fire and Rescue Service).</p>
Infrastructure (GP and Schools)	<p>Education capacity not yet assessed.</p> <p>CCG indicate capacity in GP services but likely to be issues with accessing appointments (Royal Primary Care Group)</p>
Open Space and Amenity	<p>Capacity of local public open space is unknown (pending an update of the Council's Public Open Space Assessment).</p> <p>Given that a large area of land has been put forward there are likely to be locations where adequate levels of amenity for existing and future occupiers can be achieved. The presence of existing dwelling(s) to the south east, ongoing surrounding agricultural land use and the presence of electricity 'pylons' would need to be taken into account.</p>

**Gypsy and Traveller
Specific LAA
Criteria**

Phasing potential. Given the large area of land put forward there are likely to be locations where there is potential for phasing.

The land area put forward is significant in scale and should the whole land area be proposed then subservience to nearby settlements would be seriously in question. However, should only part of the site be proposed then the issue of subservience could be addressed depending on the scale of site put forward.

Viability not yet assessed

Gas, Electricity, foul and surface water drainage and water supply not yet assessed.

Given that a large area of land has been put forward there are likely to be locations where the potential for live-work is present.

For publication

Housing Revenue Account (HRA) – Final Accounts 2017/18 (HC000)

Meeting: Cabinet

Date: 15 May 2018

Cabinet portfolio: Cabinet Member for Homes and Customers

Report by: Director of Finance & Resources

For publication

1.0 Purpose of report

- 1.1 To report on the Revenue Outturn for 2017/18 and to provide explanations for significant variations from the Revised Estimates approved by Cabinet on 20th February 2018.
- 1.2 To report the capital Outturn for the year.

2.0 Recommendations

- 2.1 That the report be noted.
- 2.2 That the revenue carry forward requests (£167,690 per paragraph 3.5) and capital carry forward requests (£1,467,950 per paragraph 4.1) in respect of schemes which were not finalised during 2017/18 be approved.

3.0 Revenue Outturn

3.1 The revenue budgets and outturn were as follows:

	Original Budget £'000	Revised Budget £'000	Actual Outturn £'000
HRA Services (Surplus)/Deficit	(5,715)	(5,294)	(5,629)
Direct Revenue Financing (DRF)	5,547	1,581	-
Other Appropriations	4,665	4,497	3,189
(Increase)/Decrease in HRA balance	4,497	784	(2,440)
Change on previous column	-	(3,713)	(3,224)

The surplus on HRA services shown in the table above refers to the net position of revenue income (e.g. rents) less revenue expenditure (e.g. management costs and housing repairs expenditure). The increased surplus results mainly from an underspend on supervision and management costs (£625k) and on the repairs budget (£970k) offset by an increase in depreciation/revaluation losses (£1,306k).

Direct revenue funding relates to revenue balances (i.e. tenants rents) being used to fund capital expenditure when there are insufficient other sources of funding such as right to buy and other capital receipts. The table shows that the requirement for direct revenue funding has fallen from £5,547k in the original budget, to £1,581k in the revised budget and to nil for the outturn. This reflects procurement issues and delayed starts for a number of capital schemes e.g. new build at Rufford Close, refurbishment of the sheltered schemes and the estate improvements at Barrow Hill.

Other appropriations relate to the provision for debt repayment and transfers to the major repairs reserve (to fund capital expenditure).

3.2 The main variations from the Original to Revised budget (£3,713k) are shown in the table below:

Variances - Original to Revised Budget	
	£'000
Approved carry forwards	267
Net expenditure decrease in Housing Supervision & Management	(247)
Increase in Rent, Rates, Taxes & Other Charges	211
Net increase in rental & service charge income	(303)
Decrease in interest receivable	93
Central & Departmental Support revised allocations	(58)
Reduced DRF due to revised Capital Programme	(3,966)
Bad Debts Provision increased	20
Electrical testing budget increased	282
Net Miscellaneous	(12)
Total	(3,713)

3.3 The Revenue Outturn of £2,440k surplus represents:

- An increase in surplus of £6,937k against the Original Budget (a change from an original estimate of a deficit of £4,497k to an actual outturn of a surplus of £2,440k). This is mainly due to a reduction in the capital programme to reflect delayed starts on a number of schemes; and
- An increase in surplus of £3,224k against the Revised Budget (a change from a revised estimate of a deficit of £784k to an actual outturn of a surplus of £2,440k). This is due to an underspend on capital work (£1,483k) and an underspend of £1,741k on revenue budgets (mainly repairs & maintenance of dwellings and supervision and management costs).

3.4 A detailed analysis of the variances from the revised budget to the outturn is shown in Annexe 3 but the most significant variances are summarised in the following table:

Significant Variances Revised to Outturn 2017/18	
Description	Overspend/ (Underspend) £'000
Increased rental income	(41)
Overall decrease in other income	18
Underspend on Housing Supervision & Management expenses	(625)
Underspend on Rents, Rates, Taxes & Other Charges	(22)
Underspend on Repairs & Maintenance of Council dwellings	(970)
Reduction in DRF due to underspend on Capital Programme	(1,581)
Net of all other variances	(3)
Overall Reduction in budget requirement	(3,224)

3.5 Housing services carry forward requests totalling £167,690 for operating spend (e.g. tenants handbook, IT and replacement Allocations System) have been made, details of which are provided in Annexe 4.

3.6 The following information is attached:

Annexe 1 – Housing Revenue Account Summary

Annexe 1a – Supervision & Management General Expenses

Annexe 1b – Supervision & Management Special Expenses

Annexe 1c – General Fund Contributions

Annexe 2 – Subjective Analysis

Annexe 3 – Variance Analysis, revised budget to outturn

Annexe 4 – Carry Forward Requests

Annexe 5 – HRA Capital Expenditure 2017/18

4.0 Capital Outturn

4.1 Annexe 5 provides a summary of expenditure on capital schemes in the year. This is funded by right to buy sales and

other asset sales with the balance from revenue. Total expenditure was £14,110,159 against the budget of £15,593,081 giving an underspend of £1,482,922 (9.51% of budget). However, a number of schemes were not finalised at the year end and approval is sought to carry forward £1,467,950 from 2017/18 into 2018/19 to enable the schemes to be completed.

- 4.2 Spend on these schemes has been delayed mainly by procurement issues and late starts on sites by contractors e.g. new build scheme at Rufford Close, refurbishment of sheltered schemes and the estate improvements at Barrow Hill.

5.0 Capital Receipts

- 5.1 The movement on useable capital receipts in the year is summarised in the table below. The receipts received during the year (£5,691k) were mainly from 105 right to buy sales along with the sale of miscellaneous properties.

	Useable Capital receipts
	£'000
Balance b/fwd 1 st April	2,119
Add: receipts in the year	5,691
Less: Housing receipts "Pooled"	(925)
Less: Applied to finance HRA Capital Expenditure	(3,698)
Balance c/fwd 31st March	3,187 *

* The balance of £3,187k comprises £3,145k retained "one-for-one" receipts and £42k other retained receipts. The "one-for-one" retained receipts need to be spent as soon as possible to avoid repayment to the Government. This has been addressed by new build schemes in the 2018/19 capital programme.

6.0 Balances

6.1 The effect of the increased surplus on HRA balances is outlined in the following table:

	Revised Estimate £'000	Actual Expenditure £'000
Balance at 1 st April 2017	(24,977)	(24,977)
Direct Revenue Financing	1,581	-
Other Appropriations	4,497	3,189
(Surplus)/Deficit in year on HRA Services	(5,294)	(5,629)
Balance at 31 st March 2018	(24,193)	(27,417)

The increase in the balance at 31st March from £24,193k to £27,417k results mainly from an underspend on the HRA Capital Programme (£1,483k). This is shown in the above table as a reduction in direct revenue financing i.e. the outturn shows no requirement for capital to be funded from revenue balances. See paragraphs 4.1 to 4.2 for details. In addition there were underspends on the repairs budget (£970k) and on supervision and management (£625k). Full details are shown at Annexe 3.

6.2 If the carry forward requests outlined at paragraphs 3.5 and 4.1 are approved, this would give a final position at 31st March 2018 of £25,782k. Of this balance a significant proportion has been earmarked to support the Housing Capital Programme in future years (as highlighted in the HRA Capital Programme which was reported to Council on 22nd February 2018).

7.0 Recommendations

7.1 That the report be noted.

7.2 That the revenue carry forward requests (£167,690 per paragraph 3.5) and capital carry forward requests (£1,467,950 per paragraph 4.1) in respect of schemes which were not finalised during 2017/18 be approved.

8.0 Reasons for Recommendations

8.1 To enable the HRA revenue outturn to be included in the Council's overall Statement of Accounts.

8.2 To consider the carry forward requests which will allow for the completion of the revenue and capital schemes which were not finalised during the financial year.

Glossary of Terms	
HRA	Housing Revenue Account
RTB	Right to Buy
DRF	Direct Revenue Financing

Decision information

Key decision number	820
Wards affected	All
Links to Council Plan priorities	To improve the quality of life for local people and to provide value for money services.

Document information

Report author	Contact number/email
Steven Spencer	5454 steve.spencer@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	
Annexe 1	HRA Summary Operating Account 2017/18
Annexe 1a	HRA Supervision & Management General Expenses 2017/18
Annexe 1b	HRA Supervision & Management Special Expenses 2017/18
Annexe 1c	General Fund Contributions 2017/18
Annexe 2	HRA Subjective Analysis 2017/18
Annexe 3	HRA Variance Analysis
Annexe 4	HRA Carry Forward Requests
Annexe 5	HRA Capital Expenditure 2017/18

HOUSING REVENUE ACCOUNT 2017/18
STATUTORY HRA OPERATING ACCOUNT
SUMMARY

2016/17 Actual £		2017/18 Original £	2017/18 Revised £	2017/18 Actual £
	INCOME			
(36,988,029)	Rent of Dwellings	(35,879,670)	(36,221,000)	(36,262,389)
(463,181)	Charges for Services & Facilities	(504,750)	(465,310)	(421,524)
(741,093)	Non-Dwelling Rents	(770,140)	(798,860)	(847,578)
(499,705)	Contributions towards Expenditure	(555,790)	(528,120)	(505,288)
(38,692,008)	Total Income	(37,710,350)	(38,013,290)	(38,036,779)
	EXPENDITURE			
5,671,894	Supervision and Management -General	6,088,090	6,005,440	5,308,054
2,064,405	Supervision and Management -Special	2,048,860	2,013,200	2,085,815
485,606	Rent, rates, taxes and other charges	417,540	628,100	605,614
8,814,785	Repairs and Maintenance	8,691,000	9,045,000	8,074,883
7,578,835	Depreciation, Impairment & Revaluation of Fixed Asset	7,722,160	7,889,720	9,196,240
49,287	Debt Management Expenses	46,050	45,470	47,153
300,000	Increase in Bad Debts Provision	2,152,780	2,173,000	2,173,000
24,964,812	Total Expenditure	27,166,480	27,799,930	27,490,759
(13,727,196)	NET COST OF SERVICES per Authority income & Expenditure Account	(10,543,870)	(10,213,360)	(10,546,020)
29,470	HRA share of Corporate & Democratic Core	30,100	31,430	30,310
(13,697,726)	NET COST OF HRA SERVICES	(10,513,770)	(10,181,930)	(10,515,710)
5,066,897	HRA share of interest payable, premiums & discounts	4,960,020	4,955,740	4,960,732
(222,913)	Interest and Investment Income	(161,390)	(68,020)	(74,544)
(168,775)	Share of DLO/DSO surplus	0	0	0
(9,022,517)	(SURPLUS)/DEFICIT IN YEAR on HRA Income & Expenditure	(5,715,140)	(5,294,210)	(5,629,522)
	STATEMENT of MOVEMENT on the HRA BALANCE			
	Increase/(decrease) in HRA balance comprising:			
(9,022,517)	Surplus or deficit on HRA Income & Expenditure Account	(5,715,140)	(5,294,210)	(5,629,522)
0	Capital Expenditure funded from HRA	5,546,860	1,581,080	0
(238)	Transfer to/(from) Reserves	0	0	(1,468)
2,046,070	Provision for Debt Repayment	2,015,380	2,015,380	2,015,379
2,470,164	Transfer to/(from) Major Repairs Reserve	2,650,000	2,482,000	1,175,476
(4,506,521)	(Increase)/decrease in HRA balance for the Year	4,497,100	784,250	(2,440,135)
(20,470,686)	HRA Balance Bfwd 1st April	(22,884,086)	(24,977,207)	(24,977,207)
0	Growth from Working Balance	0	0	0
(24,977,207)	HRA Balance Cfwd at 31st March	(18,386,986)	(24,192,957)	(27,417,342)

HOUSING REVENUE ACCOUNT 2017/18
SUPERVISION AND MANAGEMENT EXPENSES

Annexe 1a

2016/17 Actual £		2017/18 Original £	2017/18 Revised £	2017/18 Actual £
HOUSING SUPERVISION AND MANAGEMENT				
GENERAL EXPENSES				
Community Housing Department - Cost Centres 0600 to 0604, 0608/9, 0614/5, 0622 & 0960				
2,711,445	Employee Expenses	2,914,570	2,678,640	2,660,894
461,846	Premises Related Expenses	607,720	512,700	486,331
35,524	Transport Related Expenses	38,510	40,550	34,906
609,958	Supplies and Services	640,480	800,860	397,884
107,920	Agency and Contracted Services	109,970	110,040	109,668
(177,235)	Controllable Income	(212,970)	(211,170)	(204,512)
3,749,458	Net Controllable	4,098,280	3,931,620	3,485,171
2,573,358	Central and Departmental Support	2,721,010	2,682,340	2,469,054
(650,922)	Recharge Income	(731,200)	(608,520)	(646,171)
5,671,894	NET	6,088,090	6,005,440	5,308,054
Rent Collection - Cost Centre 0414				
20,090	Employee Expenses	20,750	20,880	20,880
0	Transport Related Expenses	0	0	0
37,630	Supplies and Services	41,820	38,500	40,177
485,708	Agency and Contracted Services	421,850	482,140	480,701
(123,983)	Controllable Income	(119,210)	(120,900)	(120,786)
419,445	Net Controllable	365,210	420,620	420,972
253,229	Central and Departmental Support	260,480	236,310	235,807
(672,674)	Recharge Income	(625,690)	(656,930)	(656,779)
0	NET	0	0	0
5,671,894	TOTAL - GENERAL EXPENSES	6,088,090	6,005,440	5,308,054

HOUSING REVENUE ACCOUNT 2017/18
SUPERVISION AND MANAGEMENT EXPENSES (CONT'D)

2016/17 Actual £		2017/18 Original £	2017/18 Revised £	2017/18 Actual £
HOUSING SUPERVISION AND MANAGEMENT				
SPECIAL EXPENSES				
<u>Careline & Response - Cost Centres 0619/0620/0621/0631/0633/0634/0635</u>				
965,969	Employee Expenses	904,300	962,470	1,072,155
33,970	Premises Related Expenses	48,940	43,050	40,560
23,907	Transport Related Expenses	27,720	27,200	23,470
156,355	Supplies and Services	200,750	199,290	163,499
32,987	Agency and Contracted Services	41,450	37,800	38,223
(528,195)	Controllable Income	(596,560)	(646,770)	(578,366)
684,993	Net Controllable	626,600	623,040	759,541
53,743	Central & Departmental Support	54,690	61,060	59,998
0	Recharge Income	0	0	0
738,736	NET	681,290	684,100	819,539
<u>District/Group Heating Schemes - Cost Centres 0190, 0640-0643/0654-0659/0664-0669</u>				
89,743	Premises Related Expenses	110,100	91,000	56,769
29,247	Supplies and Services	6,530	2,490	1,232
0	Controllable Income	0	0	0
118,990	Net Controllable	116,630	93,490	58,001
5,727	Central & Departmental Support	5,970	5,130	5,070
(5,727)	Recharge Income	(5,970)	(5,130)	(5,070)
118,990	NET	116,630	93,490	58,001
<u>Maintenance of Grass Areas - Cost Centres 0605 & 0646</u>				
427,676	Premises Related Expenses	489,750	463,380	463,002
45,530	Agency and Contracted Services	45,980	45,980	45,980
33,017	Central & Departmental Support	25,470	22,720	21,897
(19,489)	Controllable Income	(27,130)	(20,000)	(29,234)
486,734	NET	534,070	512,080	501,645
<u>Common Rooms and Areas - Cost Centre 0650</u>				
19,899	Premises Related Expenses	37,710	38,230	35,630
0	Supplies and Services	500	0	0
5,737	Agency and Contracted Services	5,870	5,880	5,876
(2,541)	Controllable Income	(7,560)	(12,000)	(10,443)
23,095	NET	36,520	32,110	31,063
<u>Homelessness - Cost Centre 0660</u>				
180,362	Employee Expenses	191,710	191,380	214,052
0	Premises Related Expenses	0	0	0
707	Transport Related Expenses	860	1,300	1,631
35,929	Supplies and Services	99,450	98,850	39,966
10,739	Agency and Contracted Services	11,780	11,780	11,781
0	Transfer Payments	0	0	0
(37,539)	Controllable Income	(62,670)	(87,980)	(74,229)
190,198	Net Controllable	241,130	215,330	193,201
61,687	Central & Departmental Support	63,800	64,200	63,917
251,885	NET	304,930	279,530	257,118
<u>Other Community Services - Cost Centres 0670/0671/0675</u>				
191,595	Employee Expenses	197,200	192,750	206,019
219,765	Premises Related Expenses	147,470	184,960	183,371
26,348	Transport Related Expenses	27,960	26,210	26,503
1,734	Supplies and Services	3,250	3,250	1,607
(645)	Controllable Income	(6,350)	(1,900)	(5,551)
438,797	Net Controllable	369,530	405,270	411,949
6,168	Central & Departmental Support	5,890	6,620	6,500
444,965	NET	375,420	411,890	418,449
2,064,405	TOTAL - SPECIAL EXPENSES	2,048,860	2,013,200	2,085,815

