

# **BOROUGH OF CHESTERFIELD**

You are summoned to attend a Meeting of the **Council** of the **Borough of Chesterfield** to be held in the **Council Chamber, Town Hall, Rose Hill, Chesterfield S40 1LP** on **Monday, 13 May 2019** at **5.00 pm** for the purpose of transacting the following business:-

1. To approve as a correct record the Minutes of the meeting of the Council held on 27 February, 2019 (Pages 5 - 22)
2. Mayor's Communications
3. Apologies for Absence
4. Declarations of Members' and Officers' Interests relating to Items on the Agenda.
5. Vote of Thanks to the Retiring Mayor and Mayoress
6. Public Questions to the Council

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

7. Petitions to Council

To receive petitions submitted under Standing Order No. 13

8. Election of Borough Councillors - 2 May, 2019

To note a report of the Chief Executive and Returning Officer on the election of Borough Councillors on 2 May, 2019.

Report to follow on supplementary agenda.

9. Appointment of the Executive Leader of the Council and Committee Appointments 2019/20

To consider a report of the Senior Democratic and Scrutiny Officer on the appointment of the Executive Leader of the Council and to Committees of the Council.

Report to follow on supplementary agenda.

10. Deputy Leader of the Council and Cabinet Appointments 2019/20

To note a report of the Senior Democratic and Scrutiny Officer on the appointment of the Deputy Leader of the Council and of Cabinet appointments.

Report to follow on supplementary agenda.

11. Civic Arrangements 2019/20

To consider a report of the Senior Democratic and Scrutiny Officer on the arrangements in respect of the Deputy Mayor of the Borough for 2019/20.

Report to follow on supplementary agenda.

12. Questions to the Leader

To receive questions submitted to the Leader under Standing Order No.14

13. Minutes of Committee Meetings (Pages 23 - 24)

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

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

14. To receive the Minutes of the meetings of Cabinet of 26 February, 19 March and 9 April, 2019 (Pages 25 - 48)

15. To receive the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 19 March, 2019 (Pages 49 - 50)

16. To receive and adopt the Minutes of the meetings of the Overview and Performance Scrutiny Forum of 15 January and 19 March, 2019 (Pages 51 - 64)

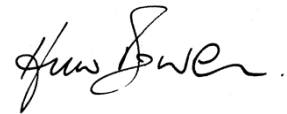
17. To receive and adopt the Minutes of the meeting of the Community, Customer and Organisational Scrutiny Committee of 26 March, 2019 (Pages 65 - 72)

18. To receive and adopt the Minutes of the meetings of the Enterprise and Wellbeing Scrutiny Committee of 5 February and 2 April, 2019 (Pages 73 - 84)

19. Questions under Standing Order No. 19

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

By order of the Council,

A handwritten signature in black ink, appearing to read "Huw Jones".

Chief Executive

Chief Executive's Unit,  
Town Hall,  
Chesterfield

1 May 2019

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## COUNCIL

Wednesday, 27th February, 2019

Present:-

Councillor Brittain (The Mayor)

Councillors	Bagley	Councillors	P Gilby
	P Barr		T Gilby
	Bexton		Hill
	Bingham		Hollingworth
	Blank		Huckle
	Borrell		J Innes
	Brunt		P Innes
	Burrows		Miles
	Callan		A Murphy
	Catt		T Murphy
	Caulfield		Niblock
	D Collins		Perkins
	L Collins		Rayner
	Davenport		Redihough
	Derbyshire		Rogers
	Dickinson		Sarvent
	Dyke		Serjeant
	Elliott		Simmons
	Falconer		Slack
	Flood		Wall

### 70 MINUTES

#### **RESOLVED –**

That the Minutes of the meeting of the Council held on 12 December, 2018 be approved as a correct record and be signed by the Chair.

### 71 MAYOR'S COMMUNICATIONS

The Mayor referred with sadness to the recent deaths of two serving officers, Colin Howe, Site and Project Manager (Mechanical and Electrical Systems), and Bill Taylor, ICT Service Desk Analyst, and of former

Councillors Alison Galloway and Barbra Butt. Members stood for a minute's silence in their honour.

The Mayor thanked Members for their support for the Mayor's Appeal at the December meeting which had raised £185.

The Mayor referred to the numerous festive events which he and the Mayoress had attended across the borough and also to the following Mayoral engagements:

- Presenting the Council's Careline team with their accreditation from the Technology Enabled Care Services Association;
- An event on Holocaust Memorial Day, where the speaker was Mr Dieudonne Ganza Gahizi, the founder/director of Healing Plan, a charity supporting victims/survivors of rape during the 1994 Genocide against the Tutsi in Rwanda;

The Mayor expressed the Council's thanks to Mr James Drury, the Council's Executive Director, for his hard work, dedication and commitment to the Council and the people of Chesterfield over the previous four years following his recent appointment as Strategic Director for Commercial Services at Lincolnshire County Council.

He also thanked those Members who would be retiring in May for their service and commitment to Chesterfield.

The Mayor reminded Members that he and the Mayoress would be hosting a Gala Dinner at the Proact Stadium on 5 April, 2019.

## **72 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors J Barr, Bellamy, Brady, A Diouf, V Diouf and Ludlow.

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

No declarations of interest were received.

**74 PUBLIC QUESTIONS TO THE COUNCIL**

Under Standing Order No. 12, the following question was asked by Paul Stone:

“During the financial year 2017/18 and from April to December (2018), how much has Chesterfield Borough Council spent on bailiffs when dealing with businesses locally, and by the housing department?”

The Cabinet Member for Homes and Customers provided a verbal response to the question.

**75 PETITIONS TO COUNCIL**

No petitions had been received.

**76 QUESTIONS TO THE LEADER**

Under Standing Order No. 14 Members asked the following questions and received verbal responses to their questions:

- Councillor Bingham asked what the Borough Council’s policy was in respect of fracking;
- Councillor Rogers asked what plans were in place to encourage occupancy of the general market in order to ensure that Chesterfield remained a genuine market town;
- Councillor Caulfield asked, as the Pomegranate Theatre celebrated its 70th birthday this year, what its continuing success was attributed to.

**77 GENERAL FUND CAPITAL PROGRAMME 2019/20**

Pursuant to Cabinet Minute No. 106 the Director of Finance and Resources submitted a report recommending for approval the updated General Fund Capital Programme for the financial year 2019/20.

**RESOLVED -**

That the updated General Fund Capital Programme expenditure and financing be approved.

78 **HOUSING REVENUE ACCOUNT (HRA) - BUDGET 2019/20 TO 2023/24**

Pursuant to Cabinet Minute No. 107 the Director of Finance and Resources submitted a report presenting the probable outturn on the Housing Revenue Account (HRA) for 2018/19 and the budget estimates for 2019/20 through to 2023/24 for approval by Council.

**RESOLVED –**

1. That the probable outturn for the current financial year 2018/19 be noted.
2. That the draft budget estimates for 2019/20 and future financial years be approved.
3. That the growth request, as detailed at Annexe 6 to the officer's report, be approved.

79 **HOUSING CAPITAL PROGRAMME: NEW PROGRAMME FOR 2019/20 THROUGH TO 2023/24**

Pursuant to Cabinet Minute No. 108 the Director of Finance and Resources submitted the Housing (Public Sector) Capital Programme for 2019/20 and the provisional Capital Programmes for 2020/21 to 2023/24 for approval by Council.

**RESOLVED -**

1. That the Housing (Public Sector) Capital Programme for 2019/20 be approved, and its procurement, as necessary, be authorised.
2. That the Housing (Public Sector) Capital Programmes for 2020/21 to 2023/24 be provisionally approved.
3. That the Commercial Services share of the 2019/20 programme be approved.
4. That the Assistant Director - Housing and/or the Director of Finance and Resources be authorised to transfer funds between programme



heads and budgets in order to effectively and efficiently manage the Capital Programme.

**80 TREASURY MANAGEMENT STRATEGY 2019/20**

Pursuant to Standards and Audit Committee Minute No. 63 the Director of Finance and Resources submitted a report recommending for approval the Treasury Management Strategy Statement for 2019/20, the Capital Strategy Report for 2019/20, the Investment Strategy Report for 2019/20 and the Minimum Revenue Provision (MRP) policy for 2019/20.

**RESOLVED –**

1. That the Treasury Management Strategy Statement for 2019/20 be approved.
2. That the Capital Strategy report, including the Prudential Code Indicators, for 2019/20 be approved.
3. That the Investment Strategy report for 2019/20 be approved.
4. That the Minimum Revenue Provision (MRP) policy for 2019/20 be approved.

**81 2019/20 BUDGET & MEDIUM TERM FINANCIAL PLAN**

Pursuant to Cabinet Minute No. 104, the Director of Finance and Resources submitted a report seeking Council approval for the General Fund Budget for 2019/20, including recommendations on the budget allocations and Council Tax level for 2019/20.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote was taken for this item as follows:

**FOR –**

Councillors:

Bagley  
P Barr  
Bexton

Councillors:

P Gilby  
T Gilby  
Hill

Bingham  
Blank  
Borrell  
Brittain  
Brunt  
Burrows  
Callan  
Catt  
Caulfield  
D Collins  
L Collins  
Davenport  
Derbyshire  
Dickinson  
Dyke  
Elliott  
Falconer  
Flood

Hollingworth  
Huckle  
J Innes  
P Innes  
Miles  
A Murphy  
T Murphy  
Niblock  
Perkins  
Rayner  
Redihough  
Rogers  
Sarvent  
Serjeant  
Simmons  
Slack  
Wall

**AGAINST –**

None

**ABSTENTIONS –**

None

**RESOLVED –**

1. That the revised budget for 2018/19 be approved.
2. That delegated authority be granted to the Director of Finance and Resources, in consultation with the Deputy Leader of the Council, to make decisions related to the application of the business rates retail relief scheme.
3. That the Collection Fund and Tax Base forecasts be noted.
4. That the overall revenue budget summary for 2019/20 be approved.

5. That the use of capital receipts to fund the revenue costs of the ICT programme be approved on the basis that implementation of the programme will lead to budget savings.
6. That the budget forecasts for 2020/21 and the medium term forecasts, as well as the strategy for addressing the projected deficits, be noted.
7. That the estimates of reserves including maintaining the General Working Balance at £1.5m be approved.
8. That the budget risks and sensitivity analysis be noted.
9. That the recommended £5 increase in the Council's share of Council Tax for a Band 'D' property in 2019/20 be approved.
10. That the 2019/20 Council Tax Requirement and financing be approved.
11. That the Director of Finance and Resources' assurances be noted.

