



Please ask for Charlotte Kearsey
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The Chair and Members of Overview
and Performance Scrutiny Forum

26 June 2019

Dear Councillor,

Please attend a meeting of the OVERVIEW AND PERFORMANCE SCRUTINY FORUM to be held on THURSDAY, 4 JULY 2019 at 5.00 pm in Committee Room 5, Town Hall, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers Interests relating to items on the Agenda
2. Apologies for Absence
3. Deputy Leader - Budget Outturn Report

Verbal report

5:05pm to 5:20pm

4. Cabinet Member for Governance - Update on release of Government Guidance on Scrutiny (Pages 3 - 10)

5:20pm to 5:25pm

5. Scrutiny Annual Report 2018/19 (Pages 11 - 40)

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

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

www.chesterfield.gov.uk

5:25pm to 5:30pm

6. Overview and Scrutiny Work Programme for 2019/20 (Pages 41 - 48)

5:30pm to 5:35pm

7. Forward Plan

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

[Forward Plan](#)

5:35pm to 5:40pm

8. Scrutiny Monitoring (Pages 49 - 52)

5:40pm to 5:45pm

9. Joint Overview and Scrutiny

5:45pm to 5:50pm

10. Overview and Scrutiny Developments

5:50pm to 5:55pm

11. Minutes (Pages 53 - 58)

5:55pm to 6:00pm

Yours sincerely,

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

Local Government and Regulatory Law Manager and Monitoring Officer

For publication

Update on release of Government guidance on scrutiny

Meeting: Overview and Performance Scrutiny Forum

Date: 4 July, 2019

Cabinet portfolio: Governance

Report by: Senior Democratic and Scrutiny Officer

For publication

<p>Purpose of reviewing the topic</p>	<ul style="list-style-type: none"> • <i>The DCLG select committee were undertaking a review of scrutiny in local authorities and, as a result, there may have been implications on how Chesterfield runs its' Overview and Scrutiny (O&S) function which needed responsive actions.</i> • <i>To understand members' views on the O&S function and identify areas where improvements were needed.</i>
<p>What are the objectives of the review?</p>	<ul style="list-style-type: none"> • <i>Report to members any implications that might affect the O&S function as a result of the DCLG review of Scrutiny.</i> • <i>Carry out a review of the O&S function to identify ways to make improvements.</i> • <i>Agree on new procedures to make the O&S function more effective.</i>
<p>Progress to date</p>	<ul style="list-style-type: none"> • <i>The topic was discussed at OPSF on 11 September, 2018 where it was agreed to ask all scrutiny members to complete a scrutiny questionnaire; an update on the progress of the new government guidance was provided.</i> • <i>The results of the questionnaire were presented to OPSF on 1 January, 2019 along with proposed responses to the select committees recommendations subject to the new government guidance being issued.</i>

1.0 **Background**

- 1.1 To coincide with the outcomes of the DCLG select committee review, a review of Chesterfield's O&S function was also carried out. All scrutiny members were asked to take part in questionnaires and discussions were held at scrutiny meetings to determine what was working well and where improvements could be made. Details of actions arising from the review can be found in section 2.
- 1.2 The DCLG select committee report included a series of recommendations that the Government were required to respond to. Not all of the recommendations were accepted however the Government decided to issue new statutory guidance on scrutiny which reflected the findings of the review. This guidance was released in May 2019.

2.0 **Current position and key milestones**

- 2.1 The Democratic and Scrutiny Officers have been working with the Chairs to review the feedback from our scrutiny members and the results of the DCLG review.
- 2.2 The questionnaire feedback from our members showed that information needed to be received in a more structured format to improve the effectiveness of scrutiny meetings. As a result, new practices are being introduced which aim to strengthen the preparations for scrutiny meetings to make the best use of time and resources. This includes two new templates that will be used by officers and cabinet members presenting information to scrutiny:
 - 2.2.1 a **scoping document** (Appendix A) will now be completed for each topic that comes to scrutiny which clearly sets out the purpose, remit,

timescale, methodology and anticipated outcomes of the review;

2.2.2 a **report template** has been designed that focusses the author on the initial scope of the review and prompts the sharing of information that will help scrutiny add value and have an impact.