HOUSING REVENUE ACCOUNT 2017/18

GENERAL FUND CONTRIBUTIONS

Cost Centres Detail 0371/0372/0373/0374/0375/0376/Summary 0695

2016/17 Actual £		2017/18 Original £	2017/18 Revised £	2017/18 Actual £
(251,885)	Homelessness	(304,930)	(279,530)	(257,118)
(167,460)	Maintenance of Grassed Areas	(169,510)	(166,150)	(165,660)
(8,000)	Social Services - Communal Area Use	(8,000)	(8,000)	(8,000)
(10,000)	Community Rooms-General Fund Use	(10,000)	(10,000)	(10,000)
(49,410)	Private Sector Initiatives	(50,270)	(51,360)	(51,430)
(12,950)	Careline Charge	(13,080)	(13,080)	(13,080)
(499,705)	NET	(555,790)	(528,120)	(505,288)

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HOUSING REVENUE ACCOUNT ACTUALS 2017/18
STATUTORY HRA OPERATING ACCOUNT
SUMMARY SUBJECTIVE ANALYSIS

	Original £	2017/18 Revised £	Actual £
<u>EXPENDITURE</u>			
Employee Expenses	4,228,530	4,046,120	4,174,000
Premises Expenses	10,550,230	11,006,420	9,946,160
Transport Expenses	95,050	95,260	86,510
Supplies and Services	992,780	1,143,240	644,365
Agency Services	636,900	693,620	692,229
Bad Debts Provision	2,152,780	2,173,000	2,173,000
Central and Departmental Support	3,167,410	3,109,810	2,892,553
Capital Financing Costs	17,393,610	17,388,310	17,394,980
Direct Revenue Financing	5,546,860	1,581,080	0
	44,764,150	41,236,860	38,003,797
<u>INCOME</u>			
Supporting People Grant	(318,560)	(293,270)	(295,852)
Rent	(35,879,670)	(36,221,000)	(36,262,389)
Fees and Charges etc.	(1,988,780)	(2,071,620)	(1,996,371)
Recharges	(1,362,860)	(1,270,580)	(1,308,020)
Interest	(161,390)	(68,020)	(74,544)
Contribution to/from Reserves	0	0	(1,468)
General Fund Contribution	(555,790)	(528,120)	(505,288)
Transfer from OSD	0	0	0
	(40,267,050)	(40,452,610)	(40,443,932)
Page 95	4,497,100	784,250	(2,440,135)

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**HOUSING REVENUE ACCOUNT
VARIANCE ANALYSIS**

Programme Area / Service	Reason	Over/(Under) Spent £'000	Carry Fwd Requests £'000
Rent of Dwellings	Rent Income slightly more than estimated	41	
Charges for Services & Facilities	Service Charge and other income lower than forecast as 2 sheltered schemes have been decanted rather than the 1 originally planned.	(44)	
Non-dwelling rents etc	Income from solar panels & rechargeable work more than forecast	49	
General Fund Contributions	Mainly due to reduction in Homelessness bed & breakfast costs	(23)	
INCOME		23	0
Supervision & Management - General and Special	Employers Superannuation costs higher than forecast (offset by pension adjustment included in CAC below)	232	
	Vacant posts	(94)	
	Underspend on previously approved growth on IT (Keystone)	(30)	30
	Underspend on IT budget (Northgate Leaseholder Module)	(3)	3
	Underspend on approved growth for training for Contract Management Team.	(10)	10
	Production of Tenant Handbook delayed.	(35)	35
	Premises costs less than forecast on sheltered schemes and common rooms	(5)	
	Underspend on maintenance of solar panels	(21)	
	Reduced utility costs on heating schemes	(34)	
	Reduction in CAC charges to offset increased superannuation charge above (£232k) offset by other increases (£15k)	(217)	
	No spend on approved growth for new It for mobile working for Asset Management Officers	(10)	10
	Reduction in Homelessness bed & breakfast costs	(49)	
	Saving on Winter maintenance costs	(12)	
	Underspend on waste clearance by Neighbourhoods Team	(20)	
	Underspend on Transport	(9)	
	Underspend on Professional & Survey Fees	(48)	
	Spend on other Supplies & Services lower than forecast	(131)	
Replacement of Allocations System delayed	(80)	80	
Underspend on Transfer Incentive Scheme	(79)		
Rent, Rates, Taxes	NNDR costs lower than anticipated	(22)	
Repairs and Maintenance	Underspends on Voids, Electrical Testing & External Works	(898)	
	Provision of a covered area for disabled persons scooter storage due to delays in the planning process	(72)	
Direct Revenue Financing	Reduced financing resulting from an under-spend of the capital programme.	(1,581)	
Capital Financing Costs	Change in depreciation costs	7	
Interest Received	More income than anticipated due to higher balance.	(7)	
Other Minor Variances	Net of all other variances	(19)	
EXPENDITURE		(3,247)	168
	Page 97		
GRAND TOTAL		(3,224)	168

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**HOUSING REVENUE ACCOUNT 2017/18
CARRY FORWARD REQUESTS**

Programme Area/Service	Budget Head	Reason	Amount (£)		C-fwd Request (£)
			Revised Actual	Balance	
Community Housing	Employee Expenses	Approved Growth for training for Contract Management Team (new CDM regs, managing asbestos, IOSH and or NEBOSH).	10,460	360	10,100
				10,100	
Community Housing	Information Technology	Unused Balance of previously Approved Growth for IT (Keystone).	33,240	3,500	29,740
				29,740	
Community Housing	Information Technology	Underspend on IT budget - Northgate Leaseholder Module	12,400	9,550	2,850
				2,850	
Community Housing	Supplies & Services	Production of Tenant Handbook delayed.	35,000	-	35,000
				35,000	
Community Housing	Information Technology	Replacement of Allocations System delayed	80,000	-	80,000
				80,000	
Community Housing	Supplies & Services	Approved Growth for the provision of new IT for mobile working for Asset Management Officers	10,000	-	10,000
				10,000	
		TOTAL CARRY FORWARD REQUESTS FOR APPROVAL.			167,690

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Description	Out-turn 2017/18	Overspend		Underspend		Carry Over 2018/19	Comments/Reasons for Major Over/Underspends
		2017/18 Budget	Against 2017/18 Bud	Against 2017/18 Bud	Against 2017/18 Bud		
Communal Lighting Replacement	0.00	25,000.00		25,000.00		0.00	
Fire Risk Works/Bin Stores	255,822.97	249,660.00	6,162.97			0.00	
Fire Risk Assessments	43,988.00	50,000.00		6,012.00		0.00	
External Wall Insulation/PRC	3,158,898.66	2,500,000.00	658,898.66			0.00	Overspend results from completion of works with existing contractor in 2017/18 to achieve VFM & cost savings
Windows	1,782,270.79	1,552,000.00	230,270.79			0.00	Contractor continued with 2018/19 planned works. The 2018/19 programme will now be reduced.
Structural Works	348,811.48	341,670.00	7,141.48			0.00	
Adaptations	611,426.75	750,000.00		138,573.25		0.00	Works are client led (DCC/Occupational health)
Central Heating Replacement	603,900.00	565,400.00	38,500.00			0.00	
4G Filters & Door Entry Cameras	442.50	5,000.00		4,557.50		0.00	
Door Renewals	85,147.23	100,000.00		14,852.77		0.00	
Common Room Refurbishment	102,812.36	79,960.00	22,852.36			0.00	Additional work agreed to the existing landscaping
Communal Door/Door Entry System Replacement	93,315.39	91,800.00	1,515.39			0.00	
Kitchens & Bathrooms	565,687.22	500,000.00	65,687.22			0.00	Overspend due to capitalisation of void kitchens and bathrooms
Sheltered Refurbishment	1,060,307.25	1,242,800.00		182,492.75		182,490.00	Works delayed on site, but planned over an 18 month period (contract runs from October 17 to March 19)
Rewiring/LO Retro Prog & Smoke Detector Repl	351,448.28	463,130.00		111,681.72		0.00	
Roof Renewals incl Hanging Tiles	2,077,576.92	2,212,000.00		134,423.08		0.00	
RTB Social Mobility Scheme	20,000.00	20,000.00		0.00		0.00	
DPC/Damp Works/Pointing	483,821.65	500,000.00		16,178.35		0.00	
Neighbourhood Action Plan - Barrow Hill	52,329.18	90,000.00		37,670.82		37,670.00	Delays with procurement - contractor has now been appointed
Heaton Court Demolition	36,717.15	40,790.00		4,072.85		0.00	
Stairlift Replacement	18,775.80	30,000.00		11,224.20		11,220.00	
Footpath - Proactive Maintenance	89,794.29	110,000.00		20,205.71		0.00	
Asbestos Removal Works	3,915.00	5,000.00		1,085.00		0.00	
Asbestos Management/R&D Surveys	187,919.47	300,811.00		112,891.53		0.00	Efficiency saving by using same contractor for both types of survey
Estate Environmental	792,200.29	1,700,050.00		907,849.71		700,000.00	Works delayed due to tenant consultations & greater design requirements
Garage Site Improvements	408,816.17	400,000.00	8,816.17			0.00	
Demolition of Former Careline Offices	975.53	7,330.00		6,354.47		0.00	
Internal Soil Stacks	108,390.00	100,000.00	8,390.00			0.00	
Fire Safety Sprinkler Systems	93,312.65	90,000.00	3,312.65			0.00	
Demolitions at Court Place & Westwood Avenue	18,217.57	20,360.00		2,142.43		0.00	
HRA Property Acquisitions	224,803.00	437,590.00		212,787.00		0.00	
Chiswick, Ealing & Duewell Demolition	200,598.05	342,730.00		142,131.95		60,000.00	Saving through procurement
Rufford Close New Build	111,679.42	530,000.00		418,320.58		418,320.00	Delayed start on site
Manor Drive New Build	4,668.57	0.00	4,668.57			0.00	
Demolition of Garages at Devonshire Close	64,206.89	35,000.00	29,206.89			0.00	
Sheltered Scheme Decants	35,412.91	35,000.00	412.91			0.00	
Markham Court Community Room Demolition	11,750.03	70,000.00		58,249.97		58,250.00	
Total All Schemes	14,110,159.42	15,593,081.00	1,085,836.06	2,568,757.64	1,467,950.00		
Net Position - (UNDER)/OVER-SPEND				(1,482,921.58)			

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For publication

General Fund Budget Outturn Report 2017/18 (J000)

Meeting:	(1) Cabinet (2) Council
Date:	15 May 2018 18 July 2018
Cabinet portfolio:	Deputy Leader
Report by:	Director of Finance and Resources

For publication

1.0 Purpose of report

- 1.1 To report on the General Fund Revenue and Capital Outturns for 2017/18, provide details of significant variations from the revised estimates and consider carry forward requests.

2.0 Recommendations

Cabinet:

- 2.1 That the General Fund Revenue and Capital Outturn reports for 2017/18 be noted.
- 2.2 That the General Fund carry forward requests be approved (para 4.6).

- 2.3 That the request for retention of Building Maintenance surpluses of £80,000 to support expenditure on the items listed in para 5.2 of the officers report, be approved.
- 2.4 That the request for retention of Spirepride surpluses of £91,500 be approved in principal pending further Cabinet consideration of detailed business cases evidencing the need for expenditure on the items listed in para 5.4 of the officers report.
- 2.5 That the level of General Fund Reserves and Balances (Section 6 and Appendix D) be approved.
- 2.6 That the General Fund surplus for the financial year 2017/18 be transferred to the specific reserves identified in para 6.9 and 9.4 of the officer's report.
- 2.7 That the capital financing arrangements set out in Appendix D, be approved.

Full Council:

- 2.8 Notes the report.

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. There will be a separate report presented for the Housing Revenue Account covering both the revenue and capital elements. The information in these reports will then be incorporated into the published 2017/18 Statement of Accounts.
- 3.2 The external audit of the accounts is due to start in June. The formal published Statement of Accounts will be presented to the Standards and Audit Committee for approval at the end of

July on conclusion of the audit. Once approved, a copy of the Statement of 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 transferred to the General Fund.

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 **£1,211k** in the year compared with:

a) The **original** February 2017 budget forecast - £209k deficit.

b) The **revised** February 2018 budget forecast - £976k surplus.

4.2 Details of the variances that contributed towards the overall £1,185k reduction from the original deficit forecast to the revised forecast surplus were included in the budget report to Cabinet on 20th February 2018.

4.3 The outturn surplus is **£235k** above the revised February 2018 budget forecast. A summary of the most significant variances is included in **Appendix B**.

4.4 Further work will be 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 Cabinet.

4.5 There are material variances on asset charges shown on the Cabinet Member for Town Centre and Visitor Economy portfolio accounts (investment properties) due to valuation adjustments for balance sheet purposes of +£3.4m (Pavements, Vicar Lane, and Market Hall). 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. There is, therefore, no bottom-line impact from these valuation adjustments.

4.6 There are three **carry forward requests** to consider. Fuller details are provided at **Appendix E**. The table below provides a summary of these requests.

Table 1 - Carry Forward Requests			
Portfolio	Service	Description	Amount
Economic Growth	Economic Development	Peak Resort Feasibility Study	£30,000
Town Centre & Visitor Economy	Tourism	Statutory Publicity	£1,500
Town Centre & Visitor Economy	Visitor Information Centre	Customer Satisfaction Survey	£870
Total	Carry f/wds		£32,370

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 – Surplus/(Deficits) Proposed Distributions				
	Surplus / (Deficit)	Retained in the service	To Gen Fund	To Budget Risk Reserve
	£	£	£	£
Building Maintenance	471,076	80,000	391,076	-
Spirepride	650,212	91,500	558,712	-
Building Cleaning	18,722	-	-	18,722
Security Services	1,786	-	-	1,786
Total	1,141,796	171,500	949,788	20,508

5.2 Members are requested to consider the retention of an element of the Building Maintenance surplus (£80,000) for operational purposes. The table below provides a summary of the requests.

Table 3 - Building Maintenance Retention Requests	
Description	Amount
Replacement PDAs	15,000
Replacement PDAs (Stores)	5,000
Upgrade Depot CCTV System	10,000
COINs Development	25,000
COINs User Licences	10,000
Estimating Package	5,000
New Plant & Equipment	10,000
Total	£80,000

5.3 Details of these requests are provided below:

- **Replacement PDAs** – The PDAs are used for mobile working and enable operatives to carry out administrative tasks on site. The existing PDAs are reaching the end of their working life and need replacement to ensure that there is no detriment to the service.
- **Replacement PDAs for Stores** – These PDAs allow the booking in and out of materials directly to jobs as well as plant and equipment. Like the PDAs mentioned above

these are also reaching the end of their working life and need replacement to ensure the smooth running of the stores service.

- **Upgrade Depot CCTV** – To fund an upgrade of the current system to be compliant with current regulations and also to report back to central CCTV department.
- **COINs** – Development of various areas within COINs including “part need”.
- **COINs** – The number of system users is limited by the number of user licences. Following the recent growth in work (both Housing Capital and commercial) there is an urgent requirement to increase the number of licences to allow additional users onto the system. Ten additional licences are required at a one-off cost of £1,000 each.
- **Estimating Package** – To fund the purchase of a suitable IT package to speed up the task of providing estimates to customers for works carried out by OSD. This would release staff time for other duties.
- **New Plant & Equipment** - Part of OSD’s growth in income comes from the HRA Capital Programme and specifically the fitting of windows. New equipment and plant is required to ensure the safe and efficient installation of windows.

5.4 Members are also requested to approve in principal the set-aside an element of the SpirePride surplus (£91,500); such expenditure being deferred pending Cabinet consideration of detailed business cases evidencing the need for the expenditure. The table below provides a summary of the requests.

Table 4 - Spirepride Retention Requests	
Description	Amount
Street Cleansing Equipment	29,000
Ground Maintenance Equipment	62,500
Total	£91,500

6.0 General Fund Balances & Reserves

- 6.1 The table below 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 5 – General Fund Reserves & Provisions 2017/18			
Reserve	Opening Balance £'000	Revised Forecast £'000	Closing Balance £'000
Budget Risk Reserve	446	443	683
Invest-to-Save Reserve	252	-	31
Service Improvement Reserve	614	277	339
Other Earmarked Reserves	5,971	5,564	8,513
Provisions	1,678	1,685	1,760
Total Reserves & Provisions	8,961	7,969	11,326

- 6.2 Overall the level of reserves and provisions are £3.3m above the revised budget forecast estimate due in part to the impact of the General Fund surplus of £1.2m. Further details are provided below.