## 82 **COUNCIL TAX 2019/20**

The Director of Finance and Resources submitted a report, the purpose of which was to enable the Borough Council, as Tax Collecting Authority, to set the Council Tax for its area for 2019/20 as required by the Local Government Finance Act 1992.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote was taken for this item as follows:

### **FOR –**

Councillors:

Bagley  
Bexton  
Blank  
Brittain  
Brunt  
Burrows

Councillors:

T Gilby  
Hill  
Hollingworth  
Huckle  
J Innes  
P Innes

Callan  
 Catt  
 Caulfield  
 D Collins  
 L Collins  
 Derbyshire  
 Dickinson  
 Dyke  
 Elliott  
 Flood  
 P Gilby

Miles  
 A Murphy  
 T Murphy  
 Perkins  
 Rayner  
 Sarvent  
 Serjeant  
 Simmons  
 Slack  
 Wall

### **AGAINST –**

Councillors:

P Barr  
 Bingham  
 Borrell  
 Davenport

Councillors:

Falconer  
 Niblock  
 Redihough  
 Rogers

### **ABSTENTIONS –**

None

### **RESOLVED –**

1. That it be noted that at its meeting on 21<sup>st</sup> January 2019 the Employment and General Committee calculated the following tax base amounts for the year 2019/20 in accordance with regulation made under Section 31B of the Local Government Finance Act 1992 as:

- (a) 29,000.63 being the tax base calculated for the whole Council area.
- (b) For those areas to which a parish precept applies:

Staveley Town Council	4,136.40
Brimington Parish Council	2,330.59

2. That the Council approves the calculation of the Council Tax requirement for the Council's own purposes for 2019/20 (excluding parish precepts) as **£4,781,914**.
3. That the following amounts be calculated for the year 2019/20 in accordance with Sections 31 to 36 of the Act:
  - (a) **£115,878,250** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act (gross expenditure) taking into account all precepts issued to it by Parish Councils;
  - (b) **£111,627,238** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act (gross income including grants and the use of reserves);
  - (c) **£2,770** being the deficit on the Council tax elements of the Collection Fund and **£975,642** being the deficit on the Business Rate elements;
  - (d) **£5,229,424** being the amount by which the aggregate at 3.3(a) above exceeds the aggregate at 3.3(b) above plus 3.3(c), calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year. Please note that this is the total of the Borough's requirement of **£4,781,914** plus the total parish precepts of **£447,510**.
  - (e) **£180.32** being the amount at 3.3(d) above divided by 3.1(a) above, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
  - (f) **£447,510** being the aggregate amount of all special items (parish precepts) referred to in Section 34(1) of the Act.
  - (g) **£164.89** (Band 'D' Council Tax) being the amount at 3(e) above less the result given by dividing the amount at 3(f) above by the amount at 3.1(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates. The tax does not exceed the principles set by the Secretary of

State for determining excessive tax increases and triggering a referendum.

Parts of the Council's area:

- (h) The following being the amounts calculated by adding the amount at 3.3(g) to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned in 3.3(f) divided in each case by the amount at 3.1(b), calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more items relate.

<b>Parish</b>	<b>Band 'D' Tax £</b>
Staveley	260.85
Brimington	186.59

- (i) The amounts given by multiplying the amounts at 3.3(g) and 3.3(h) by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands:

<b>Part of the Council's area</b>	<b>Valuation Band</b>							
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Staveley Town Council	173.90	202.88	231.87	260.85	318.82	376.78	434.75	521.70
Brimington Parish Council	124.39	145.12	165.86	186.59	228.05	269.51	310.98	373.18
All other parts of the Borough	109.93	128.25	146.57	164.89	201.53	238.17	274.82	329.78

4. That it be noted that for the year 2019/20 the Derbyshire County Council, the Derbyshire Fire and Rescue Service and the Derbyshire Police & Crime Commissioner have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

Precepting Authority	Valuation Band							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Derbyshire County Council	881.92	1,028.91	1,175.89	1,322.88*	1,616.85	1,910.83	2,204.80	2,645.76
Derbyshire Fire & Rescue Service	50.81	59.28	67.75	76.22	93.16	110.10	127.03	152.44
Derbyshire Police & Crime Commissioner	144.40	168.47	192.53	216.60	264.73	312.87	361.00	433.20

\*The Derbyshire County Council Tax increase of 3.99% includes 2.00% to support the delivery of adult social care duties and responsibilities in 2019/20, equivalent to an additional £25.44 for dwellings in Council Tax Valuation Band 'D', which is included in the £1,322.88 in the table above.

5. That, having calculated the aggregate in each case of the amounts at 3.3(i) and 3.4 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2019/20 for each of the categories of dwellings shown below:

Part of the Council's area	Valuation Band							
	A 6/9	B 7/9	C 8/9	D 9/9	E 11/9	F 13/9	G 15/9	H 18/9
	£	£	£	£	£	£	£	£
Staveley Town Council	1,251.03	1,459.54	1,668.04	1,876.55	2,293.56	2,710.58	3,127.58	3,753.10
Brimington Parish Council	1,201.52	1,401.78	1,602.03	1,802.29	2,202.79	2,603.31	3,003.81	3,604.58
All other parts of the Borough	1,187.06	1,384.91	1,582.74	1,780.59	2,176.27	2,571.97	2,967.65	3,561.18

**83 COUNCIL PLAN 2019 - 2023 AND PERFORMANCE MANAGEMENT FRAMEWORK**

Pursuant to Cabinet Minute No. 105 the Assistant Director - Policy and Communications submitted a report recommending the Council Plan 2019-2023 and the performance management framework 2019-2023 for approval.

In accordance with Standing Order No. 24, a recorded vote was taken for this item as follows:

**FOR –**

Councillors:

Bagley  
P Barr  
Bexton  
Bingham  
Blank  
Borrell  
Brittain  
Brunt  
Burrows  
Callan  
Catt  
Caulfield  
D Collins  
L Collins  
Davenport  
Derbyshire  
Dickinson  
Dyke  
Elliott  
Falconer  
Flood

Councillors:

P Gilby  
T Gilby  
Hill  
Hollingworth  
Huckle  
J Innes  
P Innes  
Miles  
A Murphy  
T Murphy  
Niblock  
Perkins  
Rayner  
Redihough  
Rogers  
Sarvent  
Serjeant  
Simmons  
Slack  
Wall

**AGAINST –**

None



**ABSTENTIONS –**

None

**RESOLVED –**

1. That the Council Plan 2019-2023 be approved.
2. That the Council Plan 2019/20 delivery plan be approved.
3. That the performance management framework 2019-2023 be approved and that delegated authority be granted to the Deputy Leader to approve any minor drafting and design changes that may be required in order to improve the readability and accessibility of the plan.

**84 STRENGTHENED LOCAL ENTERPRISE PARTNERSHIPS REVIEW**

The Chief Executive and the Assistant Director – Policy and Communications submitted a report updating members on the Government’s review of Local Enterprise Partnerships (LEPs) and seeking delegated authority for the Leader of the Council to respond to the review and to make a final decision on council membership of the Sheffield City Region (SCR) and Derby, Derbyshire, Nottingham, Nottinghamshire (D2N2) LEPs.

The Ministry of Housing, Communities and Local Government (MHCLG) had published the review of LEP roles and responsibilities, ‘Strengthened Local Enterprise Partnerships’, in July 2018. The report summarised the contents of the review and made specific reference to the requirement that geographical overlaps be removed and that councils could only be part of one LEP.

The report set out the background to Chesterfield Borough Council’s membership of the SCR LEP and the D2N2 LEP and its non-constituent membership of the SCR Mayoral Combined Authority. It outlined the options for Chesterfield borough’s future LEP membership and made reference to recent communications with both LEPs and MHCLG, recognising that this was a very fluid and dynamic matter.

The report identified issues in respect of governance, transitional arrangements, collaboration and Enterprise Zone Business Rates where the Council was continuing to seek further clarity.

**RESOLVED –**

1. That the requirements of HM Government's review of Local Enterprise Partnerships, the current positions of the Secretary of State for Housing, Communities and Local Government and his officials and also those of SCR and D2N2 LEPs, and the emerging positions of neighbouring councils be noted.
2. That delegated authority be granted to the Leader to respond to HM Government's Local Enterprise Partnerships review and to make the final decision on council membership of SCR and D2N2 LEPs.
3. That the Leader reports back to full Council at the earliest opportunity informing members of the final decision taken and clearly setting out for members the rationale for that decision.

**85 RE-SIGNING THE DERBYSHIRE ARMED FORCES COMMUNITY COVENANT**

Pursuant to Cabinet Minute No. 103 the Assistant Director – Policy and Communications submitted a report recommending for approval the re-signing of the updated Derbyshire Armed Forces Covenant.

**RESOLVED –**

1. That Chesterfield Borough Council re-signs and commits to implementing the updated Derbyshire Armed Forces Community Covenant.
2. That the Council works with partners in the Derbyshire Armed Forces Covenant Partnership to develop an updated action plan to deliver on community covenant pledges.

**86 APPROVAL OF SENIOR PAY POLICY 2019/20**

Pursuant to Cabinet Minute No. 96 the Human Resources Manager submitted a report seeking approval for the Senior Pay Policy Statement

for 2019/20, in accordance with the Localism Act 2011 and the Local Government (Transparency Requirements) (England) Regulations 2014.

**RESOLVED –**

That the revised Senior Pay Policy Statement for 2019/20 be approved.

87 **MINUTES OF COMMITTEE MEETINGS**

**RESOLVED -**

That the Minutes of the following Committees be noted:

- Appeals and Regulatory Committee of 28 November (two meetings), 5, 12 and 19 December, 2018 and 2, 9, 16 and 30 January, 2019;
- Employment and General Committee of 21 January, 2019;
- Licensing Committee of 12 December, 2018 and 2 and 9 January, 2019;
- Planning Committee of 10 December, 2018 and 7 and 28 January, 2019;
- Standards and Audit Committee of 28 November and 5 December, 2018 and 23 January, 2019.

88 **MINUTES OF CABINET**

It was noted that with the Mayor's agreement consideration of the recommendation at Cabinet Minute No. 97 (1) would be deferred to the meeting of Council on 13 May, 2019.

**RESOLVED –**

That the Minutes of the meetings of Cabinet of 4 and 18 December, 2018, 15 January and 5 February, 2019 be noted.

**89 MINUTES OF THE JOINT CABINET AND EMPLOYMENT AND GENERAL COMMITTEE**

**RESOLVED –**

That the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 4 December, 2018 be noted.

**90 MINUTES OF THE OVERVIEW AND PERFORMANCE SCRUTINY FORUM**

**RESOLVED –**

That the Minutes of the meeting of the Overview and Performance Scrutiny Forum of 13 November, 2018 be approved.

**91 MINUTES OF THE COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE**

**RESOLVED –**

That the Minutes of the meetings of the Community, Customer and Organisational Scrutiny Committee of 27 November, 2018 and 22 January, 2019 be approved.

**92 MINUTES OF THE ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE**

**RESOLVED –**

That the Minutes of the meeting of the Enterprise and Wellbeing Scrutiny Committee of 4 December, 2018 be approved.

**93 QUESTIONS UNDER STANDING ORDER NO. 19**

No questions had been submitted.

**94 NOTICE OF MOTION UNDER STANDING ORDER NO. 21**

It was moved by Councillor J Innes and seconded by Councillor Rayner that:

“Councils are facing a funding crisis and the Tory government is to blame.

Austerity has caused huge damage to communities up and down the UK, with devastating effects on key public services that protect the most defenceless in society, act as a safety net for hard working families and the services we all rely on, like clean streets, refuse collections, parks and open spaces.

The Prime Minister claimed that ‘austerity is over’ even while planning a further £1.3bn cut to council budgets next year.