Budget Risk Reserve

- 6.3 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. One new commitment has been added since the revised budget was approved in February 2018 for the rough sleeping solution at the Pavements Centre.

Table 6 – Budget Risk Reserve		
	Outturn £'000	Revised Budget £'000
Balance b/fwd 1st Apr 2017	446	446
<u>Movements In 2017/18:</u>		
Transfers into reserve	375	375
Transfer to Business Rates reserve	(250)	(250)
Transfer to ICT digital innovation reserve	(60)	-
Land Charges claims/costs	-	(7)

Tidy Streets approved carry forward	(2)	(2)
Domestic homicide investigation	(1)	(1)
Private sector stock condition survey	-	(26)
Skills Action Plan	(3)	(5)
Replacement of kiosks	(26)	(40)
VR/VER's	(37)	(37)
Reimbursement from savings - IDOX	30	30
Transport Co Pensions top up	(40)	(40)
DSO Surpluses	20	-
Add: budget surplus in 2017/18	231	-
Balance c/fwd 31st Mar 2018	683	443
<u>Approved Commitments:</u>		
Skills Action Plan	(2)	-
Transport Co Pensions top up	(100)	(160)
Private sector stock condition survey	(26)	-
Replacement of kiosks	(14)	
Reimbursement from savings – IDOX (future years)	39	39
<u>New Approvals</u>		
Pavements: Rough sleeping solution	(15)	-
Uncommitted Balance	565	322

6.4 Invest-to-Save Reserve

The table below shows details of the movements and commitments on the reserve. Only one committed scheme remains to be completed, after which the reserve will be closed.

Table 7 - Invest-to Save Reserve		
	Outturn £'000	Revised Budget £'000
Balance b/fwd 1st Apr 2017	252	252
<u>Movements In 2017/18:</u>		
Car Park Improvements	-	(31)
Treasury management – MRP review	(4)	(4)
Transfer to ICT digital innovation reserve	(217)	(217)
Balance on Invest to Save reserve	31	-

6.5 Service Improvement Reserve

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

Table 8 - Service Improvement Reserve		
	Outturn £'000	Revised Budget £'000
Balance b/fwd 1st Apr 2017	614	614
<u>Movements In 2017/18:</u>		
Transfer to ICT digital innovation reserve	(116)	(116)
Linacre Master Planning	(9)	(19)
Northern Gateway	-	(54)
Savings delivery support	(14)	(14)
HS2 Project Officer	(38)	(38)
TPIC/DIC digital connectivity	(24)	(24)
Market Hall café refurbishment	(65)	(66)
Former QPSC Business Case	(30)	(35)
Investors in People	(13)	(5)
TPIC/DIC - 2016/17 Repayment	34	34
Balance c/fwd 31st Mar 2018	339	277
<u>Outstanding Commitments:</u>		
Investors in People	-	(10)
Former QPSC Business Case	(5)	-
Northern Gateway	(32)	(32)
Linacre Master Planning	(10)	-
HS2 Project Officer	(62)	(62)
TPIC/DIC – Repayment (future years)	77	77
Uncommitted Balance	307	250

- 6.6 The uncommitted balance has mainly increased due to capitalising the salary of the Northern Gateway project officer in 2017/18.
- 6.7 **Other Earmarked Reserves** - these reserves are held for specific purposes. The total balance on these reserves increased by £3.3m over the revised forecast for the financial year 2017/18. The most significant changes include:
- ◆ Vehicle & Plant - £509k above the revised forecast due to reduced expenditure.
 - ◆ DSO/DLO - £321k above the revised estimate due to requests for retention of surplus to fund equipment and development of the service, with expenditure in future years

- ◆ Local Development Plan - £126k above revised estimate due to delay in spend
- ◆ Retained Business Rates - £965k additional contributions in 2017/18 to meet anticipated deficits in business rate income in 2019/20
- ◆ Budget Risk Reserve – additional £231k from 2017/18 General Fund surplus
- ◆ Service Redesign reserve – newly created in 2017/18 with a balance of £750k

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 employees of the former Transport Company. The provision was reviewed in April 2017 by the County Council’s pension fund actuary who recommended increasing the provision by £300k to £1.2m by March 2020. The provision will be increased by £40k per annum for the next 5 years to achieve this.
- b) Insurance Provision – A review of the insurance provision and reserves was undertaken in 2016 and the changes required were implemented as part of the budget setting process in February 2017.
- c) MMI Claw-back Provision – this is the amount set aside to cover reported claims.

6.9 The General Fund surplus is normally transferred to the Budget Risk Reserve. However, the following transfers are proposed:

- Transfer of £80k to Northern Gateway reserve to meet potential increased liabilities of rental guarantees for this project
- Transfer of £750k to create a Service Redesign reserve approved by Council on 25th April 2018

- Transfer of £150k to the Retained Business Rates reserve to meet anticipated deficits in business rate income in 2019/20 (para 9.3)

The remaining £231k of the 2017/18 surplus would then be transferred to the Budget Risk Reserve.

6.10 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 £5.5m compared with the original budget for the year of £8.3m (as at Feb 2017) and £8.0m at the revised budget stage (February 2018). The main reasons for the variance from the revised budget (-£2.5m) include:

- Overspends on:
 - Northern Gateway Enterprise Centre (£218K) – phasing of the budget with more work up front than expected
- Underspends on:
 - Waterside (£493k) – delays in the programme, the underspend will be spent in 2018/19
 - Northern Gateway Multi Storey Car Park and Streetworks Improvements (£677k) – phasing of the budget with more work due in 2018/19 than expected
 - Peak Resorts (£143k) – scheme completed, however the retention amount of £143k is not due to be paid until 2018/19

- Disabled Facilities Grants (£484k) – but the underspend is fully committed and will be spent in 2018/19
- Town Hall alterations (£575k) - delays in the programme, the underspend will be spent in 2018/19

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

- Reduction in capital grants (£1.4m) to reflect the reduction in expenditure
- Vehicle & Plant Fund contribution down by £207k, to reflect the reduction in expenditure on the Town Hall scheme
- Reduction in use of capital receipts to finance capital programme (£771k) due to reduction in capital expenditure

8.0 Capital Receipts

8.1 The movement on useable capital receipts in the year is summarised in the table below. £121k of General Fund useable receipts were used in the year.

Table 9 - Useable Capital Receipts			
	Gen Fund £'000	Housing £'000	Total £'000
Balance b/fwd 1 st April	1,355	2,119*	3,474
Add: Receipts in the year	239	5,691	5,930
Less: Housing receipts 'Pooled'	-	(925)	(925)
Less: Applied to repay debt	-	-	-
Less: Applied to finance GF cap ex	(121)	-	(121)
Less: Applied to finance HRA cap ex	-	(3,698)	(3,698)
Balance c/fwd 31st March	1,473	3,187*	4,660

* The Housing balance of £3,187k includes the retained 'one-for-one' element of RTB receipts of £3,145k.

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

Table 10 – General Fund Capital Receipts	
	Amount (£m)
Original Budget Forecast – start of year	2.4
Revised Budget Forecast – Feb 2018	0.2
Actual	0.2

8.3 The target receipts figure for 2018/19 is significant at £2.3m. One month into 2018/19 no capital receipts have yet 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 expenditure and income relating to Council Tax (including the precepts of other authorities) and National Non Domestic Rates.

9.2 Surpluses or deficits relating to Council Tax are shared between Derbyshire County Council, Derbyshire Police Authority, the Fire Authority and the Borough Council in proportion to the precepts issued and the latter must be used to adjust the Council Tax. The outturn balance on the Council Tax elements of the Fund is a surplus of £477,672. A surplus of £523,799 was estimated when setting the Council Tax for 2017/18. The decrease in the surplus will be carried forward to the tax calculation exercise for 2019/20. The Council's share of the decreased surplus, at 10.21%, will be £4,710.

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 £720,089 for 2017/18 was assumed in the calculation of business rate income, on the 2018/19 NNDR1. The outturn balance is a deficit of £3,900,277. This increased deficit was mainly due to 3 large

refunds made totalling £1,850,000 in 2017/18, 2 of which were completed in March 2018. The additional deficit will be recovered in the income calculation for 2019/20. The Council's share is £1,272k (i.e. £3,180k x 40%).

- 9.4 Even though the Business Rates deficit is £3.9m for 2017/18, the Council's General Fund will benefit in year by retaining additional business rates income of £815k (compared to the revised estimates) due to paying a smaller levy based on the business rates income collected compared to our baseline and other factors. Therefore it is recommended that this £815k additional business rates income is transferred to the business rates reserve to be utilised in 2019/20 to offset our share of the deficit detailed in 9.3 above i.e. £1,272k.

10.0 Conclusions and Implications for the Medium Term

- 10.1 The medium term financial outlook becomes progressively challenging from 2019/20 onwards 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 2018 show deficits (with planned savings in the early years) of:

- £0.3m in 2019/20;
- £0.8m in 2020/21;
- £1.0m in 2021/22; &
- £1.0m in 2022/23

A longer term Financial Strategy to balance the deficits will be developed in 2018/19.

- 10.2 The medium term forecast will be updated to reflect the impact of budget variances recorded in 2017/18 that could be of a recurring nature. 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 2017/18, both positive and negative. The Finance and Performance Board will continue to implement the budget monitoring and challenge process introduced in 2017/18.
- The Council has been able to balance the General Fund with a £1,211k surplus in 2017/18 in financially challenging times. However further savings need to be delivered to balance the budget in future years.
- The Council continues to be exposed to risks due to 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 reasonable balances are 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. (Northern Gateway MSCP and Innovation Centre, 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

Cabinet:

- 11.1 That the General Fund Revenue and Capital Outturn reports for 2017/18 be noted.
- 11.2 That the General Fund carry forward requests be approved (para 4.6).
- 11.3 That the request for retention of Building Maintenance surpluses of £80,000 to support expenditure on the items listed in para 5.2 of the officers report, be approved.
- 11.4 That the request for retention of Spirepride surpluses of £91,500 be approved in principal pending further Cabinet consideration of detailed business cases evidencing the need for expenditure on the items listed in para 5.4 of the officers report.

- 11.5 That the level of General Fund Reserves and Balances (Section 6 and Appendix D) be approved.
- 11.6 That the General Fund surplus for the financial year 2017/18 be transferred to the specific reserves identified in para 6.9 and 9.4 of the officer's report.
- 11.7 That the capital financing arrangements set out in Appendix D, be approved.

Full Council:

- 11.8 Notes the report.

12.0 Reason for Recommendations

- 12.1 In the interest of sound financial management.

Decision information

Key decision number	819
Wards affected	All
Links to Council Plan priorities	To ensure value for money services.

Document information

Report author	Contact number/email
Helen Fox Chief Accountant	helen.fox@chesterield.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 2017/18
Appendix B	2017/18 Variance Analysis
Appendix C	General Fund Reserves & Provisions

Appendix D	General Fund Capital Programme
Appendix E	Carry Forward requests

GENERAL FUND OUTTURN 2017/18

	Original	Revised	Outturn	Variance
	£	£	£	Rev'd- Out £
<u>Per Lead Member reports:</u>				
Leader	57,130	47,020	44,929	(2,091)
Deputy Leader	1,260,180	1,232,540	1,198,332	(34,208)
Economic Growth	208,880	32,100	(78,163)	(110,263)
Town Centre & Visitor Economy	(417,860)	(183,870)	3,267,578	3,451,448
Health & Wellbeing	7,138,700	7,260,650	6,738,375	(522,275)
Homes & Customers	1,852,100	1,799,520	1,642,887	(156,633)
Governance	2,681,840	2,697,710	2,639,118	(58,592)
Business Transformation	496,720	451,030	423,223	(27,807)
<u>Other:</u>				
Other Income	0	(12,000)	(62,205)	(50,205)
Savings - 'Cease or Reduce' Programme	(75,713)	0	0	0
Transformation Projects	46,610	0	0	0
Staff vacancies allowance	(240,000)	0	0	0
Share of Internal Audit surplus	0	0	(6,995)	(6,995)
Share of Crematorium Surplus	(250,000)	(281,460)	(281,460)	0
Spirepride surplus	(258,000)	(560,960)	(558,712)	2,248
OSD Trading surplus	(47,000)	(238,820)	(391,076)	(152,256)
DSO (surplus)/deficit	0	0	(20,508)	(20,508)
Apprentice Levy	30,500	0	0	0
Pension costs - 2017 Revaluation	140,000	0	0	0
Other incl bad debt provision	50,000	70,000	17,236	(52,764)
Total Service Expenditure	12,674,087	12,313,460	14,572,559	2,259,099
Interest & capital charges	(1,918,440)	(1,936,614)	(4,767,528)	(2,830,914)
MRP Policy	0	(243,082)	0	
Contributions from Invest to Save	0	(4,490)	(4,485)	5
Contributions from Service Improvement Reserve	(14,000)	(91,760)	(104,109)	(12,349)
Contributions from Budget Risk Reserve	0	(8,020)	(43,237)	(35,217)
Contributions to Renewals Fund etc	146,000	106,000	106,000	0
To/from Reserves	(150,000)	(150,000)	(151,625)	(1,625)
DSO surplus/deficit to/from Reserves	0	0	20,508	20,508
Surplus/(Deficit) - to/(from) reserves	(208,899)	976,012	1,210,856	234,844
NET EXPENDITURE	10,528,748	10,961,506	10,838,939	

GENERAL FUND OUTTURN 2017/18

Financed By:			
RSG	1,239,465	1,239,465	1,239,465
Business Rates Baseline	3,150,422	3,150,422	3,150,422
Settlement Funding	4,389,887	4,389,887	4,389,887
Retained Business Rates Growth	854,445	1,057,600	1,873,097
Business rate pooling	300,000	516,000	392,936
Council tax support grants to parishes	(39,686)	(39,686)	(39,686)
Council Tax Fund Surplus/(Deficit)	38,296	38,296	38,296
Business Rates Fund Surplus/(Deficit)	(106,426)	(106,426)	(106,426)
Contribution (to)/ from Business Rate reserve			(815,000)
New Homes Bonus	676,640	690,243	690,243
Council Tax	4,415,592	4,415,592	4,415,592
TOTAL FINANCING	10,528,748	10,961,506	10,838,939

BR Growth Retention:			
Growth rate			
CBC 40% share of income	14,770,300	14,770,300	14,770,301
Less tariff	(10,887,543)	(10,707,451)	(10,707,451)
Add s31 grant re SBRR	751,752	1,032,295	1,153,558
Add s31 grant re other reliefs	1,461	1,461	152,820
Gross income before levy	4,635,970	5,096,605	5,369,228
Less Baseline Funding	(3,150,422)	(3,150,422)	(3,150,422)
Growth	1,485,548	1,946,183	2,218,806
Levy (NB 50% on nndr3 not nndr 1)	(742,774)	(973,092)	(471,769)
Adjs to Levy & Tariff	(173,777)	(160,842)	(160,842)
Retained BR re renewable energy	55,900	30,000	54,963
Grant re Multiplier Cap	229,548	215,351	231,939
BR Growth Retained above Baseline	854,445	1,057,600	1,873,097
Add Baseline Funding	3,150,422	3,150,422	3,150,422
Total BR Income Retained	4,004,867	4,208,022	5,023,519

APPENDIX B

2017/18 VARIANCE ANALYSIS - REVISED TO OUTTURN

(adjusted for movements in reserves)

Category	Description	Amount (Favourable)/ Adverse £'000	Amount (Favourable)/ Adverse £'000
Leader of the Council		0	0
Deputy Leader of the Council	Pension Back Funding	(107)	(107)
Cabinet Member for Economic Growth	Peak Resorts Feasibility Study (Carry Forward Requested)	(30)	
	Development Control Planning Fee's	12	
	Forward Planning Professional Fee's	(15)	
	Community Infrastructure Levy (CIL) Fee's	37	
	Industrial Estates Rents	16	
	Housing Strategy HRA Contributions	(23)	(3)
Cabinet Member for Town Centre and Visitor Economy	Saltergate MSCP Business Rates Refund	(12)	
	New Beetwell MSCP Income	16	
	Surface Parking Repairs	14	
	Surface Parking Income	16	
	Venues Net Income	(56)	
	Venues Publicity and Bank Charges	(22)	
	Markets Income	9	
	Market Hall Café	15	
	Pavement Business Rates and Utilities	(21)	
	Pavements Rental Income (20% Share)	139	98
Cabinet Member for Health and Wellbeing	Cemeteries Fee's	(12)	
	Licencing Staffing	(11)	
	Private Sector Housing - Improvement Grants	74	
	Sports Facilities Staffing	63	
	Sports Facilities Income	36	
	Sports Facilities Supplies and Services	40	
	Environmental Protection Staffing	(26)	
	Environmental Protection Kennelling	(18)	146
Cabinet Member for Homes and Customers	Facilities Management Repairs	(15)	
	Cost of Collection – Recovery of Summons Costs	31	
	Cost of Collection – Court Fee's	(7)	
	Housing Benefits	(95)	(86)
Cabinet Member for Governance	Civic Services and Mayoralty	(11)	
	Corporate Health and Safety	(15)	
	Legal Services Staffing (Vacant Post)	(18)	
	Legal Fee's	(18)	
	Members Support and Development	(11)	(73)
Cabinet Member for Business Transformation	Support Services Staffing	(12)	
	Business Transformation Staffing (Vacant Posts)	(65)	(77)
Sub-total - controllable budget variances			(102)
Non-Portfolio Budgets	Other Income (New Burden Grants)	(50)	
	Internal Audit Consortium Surplus	(7)	
	Contributions from Reserves	(49)	
	OSD Surplus	(150)	
	Derbyshire Business Rates Pool	123	(133)
Overall Outturn Variance			(235)
Reconciliation to totals	Surplus - Outturn		(1,211)
	Surplus – Revised Budget		(976)
	Change in surplus		(235)

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GENERAL FUND RESERVES AND PROVISIONS

9001 code	Purpose	Bal at start of year £'000	Revised Bud Est £'000	Bal at end of year £'000
3240	Vehicles and Plant	875	257	766
	Wheelie Bin Replacements	32	36	76
3241	Property Repairs	553	337	354
3244	Asset Management	16	-	-
3395	DSO/DLO	405	255	576
3263	Museum Exhibits	25	25	25
3264	Planning LDF Review	240	110	236
3265	Flooding Restoration Fund	74	-	53
3378	MMI Clawback Reserve	365	335	366
3380	ICT	375	-	67
3390	Insurance - claims not yet reported	597	597	597
3418	Theatre Restoration	269	359	367
3372	Repaid Improvement Grants	234	254	222
3399	Retained Business Rates	502	972	1,937
3417	STWA tenants consultation	30	-	-
3419	General Fund Deficit Reduction	407	257	257
3243	Northern Gateway	200	120	280
3353	Community Infrastructure Levy	500	750	734
3354	S106 Contributions	272	272	254
3429	ICT Digital Innovation	-	628	596
3430	Service Redesign	-	-	750
	Earmarked Reserves	5,971	5,564	8,513
3388	Budget Risk	446	443	683
3389	Invest to Save	252	-	31
3412	Service Improvement	614	277	339
	Reserves Total	7,283	6,284	9,566
3237/8	Insurance - reported claims	667	667	735
3247	MMI Claw-back	20	10	17
3239	Transport Co. Pensions	991	1,008	1,008
	Provisions Total	1,678	1,685	1,760
	Reserves & Provisions Total	8,961	7,969	11,326

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GENERAL FUND CAPITAL PROGRAMME 2017/18

	Original £'000	Revised £'000	Actual £'000	Variance Rev to Act £'000
<u>CAPITAL EXPENDITURE:</u>				
Doe Lea Flood Resilience Work	110	110	110	0
Brampton Flood Resilience Work	45	45	8	(37)
IT Strategy (from ICT Reserve)	23	23	17	(6)
Northern Gateway – Saltergate MSCP refurbishment	707	707	165	(542)
Streetworks/Env Improvements	215	215	80	(135)
Enterprise Centre			218	218
Peak Resort	2,065	2,065	1,922	(143)
Vehicles & Plant (V&P Reserve)	120	120	104	(16)
Home Repairs Assistance	275	150	108	(42)
Disabled Facilities Grants	1,221	1,166	682	(484)
Eastwood Park Skate Park	51	51	51	0
Pavements refurbishment			9	9
Market Hall Café Refurbishment	65	65	65	0
Winding Wheel lift upgrade	93	96	96	0
Langer Lane Play Area	70	70	69	(1)
Car Parks - Ticket Machines	31	31	0	(31)
Town Hall Alterations (GPGS)	2,421	1,785	1,401	(384)
Town Hall Alterations (CCTV)		220	29	(191)
Hollingwood Play Area		57	55	(2)
Hazel Drive Play Area		57	0	(57)
Waterside	607	607	114	(493)
Queen's Park Sports Centre - New Build			2	2
Queen's Park Sports Centre – Demolition	13	2	2	0
Tapton Terrace Flood Resilience Work		12	8	(4)
Somersall Park Play Area			3	3
Kiosk Replacements		40	26	(14)
Replacement of Winding Wheel Boilers		4	4	0
Whitebank Sportsground Improv's (Cap)	33	33	33	0
CBC Innovation Centres ICT Upgrade	100	100	90	(10)
Grand Total	8,265	7,903	5,467	2,436

	Original	Revised	Actual	Variance
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	£'000	£'000	£'000	Rev to Act £'000
<u>CAPITAL FINANCING</u>				
Borrowing: Town Hall Restack	1,392	1,392	1,392	0
Grants & Contributions - see below	4,792	4,994	3,602	(1,392)
Capital Receipts	2,396	246	239	(7)
ICT Reserve	23	23	17	(6)
TPIC Property Reserve	75	75	66	(9)
Budget Risk Reserve		40	26	(14)
Vehicle & Plant Reserve	120	340	133	(207)
Service Improvement Reserve: TPIC	25	25	25	0
S106 Contributions		19	20	1
Invest to Save Reserve – Car Park Ticket Machines	31	31	0	(31)
Service Improvement Reserve – Market Hall Cafe	65	65	65	0
Total resources available in year	8,919	7,250	5,585	(1,665)
Less total expenditure in year	8,265	7,903	5,467	
Net in-year surplus / (deficit)	654	(653)	118	
Surplus / (deficit) b/f from prev yr	1,355	1,355	1,355	
Cum surplus / (deficit) c/f	2,009	702	1,473	

	Original £'000	Revised £'000	Actual £'000	Variance Rev to Act £'000
<u>CAPITAL GRANTS etc:</u>				
Whitebank Close Sportsground – Viridor	33	33	33	0
Langer Lane Play Area – DCC/Viridor	68	68	67	(1)
Eastwood Park Skate Park - Viridor	51	51	51	0
Hollingwood Play Area - Viridor		38	38	0
Hazel Drive Play Area - Viridor		57	0	(57)
SCRIF - Waterside	607	607	114	(493)
SCRIF – Northern Gateway	571	571	463	(108)
SCRIF – Peak Resorts	2,065	2,065	1,922	(143)
Flood Relief Grant - CLG	45	45	7	(38)
Flood Risk Management Grant - EA	110	122	117	(5)
Disabled Facilities Grants (CLG/PCT)	1,221	1,316	786	(530)
Home Repairs Assistance (FILT / SSE)	10	10	4	(6)
Staveley King George Bowls Pavilion - Viridor	11	11	0	(11)
Grants Total	4,792	4,994	3,602	(1,392)

2017/18 BUDGET CARRY FORWARD REQUEST FORM

Description	Peak Resort Feasibility Study £30,000
Reported to Members	Update provided to Huw Bowen/Tricia Gilby
Corporate, cross-cutting (community safety, equality, etc) and service priorities	Corporate – potentially income generating
Mandatory / discretionary	Discretionary
Revenue Implications One-off or on-going	One off study
Savings identified elsewhere	N/A
Partnership opportunities	Partnership with Peak Worldwide.
Grants and joint financing opportunities	£25,000 match from Peak Worldwide
Charging policy	N/A
Consultation undertaken	Liaison between Director of Development and Growth and Rupert Carr, Peak Resort. Meeting also held between Huw Bowen and Peak Resort
Affect on other services	The feasibility study will impact on the visitor economy across Chesterfield and the wider sub region. Immediate impact on Economic Development, Planning and Tourism/Cultural services within the Council
Implications if not approved	CBC won't be able to complete the feasibility study into the potential to operate (commercially) the gateway building on the Peak Resort site. Negative impact on relations with partners at Peak Resort, could delay the delivery of the Peak Resort project – impacting on the local community and the ability to deliver SCRIF outcomes (as per Sheffield City Region contract)
Other Comments:	The feasibility study is seeking to appoint architects, commercial property agents and legal advice to explore the potential for Chesterfield Borough Council to engage in the development of the Peak Gateway building at Peak Resort. The appointment of consultants has been delayed due to discussions around the signing of Heads of Terms between parties. CBC has declined to sign Heads of Terms and have instead pushed for the establishment of a non legally binding partnership agreement. Work has been ongoing on the study but no external advice appointed. This is now moving forward and spend will be defrayed within the new financial year.

2017/18 BUDGET CARRY FORWARD REQUEST FORM

Description	Tourism (0520) Statutory Publicity 4419
Reported to Members	N/A
Corporate, cross-cutting (community safety, equality, etc) and service priorities	Contract for new VisitChesterfield website – priority to put in place a responsive website that will be more commercial in outlook.
Mandatory / discretionary	Discretionary
Revenue Implications One-off or on-going	£1,500 One-off
Savings identified elsewhere	N/A However, the new website is expected to provide an income
Partnership opportunities	Funding for the build of the new website came from the Chesterfield Area Tourism Group fund.
Grants and joint financing opportunities	Ongoing annual fees for the website and the Destination Management System that sits behind it, will be supported by both North East Derbyshire District and Bolsover District councils as part of the tourism work identified by the Chesterfield Area Tourism group.
Charging policy	N/A
Consultation undertaken	N/A
Affect on other services	N/A
Implications if not approved	The ongoing charges were in negotiation in February and March 2018. Final costings were approved in March and the contract arrived towards the middle of the month. This was forwarded to legal for approval and, in part due to the Easter holidays, approval wasn't expected prior to the year end. Money to pay for this had been identified within the 2017/18 budget but the payment would not now be made until the new financial year. Without the carryover of this money, the 2018/19 budget for statutory tourism publicity would be underfunded.
Other Comments:	

2017/18 BUDGET CARRY FORWARD REQUEST FORM

Description	0534 Visitor Information Centre 4417 Research
Reported to Members	N/A
Corporate, cross-cutting (community safety, equality, etc) and service priorities	The cost of carrying out a customer satisfaction survey for a PI to be reported on the council plan.
Mandatory / discretionary	Discretionary but needed for the council plan
Revenue Implications One-off or on-going	£870 One-off
Savings identified elsewhere	N/A
Partnership opportunities	Working with Policy
Grants and joint financing opportunities	N/A
Charging policy	N/A
Consultation undertaken	N/A
Affect on other services	N/A
Implications if not approved	Following a budget review in 2017, a saving identified was to carry out the customer satisfaction survey at the VIC and Museum every other year rather than annually. The survey was carried out in 2015 and should have taken place in 2017. However, our market researcher was no longer available and no alternative could be found. Working with Policy, a new way of carrying out the survey has been found but this won't take place until summer 2018. Consequently, the budget identified in 2017/18 needs to be carried forward to pay for the survey in 2018. If this money isn't carried forward, the survey cannot take place in 2018.
Other Comments:	

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For publication

Progress on the Council Plan – Year 3 – 2017/18 (J040)

Meeting: Cabinet

Date: 15 May 2018

Cabinet portfolio: Deputy Leader

Report by: Assistant Director – Policy and Communications

1.0 Purpose of report

- 1.1 To report and discuss the progress made during year three – 2017/18 on the delivery on the Council Plan 2015 – 2019.
- 1.2 To highlight the key activities and commitments to be delivered during the remaining year of the plan.

2.0 Recommendations

- 2.1 That members note and comment on the progress towards delivering the Council Plan 2015 – 2019.

3.0 Background

- 3.1 In 2015/16 the Council moved from the production of a one year plan to a four year strategic Council Plan following a recommendation from the Local Government Association's peer challenge in late 2013. A four year Council Plan is one element of the Council's response to this which, along with a

revised medium term financial plan and strengthened transformation programme, is enabling the Council to plan effectively for the financial and policy challenges it faces.

- 3.2 The plan defines the Council's key priorities and aims, based on those identified by Executive Members and officers and taking account of a wide range of evidence. The plan is aimed at providing focus, setting out priorities that will require collected corporate effort during the period. It is not an attempt to describe every service that the Council will provide; this will be covered by service plans on an annual basis.
- 3.3 The plan is reviewed and updated on an annual basis to take into account the latest community, demographic and performance data. The update for 2018/19 was approved at full Council on the 22nd February 2018.

4.0 Council Plan 2017/18 commitment progress

- 4.1 Of the 41 key activities for delivery during 2017/18 80% have been completed by year end. There has been significant progress on the remaining activities and these have been carried over to be completed in 2018/19.
- 4.2 This is an improvement on the half year position where 74% of key activities were still on target. Challenge via Overview and Performance Scrutiny and Finance and Performance Board helped keep activities on track and where possible develop mitigating activity to bring amber and red rated projects back on course.
- 4.3 Of the data available for the key performance measures, 78% of the Council plan performance measures hit or exceeded their target for 2017/18. 70% of the indicators improved on 2016/17 performance and a further 5% maintained performance levels.

- 4.4 Progress information is available for all 41 commitments and performance measures are available at Appendix A. Key outputs and outcomes for 2017/18 include:
- Working with partners at Sheffield City Region and D2N2 to negotiate and deliver skills training packages worth £744k which benefit 91 businesses and over 1300 learners
 - Securing 100% local labour clauses on eligible planning applications. Once secured we work with developers to support and advise them on clause implementation. This includes advice on local recruitment, links with local training providers and information about how they can best explore local supply chain opportunities
 - A range of events and activities to increase footfall in the town centre including medieval market, market festival, record fairs, young people's market, festive fayre and the observation wheel
 - Improvements in the homelessness service to prepare for the implementation of the Homelessness Reduction Act. Improvements include establishing a North Derbyshire homeless forum, introducing new technology and enhanced training for staff
 - Retaining budgetary discipline and income maximisation by challenging budget holders, vacancy control, maximising core income streams, careful investment, exploration of external grant funding and focusing on operational efficiency savings
 - New commercial activity during 2017/18 including the market hall café and environmental services have generated approximately £149k in income

5.0 Commitments for year 4 of the Council Plan

- 5.1 The revised Council Plan for 2018/19 sets out key commitments to take us through to the end of the Council Plan. 42 key activities are identified for delivery during 2018/19. These commitments are described in Appendix A.

5.2 Progress towards these commitments will be monitored and challenged on a quarterly basis via the performance management framework. This includes progress reports for discussion at the Overview and Performance Scrutiny Forum and challenge at the finance and performance board.

6.0 Equalities considerations

6.1 Individual equality impact assessments and analysis have taken place for projects and activities where appropriate.

7.0 Recommendations

7.1 That members note and comment on the progress towards delivering the Council Plan 2015 – 2019.

8.0 Reason for recommendation

8.1 To raise awareness of key outcomes and outputs against the Council Plan commitments and challenge performance.

Decision information

Key decision number	Non-key 80
Wards affected	All

Document information

Report author	Contact number/email
Donna Reddish – Policy and Communications Manager	donna.reddish@chesterfield.gov.uk
Appendices to the report	
Appendix A	2017/18 annual performance management report

Annual Performance Management Report 2017/18

- 1.0 Introduction and performance overview
- 2.0 Council plan key activity progress
- 3.0 Council plan Performance measures
- 4.0 Priority activity for 2017/18 and 2018/19

1.0 Introduction and performance overview

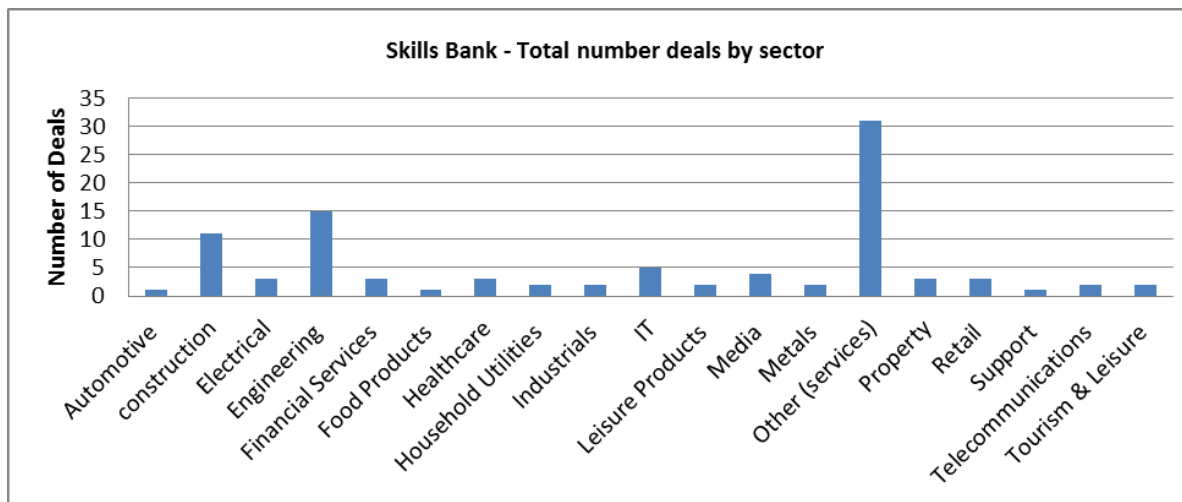
- 1.1 This report includes our performance outturn information against the Council Plan measures and projects for 2017/18 and where possible includes comparisons to previous years.
- 1.2 Of the 41 key activities for delivery during 2017/18 33 have been completed by year end (80%). Significant progress has been made on the remaining eight activities; these will be completed during 2018/19.
- 1.3 Of the data available for the key performance measures, 78% of the Council plan performance measures hit or exceeded their target for 2017/18. 70% of the indicators improved on 2016/17 performance and a further 5% maintained performance levels.
- 1.4 The revised Council Plan for 2018/19 sets out key commitments to take us through to the end of the Council Plan. 23 key activities have been identified for delivery during 2018/19.