Councils like ours are all that stand between our communities and the government’s unfair cuts and welfare reforms.

This Council continues to do its best to protect its communities from the worst of the government’s austerity measures by working with the voluntary sector advice agencies and local churches. Together we support people adversely affected by the roll out of Universal Credit and to provide a night shelter for the homeless this winter.

Upgrading our facilities, such as Queens Park Sports Centre, Winding Wheel Theatre and Town Hall has increased use, brought in new income and reduced subsidies. We have driven economic growth through aspirational schemes such as the Northern Gateway. But even after these measures the Council continues to face a huge gap in its finances in 2020/21.

Despite a campaign by Labour councillors calling for the government to put a real end to austerity the government is still forcing councils to make further cuts. Council Budgets are now at breaking point – and this council says that enough is enough. The government must bring a full stop to cuts and its welfare reforms which are taking our country back to Victorian times.”

On being put to the vote the motion was declared carried.

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## **COUNCIL MEETING – 13 MAY 2019** **MINUTES OF COMMITTEE MEETINGS**

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

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

<b>Appeals and Regulatory Committee</b>	<a href="#">20 February</a> <a href="#">20 March</a> <a href="#">3 April</a> <a href="#">10 April</a> <a href="#">17 April (Full Committee)</a> <a href="#">17 April</a> <a href="#">24 April</a>
<b>Employment and General Committee</b>	<a href="#">18 March</a> <a href="#">1 April</a>
<b>Planning Committee</b>	<a href="#">18 February</a> <a href="#">11 March</a> <a href="#">1 April</a> <a href="#">23 April</a>
<b>Standards and Audit Committee</b>	<a href="#">6 February</a>

If you require paper copies of the Minutes please contact:

**Brian Offiler**

Democratic Services, Town Hall, Chesterfield, S40 1LP

Tel: 01246 345229 email: [democratic.services@chesterfield.gov.uk](mailto:democratic.services@chesterfield.gov.uk)

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## CABINET

Tuesday, 26th February, 2019

Present:-

Councillor P Gilby (Chair)

Councillors	Bagley Blank Brunt	Councillors	T Gilby Huckle Serjeant
Non-voting Members	Catt Dickinson		J Innes

\*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

**99 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A Diouf and Ludlow.

**100 MINUTES**

**RESOLVED –**

That the minutes of the meeting of Cabinet held on 5 February, 2019 be approved as a correct record and signed by the Vice-Chair.

**101 FORWARD PLAN**

The Forward Plan for the four month period 1 March to 30 June, 2019 was reported for information.

**\*RESOLVED –**

That the Forward Plan be noted.

**102 DELEGATION REPORT**

Decisions taken by Cabinet Members during January and February, 2019 were reported.

**\*RESOLVED –**

That the Delegation Report be noted.

**103 RE-SIGNING THE DERBYSHIRE ARMED FORCES COMMUNITY COVENANT**

The Assistant Director – Policy and Communications submitted a report recommending for approval the re-signing of the updated Derbyshire Armed Forces Covenant.

During 2012, the Council joined with all Derbyshire districts and Derbyshire County Council to sign and adopt an Armed Forces covenant and have worked together to deliver on pledges. The Ministry of Defence, in collaboration with the Royal British Legion, have updated the covenant to better reflect the challenges currently faced by the armed forces community and highlight key areas where local authorities and other partners can provide support.

Members of the Derbyshire Armed Forces Covenant Partnership work together to maximise the Council's impact in these areas and seek external funding to support projects. The partnership had recently been successful in bidding for £50k of external funding to deliver a research project which will provide qualitative and quantitative data about the Derbyshire armed forces community and their needs.

By re-signing the Derbyshire Armed Forces Community Covenant, the Council will continue working with its partners in the Derbyshire Armed Forces Covenant Board to develop an updated action plan to continue to maximise the Council's support for the armed forces community and deliver on community covenant pledges.

**\*RESOLVED –**

1. That it be recommended to full Council that the Council re-sign and commit to implementing the updated Derbyshire Armed Forces Community Covenant.
2. That the Council works with our partners in the Derbyshire Armed Forces Covenant Partnership to develop an updated action plan to deliver on community covenant pledges.

## **REASON FOR DECISIONS**

To demonstrate our support and commitment to the armed forces community.

### **104 2019/20 BUDGET & MEDIUM TERM FINANCIAL PLAN**

The Director of Finance and Resources submitted a report on the draft General Fund budget. The report included recommendations that would be made to full Council on budget allocations and the Council Tax level for 2019/20.

The original budget for 2018/19 was approved in February, 2018 and predicted a surplus of £56k. Throughout 2018/19 there had been active management of budget variances and regular budget monitoring reports to identify further variances. Due to this strict budgetary control, the updated revised budget for 2018/19 showed an estimated surplus of £162k.

The report also detailed the Local Government Finance Settlement announced in December, 2018 which confirmed the continued reduction of the Revenue Support Grant received by local authorities which will be phased out by 2020/21.

The budget had been prepared assuming a council tax increase of £5 for a Band 'D' property, or 3.13% in percentage terms, which equates to 9.6 pence a week.

Members were informed of the expenditure estimates for the coming financial year as well as the medium term forecasts for 2020/21 through to 2023/24.

**\*RESOLVED –**

That it be recommended to full Council that:

1. The revised budget for 2018/19 be approved.
2. Delegated authority be granted to the Director of Finance and Resources, in consultation with the Deputy Leader of the Council, to make decisions related to the application of the business rates retail relief scheme.
3. The Collection Fund and Tax Base forecasts be noted.
4. The overall revenue budget summary for 2019/20 be approved.
5. The use of capital receipts to fund the revenue costs of the ICT programme be approved on the basis that implementation of the programme will lead to budget savings.
6. The budget forecasts for 2020/21 and the medium term forecasts, as well as the strategy for addressing the projected deficits, be noted.
7. The estimates of reserves including maintaining the General Working Balance at £1.5m be approved.
8. The budget risks and sensitivity analysis be noted.
9. The recommended £5 increase in the Council's share of Council Tax for a Band 'D' property in 2019/20 be approved.
10. The 2019/20 Council Tax Requirement and financing be approved.
11. The Director of Finance and Resources' assurances be noted.

## **REASON FOR DECISIONS**

In order to meet the statutory requirements relating to setting a budget and the council tax.

The Assistant Director – Policy and Communications submitted a report to recommend for approval the Council Plan for 2019 – 2023.

In 2015, the Council moved to a four year Council Plan which aligned with the medium term financial forecast. This approach had been successful in targeting resources and collective effort on key priorities and delivering positive outcomes for local communities.

A new four year plan had been developed for 2019 – 2023 which defined the Council's key priorities, objectives and commitments over the four year period. A year one delivery plan for 2019/20 had also been developed setting out the key milestones and measures needed to keep the Council Plan on target for delivery. The delivery plan will need to be reviewed annually and approved by Council in February alongside the budget and medium term financial plan.

In addition, a new performance management framework will be introduced to underpin the Council Plan. This framework will measure and demonstrate the Council's success in terms of milestones, outputs, outcomes and measures, and effectively review and challenge performance.

#### **\*RESOLVED –**

That it be recommended to full Council that:

1. The Council Plan 2019 – 2023 be approved.
2. The Council Plan 2019/20 delivery plan be approved.
3. The performance management framework be approved. Delegated authority be granted to the Deputy Leader to approve any minor drafting and design changes that may be required in order to improve the readability and accessibility of the plan.

#### **REASON FOR DECISIONS**

To provide the Council with a clear statement of its strategic priorities for 2019 – 2023, approve the year 1 delivery plan and establish a new performance management framework to support plan delivery.

The Director of Finance and Resources submitted a report recommending for approval the General Fund Capital Programme for the financial year 2019/20.

The report provided details of the updated expenditure forecasts, new schemes added to the Capital Programme during the last year and progress made on current major schemes. Members were also made aware of the Council's capital financing arrangements, the level of capital receipts and its net financing position.

**\*RESOLVED –**

That it be recommended to full Council that the updated General Fund Capital Programme expenditure and financing, as detailed in Appendix A of the officer's report, be approved.

**REASON FOR DECISION**

To update the Council's General Fund Capital Programme and ensure that it is affordable and deliverable over the medium term.

**107 HOUSING REVENUE ACCOUNT (HRA) - BUDGET 2019/20 TO 2023/24**

The Director of Finance and Resources submitted a report presenting the probable outturn on the Housing Revenue Account (HRA) for 2018/19, and the budget estimates for 2019/20 through to 2023/24.

The Council is required to produce a 30 year HRA Business Plan that is financially viable and maintains at least the minimum Decent Homes Standard.

The probable outturn for the HRA in 2018/19 was reported in section 5 of the officer's report.

The financial strategy for the HRA is to deliver a balanced and sustainable budget which is self-financing in the longer term and reflects both the requirements of tenants and the strategic vision and priorities of the Council. The initial budget forecast for 2019/20 was detailed in section 7 of the officer's report.

**\*RESOLVED –**

1. That it be recommended to full Council that:
2. The probable outturn for the current financial year 2018/19 be noted.
3. The draft budget estimates for 2019/20 and future financial years be approved.
4. The growth request, as detailed in annexe 6 of the officer's report, be approved.

**REASONS FOR DECISIONS**

1. To enable the council to set the Housing Revenue Account budget for 2019/20.
2. To continue with the financial strategy contained in the Housing Revenue Account Business Plan and self-financing debt settlement arrangements.

108

**HOUSING CAPITAL PROGRAMME: NEW PROGRAMME FOR 2019/20 THROUGH TO 2023/24**

The Director of Finance and Resources submitted a report seeking approval for the public sector Housing Capital Programme for 2019/20 and provisionally for 2020/21 through to 2023/24.

The overall financing strategy continued to focus on maintaining the Decent Homes Standard, improving non-traditional housing stock, delivering improvements to the estate environment and increasing the development programme of new council housing in the immediate short term.

The Housing Capital Programme had been set in accordance with the profile set out in the stock condition survey carried out by Savills in 2017. Improvements to existing housing stock will include the continuation of the central heating and roof replacement programmes, replacement of aging UPVC windows and installation of external wall insulation to non-traditional and solid wall properties.

In addition, the second phase of environmental improvements at the Barrow Hill London Boroughs Estate will commence in April 2019, a further two former sheltered housing schemes will be refurbished and a new build housing programme will deliver up to 100 units over the 5 year period. The report also detailed the portion of the Capital programme that will be allocated to the Council's operational services division.

**\*RESOLVED –**

That it be recommended to full Council that:

1. The Housing (Public Sector) Capital Programme for 2019/20 be approved and its procurement, as necessary, be authorised.
2. The Housing (Public Sector) Capital Programmes for 2020/21 to 2023/24 be provisionally approved.
3. The Commercial Services share of the 2019/20 programme be approved.
4. Delegated authority be granted to the Assistant Director – Housing and/or Director of Finance and Resources to transfer funds between programme heads and budgets in order to effectively and efficiently manage the Capital Programme.