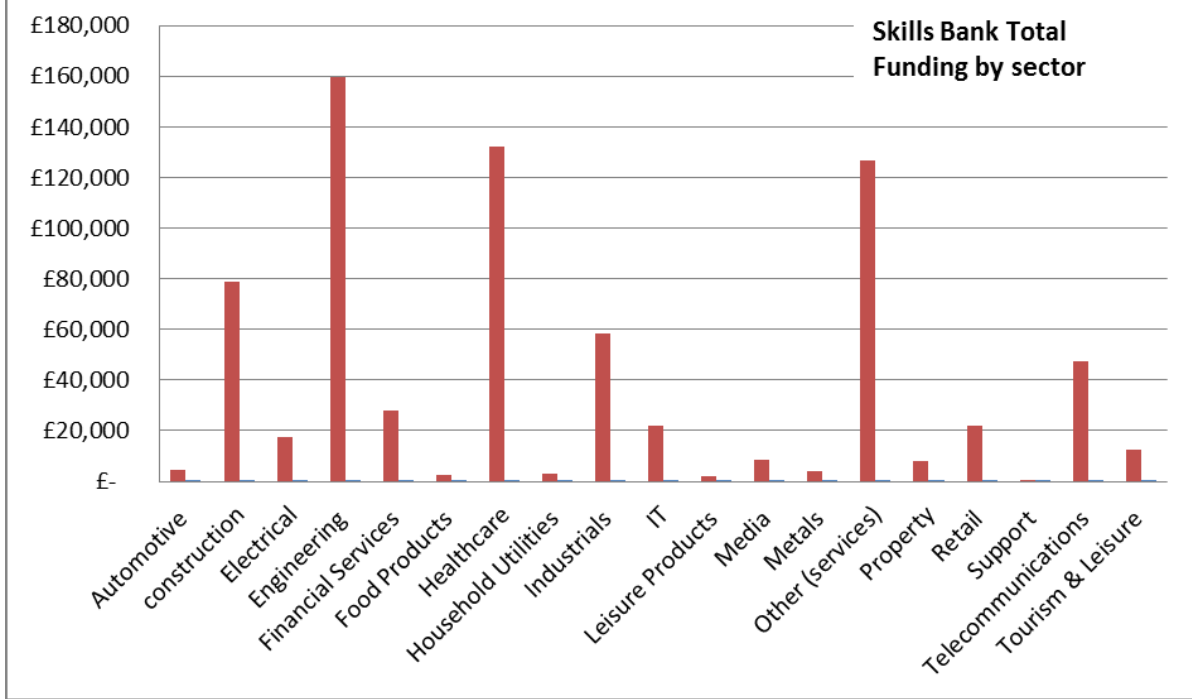
2.0 2017/18 Council Plan Project Progress – Year End

- 2.1 We have made significant progress towards our priority to make Chesterfield a thriving Borough. Out of 16 key commitments for 2017/18 13 have been fully delivered (81%). There has been good progress on the remaining three commitments but these will be fully delivered during 2018/19.

Activity	RAG	Progress
Creating a skills action plan for Chesterfield which ensures that local people & businesses have clear advice, signposting and support with regards to the range of programmes available and recognises specific 'skills agenda' activity such as Apprentice Town and activity connected to major regeneration projects.	✓	The final draft was considered and approved by Cabinet on the 27 th June 2017. The implementation of the plan will be ongoing and subject to annual review including challenge by overview and scrutiny.
Produce a performance dashboard for all skills and employment schemes that shows how Chesterfield benefits and provides a mechanism to monitor report and influence progress.	✓	We are working closely with SCR and D2N2 Local Enterprise Partnerships to monitor progress against projects. We also receive and challenge to maximise benefit regular updates from SCR programmes including Skills Bank, Talent Match, Ambition etc. via the Skills, Education and Employment group which is a sub group of the Skills Board. To date: Skills Bank

Stage	Number businesses	Number Learners	Total Value of Training	Intervention rate
Training Approved	31	463	£310,419	65%
Pipeline	60	892	£433,723	68%
Total	91	1355	£744,142	67%





Skills Local (D2N2 - upskilling within the workforce)

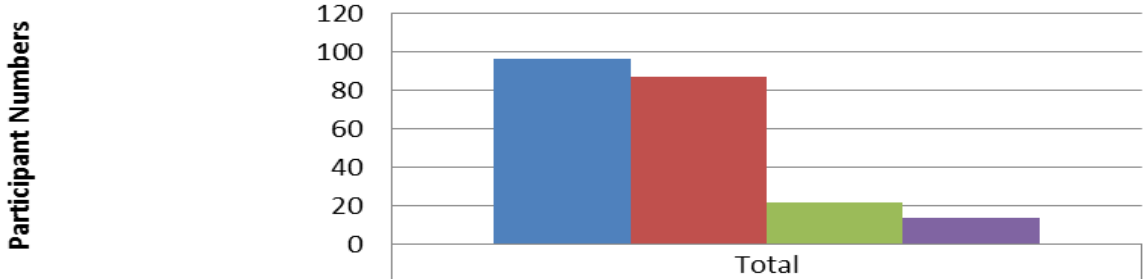
Number of SMEs engaged	24
Number of learner assessment plans	135
Total value of learning	£97,947

Talent Match (SCR)

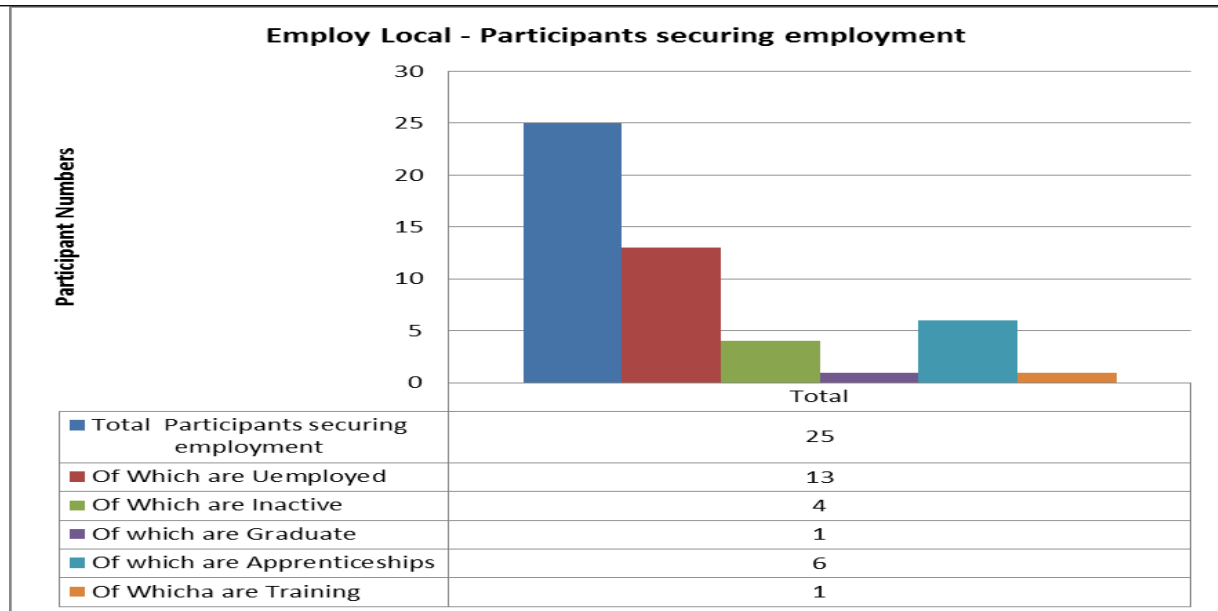
Total young people engaged	139
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		Number of young people securing employment	44
		Number young people undertaking work placements	34
		Number of young people undertaking apprenticeships	8
		Number of young people under taking training / skills development	79
		Number of Young people undertaking volunteering	18
		Ambition (SCR)	
		Total young people started on programme	121
		Number of young people securing employment	51
		Number young people undertaking work placements	51
		Employ Local (D2N2 - Supporting employment growth)	

Employ Local - Total Participants Engaged



■ Participants engaged	96
■ Of Which are LT unemployed	87
■ Of Which are 50+	22
■ Of which have a Disability	14



Building Better Opportunities (D2N2 - Big Lottery)

Building Better Opportunities	Money Sorted	Opportunity & Change	Towards Work
Total Participants	14	15	25
Unemployed including long term unemployed	1	11	23
Inactive	5	4	2
Participants over 50	4	3	5
Participants from ethnic minorities	2	2	3
Participants with disabilities	10	11	8
Participants who are	0	3	0

		<table border="1"> <tr> <td>offenders or ex-offenders</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>There have been historic challenges in obtaining regular updates from D2N2 ESF programmes. There is starting to be a more co-ordinated approach with data now being provided Skills Local & Employ Local and Building Better Opportunities. Performance data from Inspire Local (D2N2) and Skills for Jobs Growth (SCR) is still outstanding.</p>	offenders or ex-offenders				
offenders or ex-offenders							
Refresh the skills fact card for Chesterfield.	✓	<p>This has been completed as part of the 'Invest in Chesterfield' programme. A package of materials was developed for the Investment Summit at the end of November and the full skills card developed in January 2018.</p> <p>In addition the CBC skills and employment pages have been updated to reflect the skills fact card and the range of employment and skills programmes available. The skills and employment pages are fresher and more user friendly than previous formats, enabling easier navigation for users.</p> <p>This is now complete and can be viewed https://www.chesterfield.gov.uk/job-skills-training-and-apprenticeships.aspx</p>					
Ensure the effectiveness of local labour clauses on 100% of all major planning applications.	✓	<p>We work with planning to secure local labour clauses on all major planning applications. Once secured we work with developers to support and advise them on clause implementation. This includes advice on local recruitment, links with local training providers and information about how they can best explore local supply chain opportunities.</p> <p>We have currently secured employment and skills plans for two major planning applications, CHE/17/00779/FUL (William Davis Ltd) and CHE/17/00475/FUL (MJ Developments)</p> <p>William Davis' Dunston Grange Development commenced on site in October 17 and by working closely with them, we have been able to secure an employment & training</p>					

	<p>scheme which will/has deliver(ed):</p> <ul style="list-style-type: none"> - A Meet the Buyer Event took place on the 2nd November where the local supply chain were invited to engage with the developer regarding tender opportunities resulting from the development. 9 local businesses attended the event of which 3 secured contracts. In addition to the event a press release was issued about tendering opportunities with 42 local businesses (North Derbyshire, North Notts, S. Yorkshire) being contracted to deliver on the scheme and of these, 14 were based in Chesterfield. - 4 weeks work experience per year – open to 8 students from local schools and the College - Career Talks to all first year construction/trade students at Chesterfield College and a willingness to deliver careers talks to Schools who wish to participate. - Commitment to take on 4 Apprentices directly with William Davis and sub-contractors being encouraged to engage Apprentices via the procurement process. - Commitment to advertise all employment opportunities locally via JCP and Sheffield City Region Jobs Board - Key speaker at Chesterfield & North Derbyshire Skills Conference regarding the benefits of local labour initiatives. - Williams Davis attended a careers convention at Outwood Academy in Newbold and have agreed to act as an Enterprise Adviser to the School. <p>We have worked with MJ developments to implement the local labour clause on a planning application to deliver 10 apartments on Knifemithgate. MJ developments have committed to offering work experience and have held a meet the buyer event on 25th January at the Town Hall.</p> <p>Current focus is on monitoring local labour clauses for their effectiveness, so that good practice can be shared/adopted and maximum impact be derived for Chesterfield's economy.</p> <p>In addition the Policy has been continued in the new draft Local Plan</p>
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		<p>(published January 2017).</p> <p>This priority will be continued into 2018/19 but the actions for 2017/18 have been completed.</p>
Host an annual skills conference aligned with local and regional growth priorities.	✓	<p>The conference took place on 12th October 2017 at Ringwood Hall. To maximise limited budgets, the event was delivered in partnership with Careers Enterprise Company and Destination Chesterfield. Linked to local and regional growth priorities the conference focussed on how our employer and education communities can work together to develop the employability skills of our future workforce. Guest Speakers included:</p> <ul style="list-style-type: none"> - HS2 - Careers Enterprise Company - Williams Davis - Derbyshire Education Business Partnership - Chesterfield Apprentice Ambassadors (Arvato) <p>87 delegates from the business and education community attended on the day of which 89% rated the event as good or excellent. 9 employers offered support to schools (work experience, Apprentice Ambassador, Enterprise adviser etc.).</p> <p>This priority will be continued into 2018/19 but the actions for 2017/18 have been completed.</p>
Developing a HS2 Growth Strategy that includes the maintenance depot.	✓	<p>We worked with Derbyshire County Council and AECOM to prepare masterplan for Chesterfield Station area and case for use of the infrastructure maintenance depot as a construction site. This was incorporated into the East Midlands Growth Strategy launched on 3rd October 2017.</p>
An increase in the number of town centre events to attract visitors.	✓	<p>Further new events have been delivered alongside the planned Medieval Market, Market Festival and Love Your Local Market Saturday's. These include three Sunday Record Fair's on New Square, which will continue quarterly, the Young Persons</p>

		<p>Market, again quarterly and a three day Christmas Festive Fayre which took place 22nd to 24th December, again in New Square. In March 2018 we had the additional attraction of the observation wheel.</p> <p>Although we do not have footfall counters, it was evident that footfall increased and both traders and shops commented on this having a positive impact on business. In particular the three day Festive Fayre which brought new traders, music, live entertainment, food and drink to the market area and the extremely popular observation wheel.</p>
Reviewing and revising the Town Centre masterplan.		<p>This work is under way and will account of the emerging HS2 Growth Strategy for Chesterfield and the Northern Gateway Vision and is on track for completion during 2018. Detailed work on the development framework for the HS2 Masterplan area is due to start in April 2018.</p> <p>This priority will be continued into 2018/19.</p>
Work with local businesses to see if they wish to share funds to improve the services and events in the town centre.	✓	<p>Mechanisms for this dialogue are now firmly established as the town centre forum continues to thrive.</p> <p>The Healthy High Streets initiative has continued to successfully support the additional market on the third Saturday of the month.</p> <p>There is also a shared desire to strengthen all forthcoming events. Particular focus this year has been on the Medieval Market in July, and on the Market Festival in October and the Christmas Switch-on and Grotto in December.</p> <p>The giant observation wheel afforded residents and visitors a unique birds eye view of the town. The attraction was extremely popular and brought significant additional footfall to the town.</p>
The Saltergate multi-storey	✓	The Council considered proposals and gave authority for a new build option in July

will be refurbished to provide more parking spaces and achieve the highest national standards. Project changed to MSCP replacement following decision in July 2017. Progress aiming for is demolition during 2017/18 and construction start in 2018/19.		<p>2017. It was agreed that the refurbishment be abandoned in favour of a new build MSCP replacement scheme as it is felt that this will deliver better value for money for CBC in the long term.</p> <p>Procurement was undertaken to select a demolition contractor and a design and build contractor under separate contract to take the development forward. The car park was demolished in March 2018 with the site currently being cleared and the new build to commence in Summer 2018.</p>
In addition to the number of markets that are currently provided we will introduce additional evening and event markets.	✓	On the back of the success of recent events we have engaged with Edge Events to deliver a series of Event Markets called “World Food and Grooves” starting in May 2018. This will be based on New Square market and incorporate the Market Hall, delivering a weekend of food, drink and music, including live demonstrations and entertainment both on the Market and in the Market Hall. The aim is to build on this with this provider to deliver themed events throughout the year, both in the day and also evening.
Develop a HS2 Economic Impact Study	✓	The East Midlands HS2 Growth Strategy was delivered in conjunction with Derbyshire County Council and East Midlands Council early in October this year. The Strategy called ‘World Class – Locally Driven’ details Chesterfield’s growth aspirations from HS2. This strategy considers the HS2 Economic Impact Assessment.
Adopt a revised growth strategy for Chesterfield’s economy.		<p>The draft Growth Strategy has been prepared and is currently in internal consultation. We will then move towards Cabinet and Council for approval in 2018/19.</p> <p>This priority will be continued into 2018/19.</p>
Developing a visitor economy action plan		A draft brief has been prepared for the visitor economy action plan. There will be a series of stakeholder workshops starting in January 2018 before a plan and report is presented to Cabinet and Council for approval in 2018/19.

		This priority will be continued into 2018/19.
Supporting the development of the Peak Resort gateway	✓	A feasibility study is currently being undertaken. This will then be used to develop a robust business case and development plan for the Gateway building. This will be considered by Cabinet in 2018/19. This priority will be continued into 2018/19 but the actions for 2017/18 have been completed.
Supporting the development of Peak Resort Phase 2	✓	We continue to work with Peak Resort to facilitate and administrate the Sheffield City Region Infrastructure funding for the early infrastructure development needs. The developer is on target to complete the programme of works to schedule and on budget in early 2018/19. This priority will be continued into 2018/19 but the actions for 2017/18 have been completed.



- 2.2 Improving the quality of life for local people is also a key council plan priority. We successfully delivered on six of our nine key commitments (67%). There has been good progress on the remaining three commitments but these will be fully delivered during 2018/19.

Key issues impacting on commitment delivery on this priority in particular include:

- Changes to central government policy leading to further discussion/clarification being required
- External funding challenges
- Internal resource issues

Activity	RAG	Progress
Adopt a “health in all policies” approach to ensure that		This is currently being trialled with the Local Plan. The Derbyshire County Council health audit checklist is being used to consider the health impact via this major

health and wellbeing outcomes are considered and positive actions embedded in all council policies and plans.		<p>strategic work. If this trial is successful the approach will be rolled out to other areas of work.</p> <p>This priority will be continued into 2018/19.</p>
Produce a Health and Wellbeing Strategy and supporting action plan to identify opportunities and interventions to deliver improved health outcomes and reduce inequality.		<p>The Chesterfield Health and Wellbeing partnership have been undertaking the development work for the strategy with a view to completing the formal Strategy development during 2018/19.</p> <p>This priority will be continued into 2018/19.</p>
Continue to develop and deliver the Chesterfield Health and Wellbeing Partnership locality plan to improve health and wellbeing outcomes and reduce inequality.	✓	<p>The multi-agency Chesterfield Health and Wellbeing Partnership have been delivering the 2017/18 Chesterfield locality plan. Progress is monitored regularly through that forum. Key activities during 2017/18 have included:</p> <ul style="list-style-type: none"> • Holiday Hunger project at Barrow Hill – Holiday hunger programmes run throughout the year in Barrow Hill. They provide free activities, free packed lunches and a range of volunteering opportunities. 419 children benefitted from the six week summer programme with 12 adults accessing volunteering opportunities • Black and ethnic minority engagement and message dissemination project – this is an asset based cascade model which enables community groups to co-develop and design key messages for the community. A successful project was delivered around hypertension and cardiovascular disease. The messages reached over 1500 people with 210 people advised to speak to their GP • A programme of arts and health was launched to support the health and wellbeing of older people in care homes. The project which aimed to stimulate mental and physical activity again used a cascade approach so that care home workers were trained to maintain the activity levels after the project ended <p>This priority will be continued into 2018/19 but the actions for 2017/18 have been completed.</p>

<p>Partnership delivery of community-led actions for increasing participation in physical activity in our seven most deprived neighbourhoods by developing social capital and enhancing community assets.</p>		<p>There is a wide range of work being undertaken on addressing inactivity (initially focussing on the most deprived areas of the borough) and some wider activities on tackling obesity. The first roll out of the programme was in Rother and this has delivered significant successes although with many challenges along the way. The second phase has commenced in Barrow Hill and is developing well. One of the key issues identified in piloting this approach is the time taken to develop community capacity. As a result we are now amending the approach and Press Red are to provide us with outputs from Phases 1 and 2 above for the 7 areas.</p> <p>Chesterfield is part of a partnership across Derbyshire working to build a 'whole-system' approach to engaging more people in regular physical activity and are a partner in a countywide bid to Sports England for the Local Delivery Pilot. This aims to change the way sport and physical activity is offered in communities and assess if a behaviour change approach to tackling inactivity is successful, especially in getting more underrepresented groups more active.</p> <p>This priority will be continued into 2018/19 but the actions for 2017/18 have been completed.</p>
<p>Co-commissioning of VCS delivered services with our County Council and CCG partners to ensure that all commissioned services are co-ordinated and delivered to improve health and wellbeing outcomes and address the wider social determinants of health across Chesterfield.</p> <p>Co-commissioning of services was no longer</p>		<p>The roll out of Universal Credit began in the Chesterfield area in November 2017 and in the Staveley area in April 2018. The introduction of Universal Credit was identified by the Chesterfield Health and Wellbeing Partnership as posing significant health and wellbeing risks to our residents and a working group was established to address to help mitigate some of the key risks. Activities have included:</p> <ul style="list-style-type: none"> • Increasing engagement and communication with claimants and potential claimants utilising a variety of techniques including electronic and more traditional formats • Investing in proactive early support • Investing in digital inclusion activity for claimants and potential claimants • Providing bank account support and advice • Providing budgeting advice and training • Continuing to monitor and adjust support requirements.

<p>possible during the life of this plan due to partnership priorities. This project was changed during to focus on supporting people with the introduction of universal credits.</p>		
<p>Deliver a multi-agency falls prevention project to reduce the number of people falling and the impact of falls by -</p> <ul style="list-style-type: none"> - reducing the risk of falls by raising awareness amongst health professionals and the public <ul style="list-style-type: none"> - making every contact count by ensuring key professionals identify and signpost potential falls risks using a system-wide falls pathway approach with the aim of prevention - ensuring adequate community-based delivery of exercise, strength and balance activities for those identified as at risk of falling. 		<p>A small group involving staff from the Clinical Commissioning Groups, local NHS providers, public health and the Council have met to establish an approach to improve the outcomes in this area. The group have mapped the existing service provision around falls and a new clinical pathway for falls has been developed across Derbyshire. The Chesterfield group are working on a programme of work focussing on fall prevention addressing the following concerns:-</p> <ul style="list-style-type: none"> • The need to understand the local data more fully to prioritise and target the Chesterfield response for falls (including the opportunity to work more closely with public health on a local project). • Based on the data what are our local priorities? • Who are the people who might identify somebody at risk of falling? And what do they need to know? • What is the local 'offer' for Falls? • How do we encourage / facilitate greater take up of Strictly No Falling Classes? • How do we better engage individuals / communities to better understand falls risks and how to reduce them? <p>This priority will be continued into 2018/19.</p>
<p>Establish a North Derbyshire Homeless Forum to take the lead role in developing and implementing the North</p>	✓	<p>The first homelessness forum was held on 12th September 2017 and was an extremely successful and well attended event with approximately 50 attendees from a range of stakeholders. This will be a quarterly event and will be responsible for the delivery of the action plan contained in the North Derbyshire Homelessness Strategy.</p>

Derbyshire Homeless Strategy		
Undertake a review and implement a new IT system to process and monitor homeless presentations with a key focus on homeless prevention	✓	The review has been completed and software selected and procured. Delivery is on track with full implementation and roll out scheduled for April - October 2018. The Homelessness element of the new IT system was implemented for 3 rd April 2018. It will be rolled out to cover CBL and Allocations by October 2018 This priority will be continued into 2018/19 but the actions for 2017/18 have been completed.
Undertake a review of working practices to ensure the efficient implementation and delivery of the pending Homeless Reduction Bill	✓	Extensive specialist training is being undertaken by all relevant staff in preparation for the implementation of the Homeless Reduction Act. A county wide group has been established to consider the implications of the new legislation, potential impacts on service delivery and how to best respond. A range of projects, in particular the development of a Single Point of Contact for referrals under the new legislation have been developed or are in development with external partners.

- 2.3 During 2017/18 we continued to strive forward in providing value for money services delivering fully on 14 out of 16 commitments (88%). There has been good progress on the remaining three commitments but these will be fully delivered during 2018/19.

Activity	RAG	Progress
Retain budgetary discipline and income maximisation strategy including (2017/18 and 2018/19):	✓	Plans are in place for budgetary discipline with the Council facing difficult financial pressures. The Council faced a budget deficit of £208k for 2017/18 but has been able to turn this around to a projected surplus of £1m. This has been achieved by better business rates growth, savings on insurance costs, higher returns in OSD and SpirePride, a revision in MRP accounting policy and robust vacancy and cost control. However our energy costs have significantly increased, income from our stakes in Vicar Lane and Pavements Shopping Centres are falling, we are exposed to

		<p>economic risks and we face increasing pay and non-pay inflations costs. A revised draft Medium Term Financial Plan (MTFP) has been approved by Council in February 2018. Our capital investments are heavily reliant on selling surplus Council assets and this remains challenging. Following a recent Stock Condition Survey and savings programme the HRA is moved into a more sustained financial position. The Council will continue to face increasing difficult financial challenges and further large deficit challenges in the medium term.</p> <p>This priority will be continued into 2018/19 but the actions for 2017/18 have been completed.</p>
Budget challenge and vacancy control.	✓	<p>Budgetary challenge meetings are held quarterly with operational managers. Budgets are also monitored monthly by finance and service managers. The Vacancy Control panel continues to meet twice monthly to manage staffing.</p> <p>This priority will be continued into 2018/19 but the actions for 2017/18 have been completed.</p>
Focusing on maximising core income streams (leisure centres, venues and business units etc.)	✓	<p>Significant success has been achieved in reducing subsidy at key venues and increasing income across the portfolio. Further plans (venues/sports facilities/Planning etc.) are being developed to maximise income over the next 1-3 years. Income is monitored on a monthly basis through the Finance & Performance Board.</p> <p>This priority will be continued into 2018/19 but the actions for 2017/18 have been completed.</p>
Careful investment in new projects and activities that generate a realistic/material return – using the business	✓	<p>All projects go through the new Project Management Office starting with the gateway process. Robust business cases are needed with approvals from Finance & Performance Board and then Cabinet. E.g. Old Queens Park Sports Centre redevelopment.</p>

case approach.		This priority will be continued into 2018/19 but the actions for 2017/18 have been completed.
Exploration of external grant funding opportunities	✓	<p>The exploration of external funding sources is a key part of project development. There has been significant success in attracting external funding for regeneration of the Borough particularly via D2N2/SCR LEPs. We also support a range of community organisations to develop funding bids linked to our facilities and activities and continue to be a core funder of Links CVS to provide advice and support to the community and voluntary sector. Here is a flavour of the varied funding pots we have accessed during 2017/18 to improve outcomes for our communities:</p> <ul style="list-style-type: none"> • Over £807k secured from D2N2/SCR LEPS to enable local businesses to address skills gaps. This will benefit over 1600 learners • We secured key infrastructure funding for major regeneration schemes within the town from Sheffield City Region including over £114k for Waterside, over £2m for Peak Resort and over £308k for the Northern Gateway scheme • We also attracted over £41k from D2N2 LEP to invest in Destination Chesterfield and business innovation support. • The Equality and Diversity Forum were successful with a bid for £1.4k to support the delivery LGBT training sessions. Over 120 people benefitted from this training • We were successful in securing £14k worth of funding from the Local Government Association to explore options for increasing the housing supply in the Borough. We look forward to reading the findings and developing in action during 2018/19 • £7.4K of funding from Derbyshire County Council enabled us to deliver a recycling campaign 'Not In Your Bin'. The campaign included the production and distribution of a bin sticker on all blue bins to highlight the key items which people include in the blue bin but which cannot be recycled. Supporting communications through social media, press stories and on the website was provided. Results included a fall in contamination of the recycling and an increase in the requests for caddies for glass when people realised that they were supposed to keep glass separate • All our sheltered housing schemes are now fitted with sprinkler systems. This was partially funded with a £40k grant from Derbyshire Fire and Rescue Service

		<ul style="list-style-type: none"> We received £25k after a successful application to the National Security Centre's Secure by Default programme. The project aimed to not only improve digital security but also improve end user experience. We received a higher level stewardship award worth £8k per annum until 2020. The agri-environmental scheme provides £8k per annum for the management of farmland in nature reserves and country parks. Ecological surveys conducted by Derbyshire Wildlife Trust have identified a significant improvement in the botanical quality of the Council-owned meadows and wetlands during 2017/18 due to the HLS-funded work. <p>This priority will be continued into 2018/19 but the actions for 2017/18 have been completed.</p>
Continuing the focus on operational service efficiencies	✓	<p>This is now firmly established and part of our core budget and service management. Finance have worked with service managers during 2017/18 and have identified a number of six figure efficiencies (e.g. Insurance, MRP and Property Repairs) and savings that will go into the MTFP. Other business income areas are performing well in terms of income: OSD, Spirepride, Planning, QPSC etc to help increase income. We still face cost pressures e.g. energy, goods and services, wages etc. The focus of efficiencies will continue with declining resources across the Council.</p> <p>This priority will be continued into 2018/19 but the actions for 2017/18 have been completed.</p>
Improvements to our risk management strategy and risk management processes to ensure increased awareness and mitigation of potential external financial risks	✓	<p>The Risk Management Committee meets every 6 months to review risks across the Council risk. Service managers monitor risk through Council processes, procedures, internal audit reviews and protocols. Risk training takes place online and has been completed via external contractors.</p>

Continue to work with Derbyshire partners on the “One Public Estate” initiative including ensuring all asset information is available via the project database.	✓	<p>This project is on track. Asset information has been populated and is being shared with partners to help aid decision making. We continue to work with partners to rent out additional space within the Town Hall and are participating in a review of depot facilities.</p> <p>This priority will be continued into 2018/19 but the actions for 2017/18 have been completed.</p>
Revise the Corporate Asset Management Strategy and complete a review of surplus asset disposal plans for 2017 - 2021		<p>The Land Disposal Group has been implemented and this group is reviewing surplus asset disposal plans on a monthly basis. Asset disposals are identified and support delivery of the council’s Capital programme. Work is being undertaken with Kier colleagues to revise the Corporate Asset Management strategy.</p> <p>This priority will be continued into 2018/19.</p>
Develop detailed asset disposal plans for 2017/18 and complete an external review of disposal process	✓	<p>Detailed asset disposal plans are in place for 2017/18 and tracked through the Land Disposal Group and through formal council governance processes.</p> <p>An external review of the disposal process will be completed during 2018/19.</p> <p>This priority will be continued into 2018/19 but the actions for 2017/18 have been completed.</p>
Look at how we can develop our land for housing or retail uses	✓	<p>Land disposal and development opportunities are now reviewed on a monthly basis by a cross-council land disposal group. This reports regularly to the Finance and Performance Board. Asset reviews have been carried out covering garage sites, car parking sites (non-town centre) and public toilets. Several garage sites have been disposed of via auction, each time achieving receipts in excess of those forecast. Wider land opportunities are being considered through a review of open spaces, which is now out for tender and will feed into the Local Plan process.</p> <p>The group also monitors the ongoing disposals of larger sites for housing and/or</p>

		<p>retail. Some of these have taken longer than anticipated to conclude but schemes now under discussion with developers include sites at Poolsbrook, Linacre, Ashgate Road and Sheffield Road.</p> <p>In terms of direct development, the council has been successful in attracting £14k of external funding for an LGA advisor to prepare options for developing non-HRA housing on our land, with a final report due before the end of 17/18. The development programme within the HRA is also being reviewed in light of the improved business plan with the aim of increasing the number of homes delivered. Commercial services are now on-site developing a small number of HRA homes as part of the 17/18 capital programme.</p> <p>This priority will be continued into 2018/19 but the actions for 2017/18 have been completed.</p>
Work with our partners to review how the Crematorium service is provided	✓	This has been reviewed and discussed with partners. No changes are proposed at the current time however the Council and partners continue to monitor the national position in respect of delivering Crematorium Services.
Catering function to be launched in 2017 with estimated annual earnings of £75,000 and expanded through the area.	✓	<p>QPSC Café was awarded a 5 Star Food Safety Rating.</p> <p>The anticipated income for the Market Hall is £120k in 2017/18. Further developments such as making our own products for direct sale are planned in the new year to improve profitability.</p> <p>This priority will be continued into 2018/19 but the actions for 2017/18 have been completed.</p>
Decide if we want to build houses and business premises that we sell or rent		<p>Consultancy support (funded by DCLG) has been commissioned and the project areas scoped.</p> <p>Works on site for the new build scheme at Rufford Close commenced in December. The project is expected to complete in July 18. A pipeline of development on HRA</p>

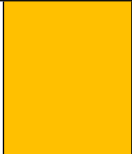

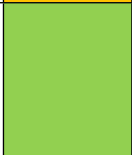

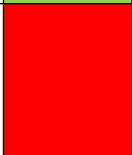

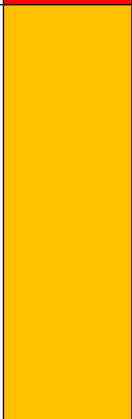

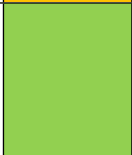

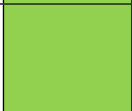

		<p>land has now been agreed as part of the Housing Capital Programme for the next five years. This will include development by both Commercial Services and external contractors.</p> <p>This priority will be continued into 2018/19.</p>
Begin to offer our wide range of environmental services on a commercial basis	✓	<p>The following commercial activities (external to the Council) have been completed in the last quarter:</p> <ul style="list-style-type: none"> • Tree works to the value of £4,500 • Sports pitch works to the value of £5,600 • External drainage works to the value of £12,000 • External grounds maintenance works to the value of £7,000. <p>This priority will be continued into 2018/19 but the actions for 2017/18 have been completed.</p>
Deliver commercial skills training to our staff so that they can provide excellent customer services while maximising income	✓	<p>The first tranche of training has been carried out with staff from the Venues service, which has improved front of house 'customer service skills' and given staff tools and techniques to support achievement of increased income levels. Plans are in place for further targeted training.</p>
Implement 1st phase of digital improvements, so that we can improve service availability, efficiency and quality through greater automation – 5 services online		<p>The ICT review has been completed and a digital improvement roadmap has been developed. Improvements have been made to the CBC website so that it is easier for customers to find information. Work has been completed to provide greater automation of five business rates processes.</p> <p>This priority will be continued into 2018/19.</p>

3.0 Council plan performance measures

3.1 A basket of measures have been developed to track the progress of Council Plan delivery during the four year plan period alongside the annual key activity commitments.