**REASONS FOR DECISIONS**

1. The Council will be able to maintain its 'Decent Homes Standard' targets in line with the Council's Vision and Corporate Plan.
2. The condition of the Public Sector housing stock and its environment will be maintained and improved.
3. To contribute to the aims of the Borough Housing Strategy and to deliver the HRA Business Plan.

**109 HOUSING REPAIRS BUDGET 2019/20**

The Director of Finance and Resources and Assistant Director – Commercial Services submitted a report recommending for approval the Housing Repairs Budget for 2018/19.



During 2016/17, a detailed review of the way in which the Council delivers future repairs and maintenance programmes was undertaken. As a result, actions were put in place to ensure the long term viability of the Housing Revenue Account. These actions included reducing the Housing Repairs Budget by £500k in 2017/18 and again in 2018/19, and making changes to the tenant repair obligations and repair response times.

Actual savings in the housing repair budgets had exceeded the £500k target for both financial years. This had provided some mitigation against changes in national housing and welfare policy, and will contribute to ensuring the HRA Business Plan remains balanced, sustainable and self-financing in the longer term.

**\*RESOLVED –**

1. That the Housing Repairs Budget of £8.355m for 2019/20, as detailed in Appendix 1 of the officer's report, be approved.
2. That delegated authority be granted to the Assistant Director - Commercial Services to transfer funds between responsive repairs budget heads in order to effectively manage and respond to fluctuations in tenant-led or weather dependent repairs.

**REASONS FOR DECISIONS**

1. To permit the required maintenance of the Housing Stock.
2. To contribute to the delivery of a balanced and sustainable Housing Revenue Account, which is self-financing in the longer term.
3. To support the Council's vision and priorities within the Council Plan.

**110 SCRUTINY PROJECT GROUP REPORT ON SKILLS**

The Lead Member of the Skills Scrutiny Project Group, Councillor Simmons, presented the report and recommendations of the Enterprise and Wellbeing Scrutiny Committee on Skills.

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

The recommendations had been considered and approved by the Enterprise and Wellbeing Scrutiny Committee on 5 February, 2019. The Committee's recommendations were now required to be considered by Cabinet and a formal response provided to the Enterprise and Wellbeing Scrutiny Committee, in accordance with the Council's Scrutiny Procedure rules.

The Scrutiny Project Group had received excellent support from officers within the Council and had engaged with external stakeholders including careers leads at schools in the borough. Their input had helped to develop the report's recommendations which were focussed on supporting the achievement of objectives within the Council's Skills Action Plan 2017 – 2020 and improving on the excellent work carried out in schools and colleges through the co-funded Enterprise Co-ordinator and the Economic Development team.

**\*RESOLVED –**

1. That the Cabinet thanks the Enterprise and Wellbeing Scrutiny Committee for the report which highlights an important area of work for the Council and reflects our commitment to driving skills development in the Borough through our support of the Skills Action Plan and continued engagement with key partners and stakeholders.
2. That the Cabinet notes and endorses the recommendations, and acknowledges that the recommendations can be accommodated within the normal work programme and through partners.
3. That the decision to co-fund the Enterprise Co-ordinator post be deferred for consideration as a growth request as part of the budget setting process for 2020/21. The Cabinet recognises the positive impact of the Enterprise Co-ordinator for Chesterfield and that this is currently co-funded for 2 years until 2019/20.

**REASONS FOR DECISIONS**

1. To improve the capturing of developments that are or will be subject to local labour agreements; and to promote best practice, encouraging smaller developments to get involved in the local skills and employment agenda.

2. To promote consistency and high quality apprenticeships across the borough.
3. To continue the good work currently being undertaken with schools to prepare students for future employment and skills pathways, particularly in preparation for HS2.
4. To encourage the consideration of future impacts, such as HS2 and EU exit, ensuring the skills and employment priorities stay relevant and meet the changing demands.

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**CABINET****Tuesday, 19th March, 2019**

Present:-

Councillor P Gilby (Chair)

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

\*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

**112 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor A Diouf.

**113 MINUTES****RESOLVED –**

That the minutes of the meeting of Cabinet held on 26 February, 2019 be approved as a correct record and signed by the Chair.

**114 FORWARD PLAN**

The Forward Plan for the four month period 1 April to 31 July, 2019 was reported for information.

**\*RESOLVED –**

That the Forward Plan be noted.

**115 DELEGATION REPORT**

Decisions taken by Cabinet Members during February and March, 2019 were reported.

**\*RESOLVED –**

That the Delegation Report be noted.

**116 SPORT AND LEISURE FEES AND CHARGES 2019/2020**

The Assistant Director – Health and Wellbeing submitted a report recommending for approval proposed changes to the fees and charges for sport and leisure activities provided at Queen’s Park Sports Centre and Staveley Healthy Living Centre, to take effect from 1 April, 2019.

The fees and charges are reviewed annually in accordance with the Council’s Financial Regulations. The proposed revisions to the fees and charges had taken into account:

- the Council’s commitment to promoting health and wellbeing, particularly amongst the borough’s most vulnerable communities;
- the rise in competition from private gym operators;
- the need to achieve financial sustainability, balancing competitive pricing whilst maximising income;
- how best to retain customers by offering a variety of payment options;
- benchmarking with other public sector sport and leisure providers.

Both facilities would continue to deliver promotional opportunities to stimulate demand and support the retention of customers. In addition, the Change4Life membership option would continue to provide access to reduced fees and charges in line with the Council’s Concessions Policy.

The proposed fees and charges were predicted to achieve an overall 3% uplift in income which would help to offset the increased inflationary pressures relating to the cost of facility operations. Full details of the fees and charges were provided in Appendix A of the officer’s report.

**\*RESOLVED –**

1. That the proposed sport and leisure fees and charges, as outlined in Appendix A of the officer's report, be approved and implemented from 1 April, 2019.
2. That the proposals for concessionary charges, as outlined in Appendix A of the officer's report, be approved.
3. That the Assistant Director – Health and Wellbeing, in agreement with the Cabinet Member for Health and Wellbeing, be authorised to apply appropriate fees and charges to new activities that are introduced during the period 1 April, 2019 through 31 March, 2020.
4. That the Assistant Director – Health and Wellbeing, in agreement with the Cabinet Member for Health and Wellbeing, be authorised to adjust the agreed fees and charges to maximise promotional opportunities in order to stimulate usage, support the retention of customers and respond to external market forces.

## **REASON FOR DECISION**

To set the fees and charges for sport and leisure activities and facilities with effect from 1 April, 2019.

## **117 CHANGE TO THE WASTE LEGISLATION - HOUSEHOLDER DUTY OF CARE FIXED PENALTY NOTICE**

The Senior Environmental Health Officer submitted a report providing details on recent changes to the Environmental Protection Act 1990 and associated guidance with regards to local authorities issuing fixed penalty notices for the illegal disposal of household waste. The report also sought approval to introduce a new £250 fixed penalty notice.

Nationally, there had been a year on year increase in fly tipping offences of which over a third arose from households. Changes in legislation had placed greater accountability on householders for disposing of their household waste responsibly, and introduced provision for prosecutions or the issuing of fixed penalty notices. Whilst the Council would resort to bringing prosecutions where appropriate, the option of a fixed penalty notice was preferred as it was more cost-effective and productive in changing behaviour.

The legislation set a minimum and maximum level of fixed penalties at £150 and £400 respectively. Other nearby local authorities had set the level of the fixed penalty notice at £250. The report therefore proposed to set the level for Chesterfield at £250 to reflect the seriousness of the offence and encourage householders to dispose of their waste safely and legitimately.

**\*RESOLVED –**

1. That the proposals to enable enforcement of the provisions of sections 34 and 34(2A) of the Environmental Protection Act 1990, as outlined in the officer's report, be approved.
2. That the fixed penalty level of £250 be adopted.
3. That the Assistant Director – Health and Wellbeing, in agreement with the Cabinet Member for Health and Wellbeing, be granted delegated authority to introduce and carry out the new powers.
4. That the Assistant Director – Health and Wellbeing be granted delegated authority to authorise the appropriate officers to issue fixed penalty notices under the Environmental Protection Act 1990.

**REASONS FOR DECISIONS**

1. Illegally disposed of waste is a significant blight on local environments, a source of pollution, a potential danger to public health and a hazard to wildlife.
2. Illegally disposed of waste has wider links with criminal activities, imposes avoidable costs on the public purse and draws money away from other priorities.
3. The intention is that the level of the new fixed penalty would act as a deterrent to residents using unauthorised or unregulated waste carriers.

**118 ENFORCEMENT POLICIES**

The Assistant Director – Health and Wellbeing presented a report seeking approval for the adoption of two new policies: Private Sector Housing



Enforcement Policy and Private Sector Housing Fees and Charges Policy. Both policies were attached as appendices to the officer's report.

The Private Sector Housing Enforcement Policy would provide an overview of the legislation and administrative processes which the Council would follow when taking action to ensure private sector housing in the borough is well maintained and safe.

The Private Sector Housing Fees and Charges Policy would support the enforcement policy by setting out the fees and charges that would be levied by the Council for undertaking enforcement actions.

Both policies were designed to encourage good, responsible behaviour by landlords and ensure that, where possible, the cost of enforcement was borne by the offender. The fees and charges policy would also introduce a revised Houses in Multiple Occupation (HMO) licensing fee, to reflect the true costs incurred in administering the HMO licensing process; and make changes to the cost of carrying out work in default by requiring the owner or landlord to pay the actual cost for officer time spent arranging the work.

**\*RESOLVED –**

1. That the Private Sector Housing Enforcement Policy be approved.
2. That the Private Sector Housing Fees and Charges Policy be approved.

**REASONS FOR DECISIONS**

1. To ensure that the Council is able to recover legitimately incurred costs for housing enforcement as set out in the Housing Act 2004.
2. To ensure that the Council can meet its obligations that all properties let as residential dwellings and those in private ownership throughout the Borough are of good quality and are well managed.
3. The Private Sector Housing Enforcement Policy is designed to help deliver the Council's priorities identified in the Council Plan.

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**CABINET****Tuesday, 9th April, 2019**

Present:-

Councillor P Gilby (Chair)

Councillors	Bagley	Councillors	T Gilby
	Blank		Ludlow
	Brunt		Serjeant
Non Voting Members	Dickinson		J Innes

\*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

**120 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Catt.

**121 MINUTES****RESOLVED –**

That the minutes of the meeting of Cabinet held on 19 March, 2019 be approved as a correct record and signed by the Chair.

**122 FORWARD PLAN**

The Forward Plan for the four month period May, 2019 to August, 2019 was reported for information.

**\*RESOLVED –**

That the Forward Plan be noted.

**123 DELEGATION REPORT**

Decisions taken by Cabinet Members during March, 2019 were reported.

**\*RESOLVED –**

That the Delegation Report be noted.

**124 MINUTES OF THE SHEFFIELD CITY REGION MAYORAL COMBINED AUTHORITY**

Minutes of the meeting of the Sheffield City Region Mayoral Combined Authority held on 28 January, 2019 were reported for information.

**\*RESOLVED –**

That the Minutes be noted.

**125 PARTNERSHIPS PROTOCOL**

The Assistant Director – Policy and Communications submitted a report seeking approval for a new Partnerships Protocol 2019 – 2023.