The following measures from the Are You Being Served national residents' satisfaction survey.

Performance measure	15/16 actual	17/18 target	17/18 actual	Rag Rating	Direction of Travel	Exception Comments
Satisfaction with your local area as a place to live.	86.4%	Maintain above 85%	86.7%		↑	
Satisfaction with the way that Chesterfield Borough Council runs things.	76.6%	Maintain above 75%	75.7%		↓	
Agree that Chesterfield Borough Council provides value for money.	60.1%	Maintain above 55%	55.5%		↓	
Agree that Chesterfield Borough Council acts on the concerns of local residents.	52.5%	Maintain above 50%	52.6%		↑	
Agree Chesterfield Borough Council keeps residents about the services and benefits it provides.	56.2%	Maintain above 55%	58.7%		↑	

Feels safe when outside in local area after dark.	73.5%	Maintain above 70%	69.0%			
Feels safe when outside in local area after during the day.	91.3%	Maintain above 90%	92.8%			
Feels safe when outside in Chesterfield town centre after dark.	38.9%	Maintain above 35%	30.9%			This is a current area of focus. We have worked with the Derbyshire Police and Crime Commissioner to establish a regular Town Centre summit. This brings together public sector partners including Chesterfield Borough Council, Derbyshire Constabulary, Derbyshire County Council, NHS and probation services, with private sector businesses and voluntary sector partners, including homelessness charities and church groups to develop multi-agency solutions to ease the challenges Chesterfield Town centre currently faces in terms of anti-social behaviour and crime. This work will continue into 2018/19.
Feels safe when outside in Chesterfield town centre during the day.	85.7%	Maintain above 85%	84.0%			
Agree that Council staff are generally helpful, friendly and polite.	69.3%	70%	72.9%			
Satisfaction with - Refuse collection	83.6%	85%	86.6%			

Satisfaction with - Kerbside recycling	70.4%	75%	77.6%		↑	
Satisfaction with - Queen's Park Sports Centre	55.9%	60%	66.5%		↑	
Satisfaction with - Staveley Healthy Living Centre	57.8%	60%	69.3%		↑	
Satisfaction with – Pomegranate Theatre	75.3%	Maintain above 75%	83.3%		↑	
Satisfaction with - Winding Wheel	69.7%	70%	79.5%		↑	
Satisfaction with – The Museum	62.6%	65%	67.2%		↑	
Satisfaction with - Revolution House	50.0%	55%	59.1%		↑	
Satisfaction with – Visitor Information Centre	70.8%	75%	84.8%		↑	
Satisfaction with - Parks and open spaces	76.5%	Maintain above 75%	85.5%		↑	
Satisfaction with - The Pavements Shopping Centre	72.6%	Maintain above 70%	83.0%		↑	

Satisfaction with - Keeping public land clear of litter and refuse	59.6%	Maintain above 55%	52.1%		↓	This has been identified as a key improvement area for 2018/19 with plans currently being put in place to focus on the core issue.
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The following measures from the Star national tenants' satisfaction survey.

Performance measure	15/16 actual	17/18 target	17/18 actual	Rag Rating	Direction of Travel	Exception Comments
Satisfaction with the Housing Service provided by Chesterfield Borough Council.	88%	Maintain above 85%	88.8%		↑	
Satisfaction with the overall quality of your home.	80.9%	Maintain above 80%	82.9%		↑	
Satisfaction with neighbourhood as a place to live.	82.5%	Maintain above 80%	81.8%		↓	
Satisfied that your rent provides value for money.	78.8%	Maintain above 75%	80.8%		↑	
Satisfaction with the way the Housing Service deals with repairs and maintenance.	77.9%	Maintain above 75%	79.8%		↑	

Satisfaction that the Housing Service listens to your views and acts upon them.	66.2%	Maintain above 65%	67%		↑	
Satisfaction you with the overall condition of your home.	79.8%	Maintain above 75%	80.0%		↑	
Satisfaction that the Housing Service gives you the opportunity to make your views known.	66.2%	Maintain above 65%	67.0%		↑	

Council Plan and core service indicators

Performance measure	16/17 actual	17/18 target	17/18 actual	Rag Rating	Direction of Travel	Exception Comments
% local labour clauses in eligible major developments	100%	100%	100%		=	
% jobs secured by local people on developments with local labour clauses.	New PI	50%	93%			
Number of young people not in education, employment or training	345	328	370		↓	There has been a steady decline in the rate of youth unemployment since January 2015 when the number of 18-24 years olds seeking employment in Chesterfield stood at 475, falling to its lowest point in December 2015 at 290 Since then, in line with national the national trend, the number of 18-24 years

						<p>olds seeking employment in Chesterfield has gradually increased to 370 in March 2018.</p> <p>This is a particular area of focus for our partnership skills activity. Key programmes targeted at young people not in work, education or training includes Ambition and talent match. These programmes have engaged a record 260 young people during 2017/18 of which 95 have secured employment.</p>
Number of businesses in the Borough	3275	Increase	3340		↑	
% Town centre shops occupied	92%	Above 90%	92%		=	
Market – average stall occupancy	54%	Maintain	37%		↓	<p>Despite significant investment in increasing footfall including medieval market, market festival, love your market events, records fair and festive activities average stall occupancy across the main outdoor market days continues to fall.</p> <p>Additional event markets have however thrived with the monthly artisan market having an average uptake of 60 stalls from 40 stalls initially and the young person's market attracting around 25 stalls.</p> <p>During 2018/19 we will be considering further improvements to combine market</p>

						activity into one larger market around the town square.
Net new dwellings completed	132	272	261		↑	We were successful in securing £14k worth of funding from the Local Government Association to explore options for increasing the housing supply in the Borough. We look forward to reading the findings and developing in action during 2018/19 to improve performance in this area.
Net new affordable homes completed	8	8	3		↓	
% of major planning applications determined within 13 weeks	87.5%	80%	90.5%		↑	
% of minor planning applications determined within 8 weeks	83.3%	85%	91.4%		↑	
% of other planning applications determined within 8 weeks	93.3%	95%	91.9		↓	The number of major planning applications and minor applications has increased significantly during 2017/18. These have had to be prioritised over other application types due to resource constraints. Resource levels within the service are currently being reviewed.

Satisfaction with pest control service	91%	90%	100%		↑	
Satisfaction with noise control service	63%	75%	60%		↓	
Number of green flag awards for parks and open spaces	5	5	5		=	
Participation in parks and open spaces voluntary activities e.g. Friends of Groups	67667	Maintain above 65000	69500		↑	
Number of homeless preventions per annum	New PI	Benchmark year	901			
Number of homeless acceptances	New PI	Benchmark year	23			
Net promoter score – Winding Wheel	51.1%	Maintain above 50%	50.1%		↓	
Net promoter score – Pomegranate Theatre	65.4%	Maintain above 65%	64.6%		↓	
Number of complaints - green spaces	79	Reduction	11		↑	
Number of complaints - streetscene	297	Reduction	113		↑	
Average time to answer revenues, benefits and rents	61.7 seconds	Under 1 minute	56 seconds		↑	

calls						
Average time to answer environmental services calls	68.9 seconds	Under 1 minute	41 seconds		↑	
Average time to answer switchboard services calls	68.9 seconds	Under 1 minute	40.2 seconds		↑	
Average time to answer housing repairs hotline calls	66.4 seconds	Under 1 minute	58.7 seconds		↑	
Percentage of Corporate complaints dealt with within Corporate target	92%	100%	100%		↑	
Number of visitors to the Council's website	432,537	535,000 by the end of 2018/19	469,340		↑	
Achieve at least SOCITM 3* rating for the website	New PI	3	4		↑	
Increase number of followers on corporate Twitter account	6497	Increase to 8000 by end of 2018/19	7303		↑	
Increase number of followers on corporate Facebook account	3723	Increase to 4500 by end of 2018/19	7167		↑	

4.0 Priority activity for 2018/19

4.1 Our Priority – to make Chesterfield a thriving borough

Aim	Key activities for 2017/18 – 2018/19
Maximise the impact of skills related programmes for the benefit of Chesterfield businesses and residents to enhance the local economy.	<ul style="list-style-type: none"> • Ensure the effectiveness of local labour clauses on 100% of all major planning applications • Host an annual skills conference aligned with local and regional growth priorities
Start on site with the regeneration of the Staveley and Rother Valley Corridor and ensure that local benefits are maximised as plans develop for the proposed HS2 maintenance depot.	<ul style="list-style-type: none"> • Working with landowners to secure planning permission for the first phase of development • Preparing a major scheme business case for the Regeneration Route
Extend the town centre offer for our residents and visitors.	<ul style="list-style-type: none"> • Reviewing and revising the Town Centre masterplan • The Saltergate multi-storey will be refurbished to provide more parking spaces and achieve the highest national standards
Sustain town centre occupancy levels at 90% or higher and increase occupancy levels at the outdoor market, reaching 90% by the end of the period.	<ul style="list-style-type: none"> • We will consider combining the two separate markets in the town centre to provide a single larger market in the town 'square'
Adopt a growth strategy that recognises the impact to Chesterfield's economy from the range significant growth opportunities emerging in Chesterfield, including HS2 and Peak Resort.	<ul style="list-style-type: none"> • Adopt a revised growth strategy for Chesterfield's economy
Increase the value of the visitor economy by at least 5%, bringing in an additional £7m per annum.	<ul style="list-style-type: none"> • Developing a visitor economy action plan • Supporting the development of the Peak Resort gateway • Supporting the development of Peak Resort Phase 2

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

Aim	Key activities for 2017/18 – 2018/19
<p>Work with our partners to improve the health and well-being of people in the borough and reduce the gap in health outcomes between the most and least deprived.</p>	<ul style="list-style-type: none"> • Adopt a “health in all policies” approach to ensure that health and wellbeing outcomes are considered and positive actions embedded in all council policies and plans. • Produce a Health and Wellbeing Strategy and supporting action plan to identify opportunities and interventions to deliver improved health outcomes and reduce inequality. • Continue to develop and deliver the Chesterfield Health and Wellbeing Partnership locality plan to improve health and wellbeing outcomes and reduce inequality. • Partnership delivery of community-led actions for increasing participation in physical activity in our seven most deprived neighbourhoods by developing social capital and enhancing community assets. • Deliver a multi-agency falls prevention project to reduce the number of people falling and the impact of falls by <ul style="list-style-type: none"> - reducing the risk of falls by raising awareness amongst health professionals and the public - making every contact count by ensuring key professionals identify and signpost potential falls risks using a system-wide falls pathway approach with the aim of prevention - ensuring adequate community-based delivery of exercise, strength and balance activities for those identified as at risk of falling. • Deliver a multi-agency alcohol health improvement project to reduce the impact of alcohol-related illness by <ul style="list-style-type: none"> - identifying target groups based on patterns of alcohol consumption and deliver actions to targeted high risk groups to reduce harm - delivering actions to hard-to-reach groups with multiple health issues to reduce harm - delivering targeted interventions through the alcohol licensing regime to ensure compliance with licence conditions and policy around minimum pricing, managing alcohol sales and reducing excessive alcohol consumption at licensed premises. • Deliver a multi-agency obesity health improvement project focussing on childhood obesity by targeted actions within one school

	cluster area with elevated levels of childhood obesity to increase physical activity and support healthy eating.
Provide and expand our homelessness support and prevention services in partnership with Bolsover and North East Derbyshire councils.	<ul style="list-style-type: none"> • Undertake a review and implement a new IT system to process and monitor homeless presentations with a key focus on homeless prevention • Undertake a peer review in preparation for attaining the Homeless Gold Standard to deliver further improvements to homelessness services

4.3 Our Priority – to provide value for money services

Aim	Key activities for 2017/18 – 2018/19
Ensure the council has a balanced budget each year, making up the reduction in central government grant through savings and increased income.	<ul style="list-style-type: none"> • Retain budgetary discipline and income maximisation strategy including (2017/18 and 2018/19): <ul style="list-style-type: none"> - Budget challenge and vacancy control - Focusing on maximising core income streams (leisure centres, venues and business units etc.) - Careful investment in new projects and activities that generate a realistic/material return – using the business case approach - Exploration of external grant funding opportunities - Continuing the focus on operational service efficiencies - Reviewing cost/spend arrangements with service providers
Develop a rolling five year plan for the use of our surplus land assets, investing in opportunities that will bring sustained revenue to the council to use for delivering services.	<ul style="list-style-type: none"> • Continue to work with Derbyshire partners on the “One Public Estate” initiative including ensuring all asset information is available via the project database. • Revise the Corporate Asset Management Strategy and complete a review of surplus asset disposal plans for 2017 - 2021 • Develop detailed asset disposal plans for 2018/19 and complete an external review of disposal process • Review success of 2017/18 disposal plan and the 2018/19 plan • Look at how we can develop our land for housing or retail uses
Take a more commercial approach where appropriate,	<ul style="list-style-type: none"> • Catering function to be launch in 2017 with estimated annual earnings of £75,000 and

<p>including developing new services and selling existing services to new customers.</p>	<p>expanded through the area</p> <ul style="list-style-type: none"> • Decide if we want to build houses and business premises that we sell or rent • Begin to offer our wide range of environmental services on a commercial basis
<p>Improve the technology that supports our service delivery and increase the skills and capacity of our staff to work in a more commercial manner.</p>	<ul style="list-style-type: none"> • Deliver commercial skills training to our staff so that they can provide excellent customer services while maximising income • Help more of our customers to access Council services online safely and securely • Implement 1st phase of digital improvements, so that we can improve service availability, efficiency and quality through greater automation – 5 services online • Implement ICT technology that supports data sharing, standardises processes and improves automation and workflow so we can reduce processing times and errors. • Implement an Assisted Digital customer programme so that we can meet the needs of our service users • Achieve 3* SOCITM Better Connected rating for our website • Implement 2nd phase of digital improvements – 10 services online

For publication

Approval of the Member Development Policy (GV050)

Meeting: Cabinet

Date: 15 May 2018

Cabinet portfolio: Cabinet Member for Governance

Report by: Member Development Group

1.0 Purpose of report

1.1 To approve the member development policy for the Council.

2.0 Recommendations

2.1 That the member development policy is approved and implemented with immediate effect.

2.2 That a further review of the member development policy takes place after two years.

2.3 That the member development group is given delegated authority to approve future minor member development policy amendments.

3.0 Background

3.1 The expectations on elected members are higher than they have ever been. Our communities want their authority to

deliver high quality services, to be run and managed well and respond quickly and meaningfully to changing demands. This means that elected members have to be effective in their roles – including governance, local representation, detailed knowledge of relevant law and policy and knowledgeable about the services we provide.

- 3.2 To ensure that elected members are successful in their roles, training and development cannot be side-lined or treated as an optional activity. Every elected member has a responsibility to ensure their skills are regularly updated and the Council needs to effectively support them in achieving this.
- 3.3 The new member development policy aims to support our elected members in developing the skills and knowledge they need to respond to these challenges.

4.0 Member development improvements and new policy

- 4.1 During the Policy and Communications restructure (approved in January 2017 and completed in June 2017) concerns about member development were raised by several key stakeholders in the restructure. This led to a review of current arrangements with the member development working group in autumn 2017 utilising sector led improvement techniques. The East Midlands Council's member development charter improvement programme was used as a basis for the review and supported us in our improvement journey.
- 4.2 The member development group was relaunched with new terms of reference that clarifies responsibilities and powers, membership and support arrangements. The group and officer support now have a clear range of objectives:
 - a) To provide oversight and challenge to the development and delivery of the member development strategy and rolling member development plan.

- b) To support and influence the development of member induction/refresher programmes.
- c) To monitor the member development budget and consider applications for spend.
- d) To support group leaders in identifying member learning and development needs and promoting uptake of learning and development opportunities.
- e) To identify and consider best practice, information and development opportunities to be considered to support future member development activity.
- f) To consider evaluation and feedback from member development activity and develop improvement suggestions to further enhance member development activity.
- g) To consider and offer insight into member development related issues emerging from corporate activity for example investors in people, employee surveys, customer satisfaction surveys and peer challenge.

4.3 There is also now significantly more interaction with the political groups. Both groups will have member development as an item on their group meetings which will feed into the member development group activity and plans.

4.4 Other improvements include the introduction of a bi-monthly member development e-bulletin and a rolling member development plan with key dates for the diary for topical member briefings. The 2018/19 programme includes:

- ICT briefing to make the most of IPAD's and Modgov
- GDPR for members
- Aspire and Aspire learning
- Policing in Chesterfield
- Treasury management

4.5 A streamlined application process has also been introduced for additional training requests that require either funding from

the member development budget or will require member expenses. The form is quick and easy to complete but gives us some key information to consider the request including how the elected member, the Council and the community will benefit from the course or event.