The introduction of monitoring arrangements to evaluate the effectiveness of the Council's partnerships had been identified as a medium level priority within the Council's Annual Governance Statement. The Partnerships Protocol had been developed to coincide with the launch of the new Council Plan 2019 – 2023 and would seek to maximise the benefits for the Council and its communities from member and officer involvement in all external partnership arrangements.

**\*RESOLVED –**

1. That the Partnerships Protocol 2019 – 2023 be approved and implemented.
2. That the Deputy Leader be granted delegated authority to approve minor amendments to the Partnerships Protocol between formal review periods.
3. That the Partnerships Protocol be reviewed in-line with the four year Council Plan in 2023.

## REASON FOR DECISION

To improve governance arrangements for partnership working.

### 126 **HOUSING DELIVERY TEST RESPONSE**

The Strategic Planning and Key Sites Manager submitted a report to advise Members of the results of the government's Housing Delivery Test, and set out the Council's proposed response as required by National Planning Practice Guidance.

The results of the Housing Delivery Test demonstrated that housing delivery in Chesterfield was at 66% of the required target in 2017/18. This result required the Council to apply a 20% buffer to its five year housing supply target, which the Council had already applied since 2012. An action plan to address the causes of under-delivery and identify actions to increase delivery in future years would also now need to be prepared.

#### **\*RESOLVED –**

1. That the results of the Housing Delivery Test be noted.
2. That the Strategic Planning and Key Sites Manager, in consultation with the Cabinet Member for Economic Growth and the Assistant Director – Economic Growth, be authorised to prepare and adopt a Housing Delivery Action Plan as required by the National Planning Practice Guidance.

## REASON FOR DECISION

In order to comply with the requirements of national planning policy and guidance.

### 127 **REVIEW OF THE CODE OF CORPORATE GOVERNANCE AND THE ANNUAL GOVERNANCE STATEMENT**

The Internal Audit Consortium Manager submitted a report asking Members to review Council compliance with the Code of Corporate Governance during 2018/19, and to approve the Annual Governance Statement and associated Action Plan for onward submission to and sign off by Standards and Audit Committee.

The report noted that the Council's Code of Corporate Governance reflected the most recent guidance issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE).

The Internal Audit Consortium Manager confirmed that the report and the various supporting appendices comprising the Annual Governance Statement and associated Action Plan would be presented for final approval at the next meeting of the Standards and Audit Committee on 24 April, 2019.

**\*RESOLVED –**

1. That the supporting documents to the officer's report, attached at Appendices A, B, C and D, be approved and referred to the Standards and Audit Committee.
2. That a further review of Council compliance with the Code of Corporate Governance be undertaken in 12 months' time.
3. That progress with regard to implementation of the Annual Governance Statement Action Plan be actively monitored by the Corporate Management Team.

**REASONS FOR DECISIONS**

1. To enable the Cabinet and the Standards and Audit Committee to monitor council compliance with the Code of Corporate Governance.
2. In order to comply with the requirements of the Accounts and Audit Regulations 2015.
3. To support the maintenance of sound governance arrangements within the Council.

**128 EXCLUSION OF PUBLIC**

**RESOLVED –**

That under Section 100(A)(4) of the Local Government Act 1972 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 3 of Part 1 of Schedule 12A of the Act.

**129 BUILDING CLEANING DSO BUSINESS PLAN 2019/20**

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 2019/20, which was attached at Appendix A to the officer’s report.

**\*RESOLVED –**

That the Business Plan forecast for 2019/20 be approved.

**REASON FOR DECISION**

To update the Council’s Medium Term Financial Plan.

**130 LANDSCAPE AND STREET SCENE BUSINESS PLAN 2019/20**

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 2019/20, which was attached at Appendix A to the officer’s report.

**\*RESOLVED –**

That the Business Plan forecast for 2019/20 be approved.

**REASON FOR DECISION**

To update the Council’s Medium Term Financial Plan.

**131 SECURITY SERVICES BUSINESS PLAN 2019/20**

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 2019/20, which was attached at Appendix A to the officer’s report.

**\*RESOLVED –**

That the Business Plan forecast for 2019/20 be approved.

**REASON FOR DECISION**

To update the Council's Medium Term Financial Plan.

**132 ANY OTHER BUSINESS**

The Chair asked that the best thanks of the Cabinet be afforded to Councillors Bagley, Dickinson, A Diouf and Huckle, who would be standing down on 2 May, for their valuable contribution to the council over many years and more specifically in the cabinet over the past few years.

The Chair also asked that the best thanks of the Cabinet be afforded to all the officers who had provided advice and support to the Cabinet to inform the making of key Council decisions.



## JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE

Tuesday, 19th March, 2019

Present:-

Councillor P Gilby (Chair)

Councillors	Bagley Blank Brunt Burrows Davenport T Gilby	Councillors	Huckle J Innes Ludlow Serjeant Simmons
Non-Voting Members	Catt Dickinson		

\*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

**33     APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A Diouf and Wall.

**34     MINUTES**

**RESOLVED –**

That the Minutes of the meeting of the Joint Cabinet and Employment and General Committee on 4 December, 2019 be approved as a correct record and signed by the Chair.

**35     EXCLUSION OF PUBLIC**

**RESOLVED –**

That under Section 100(A)(4) of the Local Government Act 1972 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 4 of Part 1 of Schedule 12A of the Act.

**36** **RESTRUCTURE OF THE HUMAN RESOURCES AND SUPPORT SERVICES FUNCTIONS WITHIN THE CUSTOMERS, COMMISSIONING AND CHANGE SERVICE**

The Assistant Director – Customers, Commissioning and Change submitted a report seeking approval for a new staffing structure for the Human Resources and Support Services teams.

The new staffing structure would ensure that the Human Resources and Support Services functions would be able to support the Council's organisational change agenda and enable the efficient and effective administration of corporate business processes.

The report provided details on the financial implications and a full equalities impact assessment had been completed. It was explained that the proposals had been the subject of ongoing consultation with all affected staff and their trade union representatives.

**\*RESOLVED –**

1. That the proposed new staffing structures for the Human Resources and Support Services functions, as attached at appendix B of the officer's report, be approved.
2. That the Assistant Director – Customers, Commissioning and Change, supported by the Human Resources Manager, be authorised to implement the proposed changes.

**REASON FOR DECISIONS**

To enable the delivery of effective corporate services which will meet the changing needs of the Council.

**OVERVIEW AND PERFORMANCE SCRUTINY FORUM****Tuesday, 15th January, 2019**

Present:-

Councillor P Innes and Sarvent(Chair)

Councillors	J Barr	Councillors	Falconer
	Borrell		Flood
	Callan		Perkins
	V Diouf		Sarvent

Rachel Appleyard, Senior Democratic and Scrutiny Officer +  
 Councillor Sharon Blank, Cabinet Member for Governance +  
 Councillor Ken Huckle, Cabinet Member for Business Transformation ++  
 Rachel O'Neil, Assistant Director – Customers, Commissioning and  
 Change ++  
 David Wing, Head of ICT Improvement +++

+ Attended for Minute No. 37

++ Attended for Minute No. 38, 39 and 40

+++ Attended for Minute No. 40

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

No declarations of interest were received.

**36 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Caulfield.

**37 CABINET MEMBER FOR GOVERNANCE - SCRUTINY**

The Cabinet Member for Governance and the Senior Democratic and Scrutiny Officer attended to update members on the results of a questionnaire which had been distributed to all scrutiny members and the revised Government guidance. The release of the revised guidance had been delayed and an update would be brought to the Committee when the guidance had been issued.

The members were advised that the questionnaire had returned mostly positive outcomes and the full results were attached at appendix A of the officer's report. The following results required further consideration to understand whether action may be needed to improve the effectiveness of the scrutiny function:-

- Only half of the responses agreed that sensitive political issues were dealt with effectively;
- Most responses neither agreed nor disagreed that scrutiny members had been involved in influencing major decisions;
- Only half of the responses agreed that scrutiny had a tangible impact on improving council service performance;
- Most responses neither agreed or disagreed that members of the public and backbench members who are not involved in scrutiny valued scrutiny;
- Most responses felt that annual refresher training on effective scrutiny questioning would benefit scrutiny councillors.

Various options to improve these issues were considered in the officer's report.

## **RESOLVED –**

That a further update be brought to the next meeting on 19 March, 2019 if the Government's guidance had been published.

## **38 CABINET MEMBER FOR BUSINESS TRANSFORMATION - TOWN HALL REFURBISHMENT**

The Cabinet Member for Business Transformation and the Assistant Director – Customers, Commissioning and Change attended to provide an update on the Town Hall refurbishment.

The refurbishment began in January 2017 and was delivered in three phases.

The first phase was asbestos remediation. The approach taken was to remove as much asbestos as possible and the safe management of any

remaining asbestos. This phase of work was completed to specification and budget in June 2017. The committee were advised that the scale and complexity of work required in the basement had been challenging.

The second phase was the refurbishment of the Register Office. The Chesterfield Borough Council (CBC) commercial services department was retained by Derbyshire County Council (DCC) to carry out the refurbishment. The practical completion of the work was finished in October 2018 and service delivery had commenced.

The third phase was the build works. To date the works to the basement, ground floor and first floor had been completed. These works covered a variety of areas including: general office space, the Committee rooms, the Council Chamber, public toilets and kitchen facilities. The committee was advised that there were a number of challenges during the build works phase, including the need for revised specifications, work needing to be carried out with minimal noise as CBC remained in occupation and staff resources moving on to new roles.

The committee was advised that the refurbished space was being used effectively and that a number of discussions were underway regarding the potential lease of available space.

The next steps for the project were outlined and it was explained that work to floors two and three would be paused. This hiatus would allow for a full asset management review of existing operational assets to be completed. Recruitment of additional staff in the commercial services department would take place during the break in the work. The commercial services department had quoted to DCC for the work required for the Coroners Court and it was expected that this work would begin in February 2019.

Members enquired whether the rental income from the Register Office had been tested with Estate Agents. The Assistant Director explained that the amount had been set at market value by Kier. Questions were also asked about the security of Town Hall Reception and Members were advised that the set up of the reception had been deliberated extensively. The decision had been taken to not have a glass panel to separate the staff and public but there were measures and detailed risk assessments in place. Concerns were raised about the ineffective divide between committee rooms one and two.

**RESOLVED –**

That Town Hall Refurbishment be considered at the work programming sessions for inclusion on the work programme for 2019/20.

**39 CABINET MEMBER FOR BUSINESS TRANSFORMATION - AVARTO STAFF TRANSITION UPDATE**

The Cabinet Member for Business Transformation and the Assistant Director – Customers, Commissioning and Change attended to provide an update on the transition of the Avarto Information and Communications Technology (ICT) and Human Resources (HR) services to CBC service delivery.

The transfer took place on 18 October, 2018 with no complications. Both the contractual deed of variations and service level agreements had been signed and sealed. The contractual financial model had also been updated.

The transition team had worked well together and the transition plan had been put into action effectively.

The Harvey Nash recruitment agency had been assisting with recruitment to ICT positions. After a large amount of interest David Wing was recruited as the Head of ICT Improvement. Two project managers and a business analyst had also been recruited and engineers would be recruited by March 2019.