- 4.6 To bring this all together and to help shape future activity a member development policy has been developed. This includes key principles, identification of needs, methods of delivery, funding, communication and evaluation. The member development policy is attached at Appendix A

5.0 Financial and resource considerations

- 5.1 This policy will be delivered by the member development group with officer support from the democratic and scrutiny team within the policy and communications service. The human resources service – learning and development team also play a vital role in supporting and advising on learning and development opportunities and needs for elected members. A dedicated budget is available for member learning and development and access to members expenses where appropriate. The Council's e-learning platform aspire learning is also available to members and offers a wide variety of courses including governance, equalities, health and safety and managing people.

6.0 Risk management

- 6.1 The policy and associated member development opportunities reduce the risk of member code of conduct issues and enhance interaction and effectiveness in members roles as community leaders and decision makers.

7.0 Equalities

- 7.1 Equality, diversity and social inclusion issues have been a major consideration during the development of the policy and associated activities. A pre-liminary equality impact assessment has been completed with no negative impacts identified. It is however important that we continue to support members with reasonable adjustments and enable different learning styles to ensure that all members have the opportunity to benefit from learning and development opportunities.
- 7.2 We also consider the diverse needs of our communities when developing member development activity to ensure that our programme covers key equality, diversity and social inclusion issues and members are confident to support their communities on these issues.

8.0 Recommendations

- 8.1 That the member development policy is approved and implemented with immediate effect.
- 8.2 That a further review of the member development policy takes place after two years.
- 8.3 That the member development group is given delegated authority to approve future minor member development policy amendments.

9.0 Reasons for recommendations

- 9.1 To further develop and enhance our member development offer.

Decision information

Key decision number	Non-Key 81
Wards affected	ALL

Document information

Report author	Contact number/email
Donna Reddish - Policy and Communications Manager	Donna.reddish@chesterfield.gov.uk
Appendices to the report	
Appendix A	Member Development Policy

Member Development Policy

Date: May 2018

Review: May 2021

Policy statement

The expectations on elected members are higher than they have ever been. Our communities want their authority to deliver high quality services, to be run and managed well and respond quickly and meaningfully to changing demands. This means that elected members have to be effective in their roles – including governance, local representation, having detailed knowledge of relevant law and policy and be knowledgeable about the services we provide.

To ensure that elected members are successful in their roles, training and development cannot be side-lined or treated as an optional activity. Every elected member has a responsibility to ensure their skills are regularly updated and the Council needs to effectively support them in achieving this.

1. Key principles

- That a culture of learning is encouraged that regards continuous member development as vital to the Council's success
- There will be a range of learning and development opportunities available to all members irrespective of their political group or independent status
- That member development supports and enhances the Council's vision, Council Plan and underpin our values
- That there is a consistency of approach to member development
- Members have ownership of the development programme via the member development group

2. Policy implementation

2.1 The policy will be implemented:

- By the member development group with support via the Democratic and Scrutiny Team
- With the assistance of group leaders who will actively encourage their members to participate in development activities and give feedback on learning and development
- By monitoring on a regular basis to ensure take up and effectiveness of development activity



3.0 Identification of member development needs

3.1 There are a number of ways in which member development needs can be identified including:

- Member induction programme – this is a comprehensive programme delivered for all new elected members and those returning into office following Borough Council elections and individually after by-elections
- Committee membership – certain committees particularly regulatory committees have additional mandatory development requirements identified to enable members to engage fully and ensure the quality of decision making is maintained
- Other new mandatory or refresher training – In addition to mandatory training for committees there may also be other mandatory training requirements identified e.g. data protection, ethical standards, social media and safeguarding etc. that enable members to effectively carry out their roles and duties
- Overview and Scrutiny – the development of the annual scrutiny work programme and associated project groups often highlights the need for further learning and development including briefings on specific topics. Where possible learning and development opportunities will be made available to all elected members
- Emerging issues identified by either the political or officer leadership – these may lead to mandatory or optional e-learning and/or briefings
- Via the political group structures – fed in via their representatives on the member development group
- By individual members accessing the Council's e-learning platform (aspire learning) and identifying core skills courses for completion
- By individual members making an application to be considered by their group leader, Assistant Director for Policy and Communications (Senior Democratic Services Officer as Deputy) and the learning and development team (Human Resources)

3.2 This information will help to build up the rolling member development programme overseen by the member development group. The member development group terms of reference are attached at Appendix 1.

4.0 Methods of delivery

- Regular member bulletin highlighting member resources available via the Council, Local Government Association, East Midlands Council's, Centre for Public Scrutiny and other key organisations supporting the sector
- E-learning via aspire learning
- Internal development and training courses
- Development and training courses run in partnership with other authorities and/or partner organisations
- External courses and events promoted by organisations supporting the sector e.g. Local Government Association

5.0 Application for funding from the member development budget and/or a members expenses contribution

- 5.1 We are able to source the majority of member development opportunities at no or very low cost but we do have a small annual budget available for specialist training opportunities to respond to specific needs e.g. media training for cabinet members. The majority of funding from this budget is pre-allocated for the annual member development plan but we retain some flexibility to respond to requests from individual members to respond to specific needs. We also need to carefully consider requests for training where you wish to claim members expenses for example for a hotel stay or train tickets even if the training itself is free.
- 5.2 There is a short application form to help us consider individual requests. The form is attached at Appendix 2. All requests are to be e-mailed to Emma Hunt, Member and Civic Support Officer. Applications will be considered by the relevant group lead, Assistant Director Policy and Communications (or Senior Democratic and Scrutiny Officer as deputy) and the learning and development team (Human resources). Please allow at least five working days for consideration.

6.0 Communications

- 6.1 Successful communication is an important part of member development. There will be a bi-monthly newsletter for members which highlights resources available to members and forthcoming learning and development opportunities. The newsletter may also be used to share learning from members attending external courses or events.

6.2 Members are sent calendar appointments and reminders about future events and activities. Group leaders and representatives of the member development group are also asked to encourage members to access opportunities and identify further needs.

7.0 Non-compliance with mandatory training requirements

7.1 Where training requirements have been identified as mandatory for particular committees', failure to comply with training requirements over a reasonable time period will result in the temporary suspension of the member from the particular committee duties until the relevant training is completed. This decision will be taken by the Assistant Director for Policy and Communications in consultation with the Monitoring Officer and relevant group lead.

8.0 Monitoring and evaluation

8.1 The member development group is a forum for discussion, planning and evaluation. After every learning and development opportunity a feedback form is available for members to tell us about their experience with the training, what worked well and what could be improved. A summary of this information will be discussed at the next member development group.

8.2 The member development group will also receive a summary of the requests made and approved for individual learning and development courses. They may ask the member attending to write a short piece for the member newsletter to help share the learning.

9.0 Resources and support

9.1 This policy will be delivered by the member development group with officer support from the democratic and scrutiny team within the policy and communications service. Advice and support will also be available from the human resources service learning and development team. A dedicated budget is available for member learning and development and access to members expenses where appropriate. The Council's e-learning platform aspire learning is also available free of charge to members and offers a wide variety of courses including governance, equalities, health and safety and managing people.

Member development working group

Terms of Reference

Purpose

To provide strategic oversight of the council's member development arrangements and maintain progress on the member development improvement plan to ensure learning and development is effective in building elected member capacity.

Objectives

- 1) To provide oversight and challenge to the development and delivery of the member development strategy and rolling member development plan.
- 2) To support and influence the development of member induction/refresher programmes.
- 3) To monitor the member development budget and consider applications for spend.
- 4) To support group leaders in identifying member learning and development needs and promoting uptake of learning and development opportunities.
- 5) To identify and consider best practice, information and development opportunities to support future member development activity.
- 6) To consider evaluation and feedback from member development activity and develop improvement suggestions to further enhance member development activity.
- 7) To consider and offer insight into member development related issues emerging from corporate activity for example investors in people, employee surveys, customer satisfaction surveys and peer challenge.

Meeting arrangements

Meetings will take place every two months. There may be the need for e-mail discussions in between meetings for more urgent items such as member development training approval. The Member and Civic Support Officer will co-ordinate the meetings. The agenda and papers will be distributed one week before the meeting.

Membership

- Cabinet member for Governance (Chair)



- Overview and Scrutiny Chairs
- One elected member from the leading group
- One elected member from the minority group
- Senior Democratic and Scrutiny Officer
- Member and Civic Support Officer
- Representative from Human Resources

In addition, the group may co-opt additional elected members, officers and partner agencies where appropriate to particular project work or emerging issues.

Application for funding from the member development budget and/or a members expenses contribution

We are able to source the majority of member development opportunities at no or very low cost but we do have a small annual budget available for specialist training opportunities to respond to specific needs e.g. media training for cabinet members. The majority of funding from this budget is pre-allocated for the annual member development plan but we retain some flexibility to respond to requests from individual members to respond to specific needs. We also need to carefully consider requests for training where you wish to claim members expenses for example for a hotel stay or train tickets even if the training itself is free. It is also important to remember that even if a course is free there may be a charge for non-attendance (typically £50 - £100).

Please answer the questions below and e-mail your request to Emma Hunt, Member and Civic Support Officer. Applications will be considered by the relevant group lead, Assistant Director Policy and Communications (or Senior Democratic and Scrutiny Officer as deputy) and learning and development.

Q1 Your name:

Q2 Name of the course/activity:

Q3 Name of the training provider:

Q4 The date and location of the course/activity:

Q5 Overview of the training activity including aims and objectives:



Q6 How will you benefit from the training?

Q7 What will the wider benefit to the Council be and how will you share the learning with other elected members e.g. article for the member development newsletter, talk at member development group/ groups sessions etc.?

Q8 Funding

Amount of funding requested from the member development budget

Funding secured from another source - Amount

Funder:

Q9 Estimate on additional costs e.g. hotel, travel expenses etc. to be claimed via member expenses:

Post application notes:

Summary of comments received:

Application approved

Reason:

Application refused

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For publication

Review of Code of Corporate Governance and the Annual Governance Statement (GV200)

Meeting:	(1) Cabinet (2) Standards and Audit Committee
Date:	(1) 15 May 2018 (2) 23 May 2018
Cabinet portfolio:	Cabinet Member for Governance
Report by:	Internal Audit Consortium Manager

For publication

1.0 Purpose of report

- 1.1 To review compliance with the Code of Corporate Governance requirements during the year 2017/18 and to present the Annual Governance Statement and associated action plan.

2.0 Recommendations

- 2.1 That the Cabinet consider the following documents and refer any comments to the Standards and Audit Committee:
- a) the Annual Review of the Local Code of Corporate Governance for 2017/18 (Appendix A);
 - b) The review of the key elements that comprise the Council's governance arrangements (Appendix B);
 - c) the Annual Governance Statement (Appendix C);

d) the Annual Governance Statement Action Plan (Appendix D).

2.2 That the Standards and Audit Committee:

- a) consider the documents listed in 2.1 above, together with any comments from Cabinet;
- b) subject to any amendments that they consider appropriate, approve the Annual Governance Statement and Action Plan;
- c) recommend that the Annual Governance Statement be signed by the Leader and Chief Executive.

2.3 That a review of the Code of Corporate Governance be undertaken in 12 months' time.

2.4 That progress on the Action Plan is monitored by the Corporate Management Team.

3.0 Report Details

Background

3.1 As good practice and to promote sound governance arrangements local authorities are recommended to adopt and regularly review a Code of Corporate Governance. The Code of Corporate Governance details the system by which the Council controls and directs its functions and how it relates to its local community. The overall aim is to ensure that resources are directed in accordance with agreed policy and according to priorities, that there is sound and inclusive decision making and that there is clear accountability for the use of those resources in order to achieve desired outcomes for service users and communities.

3.2 The Council's Code of Corporate Governance reflects the latest CIPFA / SOLACE guidance "delivering good governance in Local Government Framework 2016 Edition".

- 3.3 The Annual Governance Statement builds on the annual review of the Code of Corporate Governance. In England, the preparation and publication of an Annual Governance Statement is necessary to meet the statutory requirement set out in the Accounts and Audit (England) Regulations 2015. The Regulation requires authorities to prepare an Annual Governance Statement in accordance with “proper practices” in relation to internal control. The CIPFA / SOLACE framework, ‘Delivering Good Governance in Local Government: Framework (2016)’, defines such “proper practices”.
- 3.4 The Annual Governance Statement should be an open and honest self-assessment of the organisation’s performance across all of its activities, with a clear statement of the actions being taken or required to address areas of concern. The 2016 CIPFA/SOLACE Framework sets out the following core principles of good Governance:-
- a) Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law;
 - b) Ensuring openness and comprehensive stakeholder engagement;
 - c) Defining outcomes in terms of sustainable economic, social and environmental benefits;
 - d) Determining the interventions necessary to optimize the achievement of the intended outcomes;
 - e) Developing the entity’s capacity, including the capability of its leadership and the individuals within it;
 - f) Managing risks and performance through robust internal control and strong public financial management;
 - g) Implementing good practices in transparency, reporting, and audit, to deliver effective accountability.
- 3.5 Local authorities are required to prepare an annual governance statement in order to report publicly on the extent to which they comply with their own code of governance, which in turn is consistent with the good governance principles in the

Framework.

- 3.6 Within the delivering good governance in Local Government Framework 2016 Edition is a list of the key elements of the structures and processes that comprise an authority's governance arrangements. The Corporate Management Team and other senior officers have reviewed the position in Chesterfield Borough Council against the key elements and this review is shown at Appendix B.

Review of compliance with the Code of Corporate Governance requirements

- 3.7 The Review in Appendix A shows that compliance with the Code requirements has been largely achieved during the year 2017/18. Where there is only part compliance or no compliance these areas have been addressed within the Annual Governance Statement Action Plan.

The Annual Governance Statement

- 3.8 The review of compliance with the Code of Corporate Governance helps to identify evidence which is then used in the Annual Governance Statement.
- 3.9 The guidance issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) has also been used when producing the Annual Governance Statement. The Annual Governance Statement (Appendix C) and action plan (Appendix D) have been derived from a detailed review of the assurances by senior officers and from the work undertaken and risks identified by internal audit.
- 3.10 The Corporate Management Team and other senior officers have all been involved in the review.
- 3.11 The review indicates that many of the processes and procedures in place at Chesterfield Borough Council are compliant with good practice however there are a number of governance issues that

are detailed within the annual governance statement that require addressing.

3.12 Where it has been found that there is a gap or an area where the system of internal control could be further improved, the relevant item has been incorporated into an Action Plan shown as Appendix D. The items in the Action Plan have been ranked, with the more significant issues being included in the Annual Governance Statement (Appendix C) that will be published with the Council's Statement of Accounts.

3.13 The Annual Governance Statement (Appendix C) follows the layout of a pro forma statement recommended by the CIPFA guidance. The Statement should be signed by the Leader of the Council and the Chief Executive.

4.0 Human resources / people management implications

4.1 None

5.0 Financial implications

5.1 There are no cost implications.

6.0 Legal and data protection implications

6.1 The preparation and publication of an Annual Governance Statement is necessary to meet the statutory requirement set out in the Accounts and Audit (England) Regulations 2015.

7.0 Consultation

7.1 The Corporate Management Team and other senior officers have been involved in the review.

8.0 Risk Management

8.1 The failure to operate a sound system of Corporate Governance would represent a significant risk to the Council. The review of the Code of Corporate Governance and the preparation of the Annual Governance Statement have resulted in the production

of an action plan to address the risks identified. Progress against the action plan will be monitored by the Corporate Management Team and the Standards and Audit Committee.

9.0 Equalities Impact Assessment (EIA)

9.1 Whilst there are not considered to be any direct equalities impacts in relation to this report, sound corporate governance arrangements will support the achievement of the Council's equalities objectives.

10.0 Alternative options and reason for rejection

10.1 Not Applicable

11.0 Recommendations

11.1 That the Cabinet consider the following documents and refer any comments to the Standards and Audit Committee:

- a) the Annual Review of the Local Code of Corporate Governance for 2017/18 (Appendix A);
- b) The review of the key elements that comprise the Council's governance arrangements (Appendix B)
- c) the Annual Governance Statement (Appendix C);
- d) the Annual Governance Statement Action Plan (Appendix D).

11.2 That the Standards and Audit Committee:

- a) consider the documents listed in 2.1 above, together with any comments from Cabinet;
- b) subject to any amendments that they consider appropriate, approve the Annual Governance Statement and Action Plan;
- c) recommend that the Annual Governance Statement be signed by the Leader and Chief Executive.

11.3 That a review of the Code of Corporate Governance be undertaken in 12 months' time.

11.4 That progress on the Action Plan is monitored by the Corporate Management Team.

12.0 Reasons for recommendations

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

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

12.3 To support the maintenance of sound governance arrangements within the Council.

Decision information

Key decision number	N/A
Wards affected	All
Links to Council Plan priorities	All

Document information

Report author	Contact number/email
Jenny Williams	01246 345468 <u>Jenny.williams@chesterfield.gov.uk</u>
Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
Accounts and Audit (England) Regulations 2015 CIPFA/SOLACE publication – Delivering Good Governance in Local Government Framework 2016 Edition	
LOCATION: Internal Audit Office	
Appendices to the report	
Appendix A	Annual Review of the Code of Corporate Governance
Appendix B	Review of the key elements that comprise

	the Council's governance arrangements
Appendix C	Annual Governance Statement
Appendix D	Annual Governance Statement Action Plan