Two HR business partners and a learning and development business partner had been recruited into the HR service. Proposals for a full restructure of the HR service would be taken to Joint Cabinet and Employment and General Committee and, if approved, terms and conditions would be standardised.

It was explained that a lessons learned exercise had taken place and the findings were provided to the committee. The implementation of a transition team would be essential to support a successful contract transition from Arvato in 2020. At least a 12 month lead would be required to ensure that each of the remaining service transfers were managed effectively. The transition team would need a variety of skills including project management, financial, legal, HR and process mapping. The

Committee were advised that in principle Arvato is comfortable with this approach.

Members enquired whether there had been any difficulties with recruitment because the required talent was not available or that the talent was available but was receiving much higher salaries in the private sector. The Assistant Director explained that the talent was available but CBC was unable to match the salaries paid in the private sector.

## **RESOLVED –**

That the update be noted.

### **40 CABINET MEMBER FOR BUSINESS TRANSFORMATION - IT PROGRAMME PROGRESS UPDATE**

The Cabinet Member for Business Transformation, the Assistant Director – Customers, Commissioning and Change and the Head of ICT Improvement attended to provide an update on the ICT improvement programme.

The committee was advised that there were five specified outcomes for the programme in 2018/19.

The first specified outcome related to enhanced service levels to be achieved in the theatre box office. The Box Office Theatre system had been upgraded and the theatre box office calls had been consolidated into the Customer Contact Centre since November, 2018. Performance levels had increased by 30% since calls had been consolidated and the online user experience had been improved. The full post implementation review was due at the end of January, 2019 which would be three months after the change.

The second specified outcome was for increased skills and knowledge within the ICT department. Five new posts had been recruited to which had improved the versatility and capability of the department. There was a platform lead and four further engineers still to be recruited. Work was being carried out by the HR department to implement a degree level ICT apprenticeship in 2019/20 and one member of staff was undertaking a management apprenticeship.

The third specified outcome was to achieve the Cyber Essentials

+ accreditation in 2018/19 and this had been successful. The Public Services Network accreditation application had been submitted and a response from the Cabinet Office was awaited.

The fourth specified outcome was to achieve increased ICT resilience. Evaluations of the preferred cloud supplier and use of native cloud migration versus VMWare in the cloud had been completed. The preferred solution would be the use of VMWare in amazon web services (AWS) because it would be the quickest option to provide resilience. Procurement of the solution was currently underway and a high level design of the VMWare had been completed. This specified outcome was on target to be achieved.

The fifth specified outcome was to implement end to end digital services. The Digital Project Manager had been recruited and would begin to work at the council in February, 2019. The digital platform procurement specification had been developed, three suppliers had been shortlisted and the platform contract award was expected in February, 2019. Process mapping was underway for the Environmental and Regulatory Services. There had been some slippage against the plan and the replacement of the 'mentor' asset management system had been postponed to 2019 to accommodate the end of year billing workloads and the interdependency with the Agresso system upgrade.

Members noted the progress that had been made to the ICT Improvement Programme and that the service delivery had improved since the transfer.

#### **RESOLVED -**

That further ICT Programme progress updates be considered at the work programming sessions for inclusion on the work programme for 2019/20.

#### **41 FORWARD PLAN**

The Forward Plan was considered.

#### **RESOLVED –**

That the Forward Plan be noted.

#### **42 SCRUTINY MONITORING**



The Scrutiny Monitoring Schedule was considered.

**RESOLVED –**

That the Scrutiny Monitoring Schedule be approved.

**43 WORK PROGRAMME FOR THE OVERVIEW AND PERFORMANCE SCRUTINY FORUM**

The Work Programme for the Overview and Performance Scrutiny Forum was considered.

The Committee were advised that the scrutiny work programme action planning days would take place after the Borough Election on 2 May, 2019 which would give all members the opportunity to raise items for consideration.

**RESOLVED –**

That the Work Programme be approved.

**44 JOINT OVERVIEW AND SCRUTINY**

The Joint Chairs would be attending a meeting of the Sheffield City Region Scrutiny Board on Thursday 17 January, 2019.

**RESOLVED –**

That the update be noted.

**45 OVERVIEW AND SCRUTINY DEVELOPMENTS**

The Joint Chairs would be attending the next meeting of the East Midlands Scrutiny Network on 1 February, 2019.

The Joint Chairs and Officers would be attending a seminar about the Government's Guidance in response to the Communities and Local Government Select Committee report on the Effectiveness of Local Authority Overview and Scrutiny Committees.

**46 MINUTES**

The Minutes of the Overview and Performance Scrutiny Forum held on 13 November, 2018 were presented.

**RESOLVED –**

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

## **OVERVIEW AND PERFORMANCE SCRUTINY FORUM**

**Tuesday, 19th March, 2019**

Present:-

Councillor Sarvent (Chair)

Councillors L Collins  
Falconer

Councillors P Innes

Neil Johnson, Assistant Director – Economic Growth +

+ Attended for Minute No.49

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

No declarations of interest were received.

### **48 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors J Barr, Borrell, Callan, Caulfield, D Collins, V-A Diouf and Dyke.

### **49 LEADER AND CABINET MEMBER FOR ECONOMIC GROWTH - DERBYSHIRE BUILDING CONTROL PARTNERSHIP**

The Assistant Director – Economic Growth attended to provide an update on the Derbyshire Building Control Partnership (DBCP).

Five years ago it was suggested that a group of Local Authorities join together to deliver a building control service across Derbyshire.

The previous building control services had faced significant challenges including:-

- Increased competitor activity
- Disruptive technologies
- Growing customer power
- Under-investment in the future
- Limited scale and position in the market
- Lack of marketing and promotion

- Limited cross boundary working and sharing of capabilities
- Management struggling to challenge treasured beliefs
- Risk adverse culture

Clear objectives were set for the DBCP to best ensure the success of the new company. These objectives included: a blueprint for the commercial delivery of Authorities services, delivery of the regulatory obligations for the Authorities, delivery of a more customer responsive service, a sustainable financial and resource position, supporting skills and employment growth, generating a surplus, reducing the cost of service and encouraging innovation

A strong business case was then put together. The key elements of this business case included growing revenue and market share, a straight forward legal and economic structure and an operating model including human resources arrangements.

The plans for growing the business's income were explained to the Committee along with the plans to manage the costs of the business. Managing the costs would involve: changing the mix of staff including hiring more apprentices and graduate staff, reducing overheads and operating two offices for a mobile IT enabled workforce.

The Committee was informed that all surpluses would be redistributed to the shareholding authorities and building control would move from a negative overall contribution to a surplus of £0.226m. The authority shareholders would see the accounts of the business to ensure that surplus creation continued.

The achievements of the company since June 2017 included:

- On target revenue and current position was 15% above budget for 2018/19
- Costs were 78% of budget forecast
- The market share had been retained (apart from Derby)
- Retained the core members of staff
- All data had been integrated and the IT systems were stable
- Four trainees had been recruited into the organisation
- Marketing and promotion was in place to support the business development
- The members of staff were acting as promoters of change

The benefits for the Local Authorities were outlined. Previously the past situation for the annual cost of service provision was unpredictable and agency costs were likely to increase as qualified staff retired. The present situation was now that the known annual costs of service.

The past situation for resilience and sustainability was challenges with retaining staff and spending money on agency staff as a skilled but aging workforce would depart. The present situation was a recruitment of a strong pool of skilled staff and retaining talent. This contributed to the development of a business with resources for the medium and long term.

The past situation for returns was a contribution through recharges to mask inefficient resource allocation. Changes had been implemented and returns were now going to the general fund.

The past situation for delivery involved difficulties in managing a small team. These issues had been resolved and an effective governance arrangement was in place which meant that the company was successfully managing itself.

The lessons learnt through the process were explained. The understanding of the issues and context was a very important element and the team approach to building the model was key. During the creation of the vision it was very important to have significant options analysis along with getting and maintaining a buy in. The establishment of baseline costs and realistic forecasts was also essential. It was vital to gain political approval to put the plans into action, obtain sufficient resources and be aware that people like the status quo.

The challenges and opportunities for DBCP were:

- Development of an AI business
- Developing broader service portfolio to partners
- Continue path of staff mobilisation
- Challenge of competition in Derby
- Develop and manage KPIs and performance information flows
- Respond to the Hackett Report
- Grow a professional team and recruitment issues
- Introduce a reward structure

Members enquired how were the costs for the business established at the beginning of the process. The Assistant Director explained that the first step was to understand where the money had been spent and what were

the elements that made up the costs. It was helpful to look at those Local Authorities who had less awareness of how money was being spent and to identify and investigate all the hidden costs. Costs were often accounted for differently and in different budgets. Analysis was necessary to understand what costs were currently included and whether they would be included in the future.

The Assistant Director was also asked how vacancies were advertised and the committee were advised that available jobs were included on the DBCP website and in trade press.

### **RESOLVED –**

That the inclusion of an annual update on the Derbyshire Building Control Partnership as an item on the Committee's work programme for 2019/20 be considered as part of the annual scrutiny work programming in June.

## **50 FORWARD PLAN**

The Forward Plan was considered.

### **RESOLVED –**

That the Forward Plan be noted.

## **51 SCRUTINY MONITORING**

A monitoring progress update on the Cabinet response to the recommendations of the HS2 Scrutiny Project Group report was provided. The Scrutiny Monitoring Schedule was considered.

### **RESOVLED –**

1. That the update on the Cabinet response to the recommendations of the HS2 Scrutiny Project Group report be noted.

2. That the Scrutiny Monitoring Schedule be approved.

## **52 WORK PROGRAMME FOR THE OVERVIEW AND PERFORMANCE SCRUTINY FORUM**

The Work Programme for the Overview and Performance Scrutiny Forum was considered. The Committee were advised that the scrutiny work programme action planning days would take place after the Borough Election on 2 May, 2019 which would give all members the opportunity to raise items for consideration.

**RESOLVED –**

That the Work Programme be approved.

**53 JOINT OVERVIEW AND SCRUTINY**

The Joint Chairs had attended a question and answer session with the Sheffield City Region Mayor at a meeting of the Sheffield City Region Scrutiny Board.

**RESOLVED –**

That the update be noted.

**54 OVERVIEW AND SCRUTINY DEVELOPMENTS**

The Joint Chairs would be attending the next meeting of the East Midlands Scrutiny Network on 29 March, 2019 which would be held at Chesterfield Borough Council.

**55 MINUTES**

The Minutes of the Overview and Performance Scrutiny Forum held on 15 January, 2019 were presented.

**RESOLVED –**

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

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**COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY  
COMMITTEE**

**Tuesday, 26th March, 2019**

Present:-

Councillor P Innes (Chair)

Councillors	Borrell	Councillors	Flood
	L Collins		Sarvent
	Dyke		Niblock

Wendy Blunt, Health and Wellbeing Officer +  
 Mick Blythe, Client Manager ++++  
 Damon Bruce, Head of Operations ++++  
 Clare Fowkes, Operational Benefits Manager ++++  
 Helen Marples, Service Development Officer - Community Development  
 (Chesterfield), Public Health +  
 Inspector David Nicholls, Chesterfield Police +++  
 Brian Offiler, Democratic and Scrutiny Officer  
 Ian Waller, Assistant Director – Health and Wellbeing ++

+ Attended for Minute No. 49  
 ++ Attended for Minute Nos. 49 - 52  
 +++ Attended for Minute No. 52  
 ++++ Attended for Minute No. 53

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

No declarations of interest were received.

**47 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**48** **MINUTES**

The Minutes of the meeting of the Community, Customer and Organisational Scrutiny Committee held on 22 January, 2019 were presented.

**RESOLVED –**

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

**49** **CABINET MEMBER FOR HEALTH AND WELLBEING - HEALTH AND WELLBEING DEVELOPMENT**

The Health and Wellbeing Officer and the Service Development Officer - Community Development (Chesterfield), Public Health gave a presentation on the partnership approach taken to meeting health and wellbeing needs in Poolsbrook.

The presentation gave details of the initial analysis of population data in the Staveley area, showing relatively low car ownership, limited physical activity and evidence of isolation in Poolsbrook, but good availability of local assets, green space and local groups. There had been consultation with the school headteacher and school parent teacher association (PTA) and at 'Time 4 U' cafes in Poolsbrook and other parts of Staveley and a summer fair in Poolsbrook. This had identified both positive aspects of the community and concerns about factors which limited health and wellbeing and about future developments.

In response to the identified needs a range of activities had been organised, including football, dance, boxing, exercise classes, a weight management group and craft activities. The initial response and participation in these had been positive, and the aim was to empower local people to continue these sustainably in the future. Further activities and another 'Time 4 U café' were planned to take place.

In response to Members' questions it was explained that options to support other local groups looking to develop activities in other parts of the Staveley area would be considered at a workshop of the Staveley Health and Wellbeing Network in May.

Members expressed concern about difficulties for residents in Staveley accessing GP services with many having to travel to the practice at Grangewood, which also impacted on the availability for residents in Grangewood. These issues had been raised with local MPs.

Members referred to the positive impacts of sessions for parents and children being run in schools in Bolsover and of work experience places being offered to local school children in Birchwood.

The Committee expressed its support for the work being undertaken to improve health and wellbeing and the Chair thanked the Assistant Director - Health and Wellbeing, the Health and Wellbeing Officer and the Service Development Officer - Community Development (Chesterfield), Public Health for their contribution to the meeting.

### **RESOLVED –**

- (1) That the ongoing work to improve health and wellbeing in the Staveley area be supported.
- (2) That the inclusion of health and wellbeing development work as an item on the Committee's work programme for 2019/20 be considered as part of the annual scrutiny work programming in June.

### **CRIME AND DISORDER COMMITTEE**

For Minute Nos. 50 - 52 the Committee sat as the Council's designated Crime and Disorder Committee, in accordance with Section 19 of the Police and Justice Act 2006.

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

The Cabinet Member for Health and Wellbeing, as Chesterfield Scrutiny Member of the Derbyshire Police and Crime Panel (PCP), had submitted the minutes of the meeting of the PCP held on 24 January, 2019 for the information of the Committee.

**RESOLVED –**

That the minutes of the Derbyshire Police and Crime Panel meeting held on 24 January, 2019 be noted.

**51 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC****RESOLVED**

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 7 of Part 1 of Schedule 12A of the Act.

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

The Assistant Director - Health and Wellbeing presented the performance report as recorded by the Safer Derbyshire Research and Information Unit in respect of crime and disorder data as at December, 2018.

The crime data showed that reported crime in Chesterfield had increased by 7.2% in the 12 months to December, 2018, compared to an increase of 6.6% across Derbyshire, with crimes of violence, theft of vehicles and public disorder having the greatest increases. It was explained that the increase in recorded statistics was partly due to changes in how data was recorded, crimes now being recorded at the first point of contact.

Inspector Nicholls outlined the recent changes in the composition of Safer Neighbourhood Teams, resulting in a larger town centre team and a youth engagement team, which worked with schools and parents with the aim of stopping youth reoffending.

He explained that the team dealing with drugs issues had arrested 38 people and seized drugs to a value of £1/4 million since the beginning of the year. They had investigated 52 reports from residents with the aim to gather sufficient evidence to successfully prosecute dealers and suppliers. In response to Members' questions he explained that PCSO Supervisors would shortly be appointed, which it was hoped would improve links and feedback to local community groups.

The Health and Wellbeing Manager reported that the Community Safety Partnership (CSP) action plan for 2019/20 was in the process of being developed, based on partnership working. The action plan would focus on targets in four priority areas – anti-social behaviour, domestic abuse and sexual violence, theft and organised crime groups and substance misuse. He agreed to distribute copies of the draft action plan to members of the Committee once these were available.

He circulated information at the meeting on the activity of the Chesterfield night shelter which had operated at local churches since the beginning of December. This had provided over 1,000 meals and had been used by 101 individuals, many of whom had been supported in finding accommodation. The shelter would continue until the end of March, but was due to operate again over next winter from December.

In response to Members' concerns, it was noted that the Council's homelessness prevention service worked closely with the Pathways charity to support people with their accommodation needs. It was also noted that there was support via the Foodbank and various voluntary organisations providing meals each night of the week. Members asked to be provided with information on how to best refer homeless / rough sleeping concerns out of hours.

The Committee expressed its support of the work undertaken by the CSP, and the Chair thanked the Assistant Director - Health and Wellbeing and Inspector Nicholls for their contribution to the meeting.

#### **RESOLVED –**

- (1) That the Community Safety Partnership progress report be noted.
- (2) That a further progress report on the Community Safety Partnership's Action Plan and Performance be provided to the Crime and Disorder Committee in September, 2019.

#### **COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE**

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

**53 LOCAL GOVERNMENT ACT 1972 - RE-ADMISSION OF THE PUBLIC****RESOLVED**

That the public be readmitted to the meeting following consideration of an item containing exempt information.

**54 CABINET MEMBER FOR HOMES AND CUSTOMERS - PROGRESS REPORT ON IMPLEMENTATION OF UNIVERSAL CREDIT**

The Client Manager, the Head of Operations and the Operational Benefits Manager presented a progress report on the implementation of Universal Credit (UC) in Chesterfield since the previous report to the Committee in November, 2018.

The report referred to the continuing work by the benefits team with partners and stakeholders to ensure the best possible outcomes for claimants and the Council.

It highlighted that the provision of assisted claiming and budgeting support was due to transfer nationally to the Citizens Advice Bureau (CAB) in April, 2019. Locally Chesterfield CAB planned to provide 14 hours of support per week, although there was concern that this would not be sufficient to meet demand. Discussions were continuing with CAB regarding the transfer of this service and support would continue to be provided by the Council in the immediate term.

The Council and Arvato had recently introduced a new HMRC Help to Save tool to provide a savings bonus for some claimants.

Further recent developments were outlined, including managed migration on to UC being delayed until January 2020 and past underpayments of Employment and Support Allowance being corrected by DWP.

The report included the latest statistical information in respect of UC claims and referred to the availability of IT for claimants to keep their claims updated. The availability and information for claimants on this currently appeared to be sufficient, but would continue to be monitored.

The report outlined a range of financial information, including:

- Average rent arrears of Council tenants affected by UC had reduced between December and February to £490;
- As UC payments were based on 52 weeks despite 2019-20 being a 53 week rent year, information was being provided to tenants suggesting they could pay a small amount extra each week to avoid ending the year in arrears;
- The Discretionary Housing Payment (DHP) budget allocated to the Council for 2019-20 had reduced by 20% to £189,696. If the appeal against this reduction was not successful consideration would have to be given making fewer awards or reducing the amount of each award.

It was noted that the Benefits Team continued to challenge the DWP in order to support claimants.

In response to questions from Members it was confirmed that the impact of the transfer of the assisted claim and budgeting support would be assessed by monitoring Council Tax and rent arrears figures.

Members expressed their appreciation of the work being undertaken in supporting claimants, and the Chair thanked the Client Manager, the Head of Operations and the Operational Benefits Manager for their contribution to the meeting.

## **RESOLVED -**

- (1) That the ongoing work on the implementation of Universal Credit be supported.
- (2) That the inclusion of the implementation of Universal Credit as an item on the Committee's work programme for 2019/20 be considered as part of the annual scrutiny work programming in June.

## **55 SCRUTINY MONITORING**

The Committee considered the Scrutiny recommendations monitoring schedule.

**RESOLVED -**

That the Scrutiny monitoring schedule be noted.

**56 FORWARD PLAN**

The Committee considered the Forward Plan for the period 1 April – 31 July, 2019.

**RESOLVED –**

That the Forward Plan be noted.

**57 WORK PROGRAMME FOR THE COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE**

The Committee considered the list of items included on its work programme for 2018/19.

It was noted that the scrutiny work programme for 2019/20 would be developed through a scrutiny work programming session on 4 June, 2019.

**RESOLVED -**

That the work programme be noted.



**ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE****Tuesday, 5th February, 2019**

Present:-

Councillor Sarvent (Chair)

Councillors D Collins  
Derbyshire

Councillors Falconer

Kevin Hanlon, Director of Finance and Resources +  
Esther Thelwell, Senior Environmental Health Officer ++

+ Attended for Minute No. 46

++ Attended for Minute No. 47

\*Matters dealt with under the Delegation Scheme

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

No declarations were received.

**45 APOLOGIES FOR ABSENCE**Apologies for absence were received from Councillor Caulfield and  
Councillor Dyke.**46 CORPORATE WORKING GROUPS**

The Director of Finance and Resources advised the committee that the Housing Revenue Account (HRA) business plan was presented to the Finance and Performance Board on Monday 4 February, 2019. The committee heard that the balance carried forward from last year was mostly committed to capital expenditure. The minimum balance required by law is £3 million and the current balance was £7 million.

The current housing stock was in decent condition. A £26.5 million capital spend programme was underway including improvements to Barrow Hill,

Newland Dale and Grangewood. The program for 2020 would cost in the region of £15 million.

It was reported that the budget for repairs was £8.3 million with 70% of this work being delivered by the Operation Services Division (OSD) and the remainder by specialist contractors.

The Director of Finance and Resources explained that a future risk would be the planned stock condition survey which would take place in 2020 and would be carried out by an external company. The results of the survey could impact the required budget for repairs.

## **RESOLVED –**

That the update be noted.

### **47 CABINET MEMBER FOR HEALTH AND WELLBEING - RECYCLING AND CLIMATE CHANGE**

The Senior Environmental Health Officer gave a presentation on climate change and the new Environmental Statement that was due to be completed in March 2019.

Climate change was summarised as a change in climate patterns as a result of the levels of carbon dioxide in the atmosphere produced by the use of fossil fuels. Examples of pollution were given as landfill, industrial process causing air pollution, vehicles, deforestation and single use plastics such as carrier bags.

Members heard that the Senior Environmental Health Officer had been set an objective last year to create an environmental statement. She expressed the opinion that in the future every corporate decision made by the Council should have an environmental consideration.

The ways in which the Council was already helping to look after the environment were listed as;

- Installation of EV charging points in car parks
- Biodegradable coffins available at the Crematorium
- Recycling
- Reducing levels of pollution
- Introducing electric vehicles into the fleet
- Implementing a green travel plan

- Insulating housing stock to reduce fuel consumption
- Energy management
- Regeneration across the Borough

The new statement would be an overarching document outlining the legal responsibilities of the Council for residents, businesses and contractors. It was indicated that the statement would be an umbrella document to enable more specific focus documents. It would set out our commitments with the aim of reducing our impact on the environment, our commitments for protecting the environment and reducing pollution and the intention to include environmental considerations in all decisions.

It was observed that there are areas in the Borough that are deemed 'hotspots' in terms of air quality and there was an air quality action plan due for completion in early May.

## **RESOLVED –**

1. That the update be noted.
2. That the Senior Environmental Health Officer be invited back to the next meeting on 2 April, 2019 to present the completed statement.

## **48 SCRUTINY PROJECT GROUPS**

### **Leisure, Sports and Cultural Activities**

The committee was of the opinion that this project group had been concluded following confirmation from the Assistant Director – Health and Wellbeing that there were no further outstanding issues.

### **Future use of the former Queen's Park Sports Centre**

The Chair advised that the coal mining survey and pre-planning conditions had caused delays on the site. A further update was expected from the Assistant Director – Health and Wellbeing and a site visit was to be conducted in May 2019.

## Skills

The Senior Democratic and Scrutiny Officer presented the Skills Scrutiny Project Group report to the committee prior to it being presented to Cabinet on 26 February, 2019.

The project group was established to look at the Skills Action Plan at its halfway stage. The excellent support that the group had received from officers was noted. The project focussed on a number of key areas;

- How to maximise the benefits of local labour agreements.
- How to monitor and measure the success of apprenticeships in the Borough
- The possibility of hosting a Construction Skills Village in Chesterfield
- The effectiveness of the Enterprise Co-ordinator (which is part funded by the council)
- The unknown impact of Brexit

The Chair acknowledged that this was one of the best project groups she had seen.

## Play Strategy

It was noted that the Play Strategy had been removed from the Forward Plan and that an all members briefing would be held before any further progress was made.

## RESOLVED –

1. That the updates be noted.
2. That the recommendations of the Skills Scrutiny Project Group's report, as detailed below, be approved to be recommended to Cabinet.
  - i. That the quarterly meetings between the Economic Development team and Planning team to discuss current and new developments be re-instated.
  - ii. That smaller developments be encouraged to undertake best practice in supporting the local skills and employment agenda

by developing and publishing guidance on maximising skills and employment opportunities on small developments.

- iii. That the Apprentice Town web resource include guidance for employers and education providers on what a good apprenticeship looks like.
- iv. That the number of apprentices that go into permanent employment from Chesterfield Borough Council and Chesterfield College be monitored so that a new tool can be developed which can be applied to other apprenticeship providers.
- v. That the importance of statistics on apprentices carrying on into permanent employment be raised at the East Midlands Ambassador Network.
- vi. That the Council initiate the conversations with relevant stakeholders to locate a suitable development to host a Construction Skills Village in Chesterfield Borough.
- vii. That the Council continue to co-fund the Enterprise Co-ordinator.
- viii. That the Careers Education Information Advice and Guidance Group (CEIAG) be encouraged to provide careers leads in schools with information on jobs linked to HS2, particularly secondary schools in North Derbyshire.
- ix. That the Council encourage the LEPs to carry out a piece of work analysing the impact Brexit will have on the local skills and employment agenda and forward planning.

## **49 SCRUTINY MONITORING**

The Committee considered the Scrutiny recommendations monitoring schedule.

### **RESOLVED -**

That the Scrutiny monitoring schedule be noted.

**50** **FORWARD PLAN**

The Forward Plan for the four month period 1 February, 2019 to 31 May, 2019 was presented for information.

**RESOLVED –**

That the Forward Plan be noted.

**51** **WORK PROGRAMME FOR THE ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE**

The 2018/19 Work Programme for the Enterprise and Wellbeing Scrutiny Committee was reported for information.

**RESOLVED –**

That the work programme be noted and updated to include the decisions of the current meeting.

**52** **MINUTES****RESOLVED –**

The Minutes of the meeting of the Enterprise and Wellbeing Scrutiny Committee held on 4 December, 2018 were approved as a correct record and signed by the Chair.

## **ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE**

**Tuesday, 2nd April, 2019**

Present:-

Councillor Sarvent (Chair)

Councillors Falconer

Councillors

Perkins

Carl Griffiths, Housing Options Manager +  
Martyn Hudson, Careline and Support Service Manager ++

+ Attended for Minute Nos. 55 and 56

+ Attended for Minute No. 57

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

No declarations of interest were received.

### **54 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Caulfield.

### **55 CABINET MEMBER FOR HOMES AND CUSTOMERS - HOMELESSNESS**

The Housing Options Manager presented statistics on the Winter Night Shelter. It was highlighted that there had been 43 one night stays and one guest that had stayed 64 nights. The Housing Options Manager assured the committee that the night shelter had been operated strictly and professionally and therefore there would be a good reason why the individual was allowed to return so many times. A full report would be produced following a debrief with the night shelter staff and volunteers.

A number of bans were detailed in the report and it was explained that the safety of the staff and volunteers was a priority and the bans were only used at the end of a stepped rule-break system. The permanent ban was due to inappropriate behaviour towards a female member of staff.

The report listed the outcomes for the guests after using the night shelter. Although there was a portion of the guests whose outcome was listed as 'unknown,' it was clarified that once the data could be analysed in depth, more information would be available by comparing names with our own databases and those of Pathways.

Members asked if there had been a difference in the attitude of the guests when volunteers were involved rather than council workers. He advised that guests had been more open to talking to volunteers about their needs than council workers, and that there was an inherent respect for religious buildings. It was acknowledged that the nightshelter would not have been a success without the involvement of the churches and volunteers.

The committee heard that the new Homeless Hub opened on 21 February, 2019 and by the middle of March it had already been accessed by 157 people. It was anticipated that the numbers will now increase following the closure of the night shelter.

The Housing Options Manager advised the committee that, using the data that had been gathered at the night shelter, a strategic assessment of what homeless people in Chesterfield need would now be carried out. This would be done in conjunction with other agencies involved in the Homelessness Forum to allocate tasks and work together.

#### **RESOLVED –**

1. That the update be noted.
2. That the formal report be circulated once completed.
3. That the inclusion of a review of the formal report as an item on the Committee's work programme for 2019/20 be considered as part of the annual scrutiny work programming in June.

#### **56 CABINET MEMBER FOR HOMES AND CUSTOMERS - ALLOCATIONS POLICY**

The Housing Options Manager advised the committee that the Allocations Policy had been approved by the Cabinet and full Council. Staff training had begun on the new software and it was anticipated that the new system would be implemented in May 2019.



Members asked if our neighbouring authorities were using the same software and it was explained that they were, but not for allocations. It was noted that there would be a full review of its effectiveness 12-18 months after implementation. The new software also had the potential to allow Housing Associations and private landlords to advertise, and for the council to charge them for the facility.

## **RESOLVED –**

1. That the update be noted.
2. That the inclusion of the implementation of the new Allocations System as an item on the Committee's work programme for 2019/20 be considered as part of the annual scrutiny work programming in June.

## **57 CABINET MEMBER FOR HOMES AND CUSTOMERS - CARELINE RESPONSE SERVICE**

The Careline and Support Services Manager presented an update on the Careline Services detailing the developments since he briefed the committee in September 2018. The following points were highlighted;

- An agreement had been made with Ashfield District Council to monitor careline alarms and out of hours services. It was hoped that this would be fully operational by August 2019.
- The service achieved accreditation to the TEC (Telecare Enabled) Services Association Quality Standards Framework.
- Derbyshire County Council (DCC) advised the service of potential changes to the eligibility criteria for receiving funding. A consultation on this possible change was completed at the end of January 2019. CBC submitted comments as part of the consultation.
- In February 2019 DCC offered new 2 year contracts to its existing providers for their visiting support service. Rykneld Homes, the supplier currently covering North East Derbyshire, had decided to end their contract on 31 March, 2019. CBC was offered the opportunity to deliver this service until October 2019 and had accepted. A bid was also being prepared for the tender process to continue providing the service until October 2021.
- Work to refurbish the sheltered housing schemes was ongoing.

The Careline and Support Services Manager explained that a report to the DCC Cabinet was expected in May following the outcome of the consultation and expressed his concern that up to 90 percent of the current funded users could lose their funding. The committee acknowledged that without the funding many of the users would not be able to afford the service and it would be necessary to look at the possible options available such as charging users a nominal fee.

The Careline and Support Services Manager reassured the committee that work had already been carried out into the feasibility of the options and this would continue until a decision had been made.

### **RESOLVED –**

1. That the update be noted.
2. That the inclusion of the implementation of any potential changes to the eligibility criteria as an item on the Committee's work programme for 2019/20 be considered as part of the annual scrutiny work programming in June.

## **58 SCRUTINY PROJECT GROUPS**

### **Play Strategy**

The Chair presented an overview of the timeline of the Play Strategy Working group as follows;

- The project group met 5 times during 2016/17 and provided input into the strategy development.
- In July 2017 the Principal Green Space Strategy Officer advised that a ward by ward breakdown of the values of each space would be prepared.
- In March 2018 consultants were appointed to undertake a desktop review, site based assessments and consultation on play.
- In April 2018 the Enterprise and Wellbeing Scrutiny Committee resolved that the scrutiny project group had achieved its initial project aims and that a resolution for concluding the review should be sought.
- The Play Strategy would be presented to Cabinet during summer 2019 and include a 5 year programme of work to support the delivery of the strategy.

It was recommended that the scrutiny project group members be thanked for their input and that the continued involvement of members in decisions regarding the strategy be endorsed.

## **Skills**

The Chair advised the committee that the report on Skills had been presented to Cabinet 26 February, 2019 and was well received. The recommendations had been accepted and an action plan was being developed to support the implementation.

## **Future use of the former Queen's Park Sports Centre**

It was noted that work had commenced on the site. The working group was due to meet at the site in May to review progress. This item was to remain on the monitoring schedule until the project had been signed off.

## **RESOLVED**

1. That the updates be noted.
2. That the Play Strategy be removed from the Monitoring Schedule and that the committee request further reports should they feel that additional scrutiny involvement is required.
3. That the Skills Report recommendations be added to the Monitoring Schedule.

## **59 SCRUTINY MONITORING**

The Committee considered the Scrutiny recommendations monitoring schedule.

## **RESOLVED -**

That the Scrutiny monitoring schedule be noted.

**60** **FORWARD PLAN**

The Forward Plan for the four month period 1 April, 2019 to 31 July, 2019 was presented for information.

**RESOLVED –**

That the Forward Plan be noted.

**61** **WORK PROGRAMME FOR THE ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE**

The 2018/19 Work Programme for the Enterprise and Wellbeing Scrutiny Committee was reported for information.

**RESOLVED –**

That the work programme be noted and updated to include the decisions of the current meeting.

**62** **MINUTES****RESOLVED –**

The Minutes of the meeting of the Enterprise and Wellbeing Scrutiny Committee held on 5 February, 2019 were approved as a correct record and signed by the Chair.