2.3 The O&S function at Chesterfield is always evolving and our active engagement in East Midlands and Sheffield City Region scrutiny partnerships has demonstrated that our practices are already effective and robust. Nevertheless, there is always room for improvement and, taking a closer look at the new Government guidance, there are a few areas to highlight where additional work may be needed (see section 4). It must be noted that much of the guidance is suggested best practice and down to each local authority to decide on the most suitable approach. As explained on page 5 of the guidance, local authorities should follow the guidance unless there is a good reason not to in a particular case.

3.0 **Barriers/obstacles**

3.1 Much of the Government guidance places the onus on each authority to decide what is best for its own O&S function. Therefore, there needs to be full support from all scrutiny members if changes to the O&S function are required as a result of the new guidance. Scrutiny members have been kept up to date with the development of the guidance and undertaking a review of our own O&S function has meant that many of the new requirements have been pre-empted; it is unlikely that significant changes will be needed now the guidance has been released.

3.2 All scrutiny support officers have joint responsibilities therefore any additional work arising from the O&S function may place additional pressure on officers' time. In the work programming this year, it was decided to limit the number of new scrutiny project groups, which has provided some resilience for new scrutiny work that may arise throughout the year.

4.0 **Future plans**

4.1 Below are some areas which may require further review:

4.2 The executive-scrutiny protocol – this is recommended in the guidance as a tool for managing disagreement. In part 4 of our constitution, the procedural rules of the O&S function are covered in detail and refer to the majority of the points proposed by the guidance. The rules could be revisited to ensure they fully align with the government's guidance.

4.3 Communicating scrutiny's role and purpose to the wider authority – currently the O&S committees report annually to Council through the Annual Report and all scrutiny minutes are submitted to full Council for approval. This presents an opportunity at each full Council meeting to shine a spotlight on key issues that scrutiny is reviewing which could be better utilised.

4.4 Resourcing – CBC has 2.5 FTE democratic and scrutiny officers and 1 FTE senior democratic and scrutiny officer. Whilst these are joint posts, the officers dedicate 50% of their time to scrutiny support. However, scrutiny also has the provision to seek ad hoc external support where expertise outside the council is required, a resource which is currently under-used.

4.5 Training for committee members – the scrutiny questionnaire and the new guidance both support the

need for ongoing scrutiny training. The scrutiny induction was redesigned to focus more on equipping members with the skills needed to carry out scrutiny work and, to further support members, yearly refresher training will be offered. In addition, scrutiny has an important role in identifying member development needs and can make recommendations to the member development working group.

4.6 Access to information from external organisations – this is often an O&S power that is overlooked. The guidance refers to a “following the council pound” approach; this is when O&S committees scrutinise organisations that receive public funding and is an effective way of carrying out external scrutiny. A good example of how this could work was in 2018 when scrutiny members wanted to understand how council funding was used by charitable organisations to support local residents; this resulted in two voluntary organisations, the Law Centre and Derbyshire Unemployed Workers Centre, being invited to attend a scrutiny meeting.

4.7 Evidence sessions – similar to the appreciative inquiry, these are a method for undertaking scrutiny work over a shorter period by holding one long session to gather evidence; the findings are then drawn together at the end of the session or in a short follow up session. A topic would need to be carefully selected for this method however it is another option to consider when carrying out scrutiny work.

5.0 **Conclusion**

5.1 The guidance is a useful document for all scrutiny members to read and is available at the link below:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/800048/Statutory_Guidance_on_Overview_and_Scrutiny_in_Local_and_Combined_Authorities.pdf

5.2 In addition, the Centre for Public Scrutiny have released a “Good Scrutiny Guide” which is based on the guidance and provides further insight into carrying out effective scrutiny, the link to this guide is below:

<https://www.cfps.org.uk/wp-content/uploads/CfPS-Good-Scrutiny-Guidev2.pdf>

6.0 **Suggested scrutiny activity**

6.1 Members are asked to consider and comment on the suggested further areas for review.

6.2 Members are also asked to note the options for undertaking different types of scrutiny work and consider these during the year as ways to vary the approach taken to scrutinising topics.

Document information

Report author	Contact number/email
Rachel Appleyard	01246 345277
Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities	
Good Scrutiny Guide by the Centre for Public Scrutiny	
Appendices	
Appendix A – Scoping template for scrutiny topics	



Scoping Document for Scrutiny Topics

Scrutiny Committee:	
Topic:	
Cabinet portfolio:	
Service manager responsibility:	
Teams involved:	
Link to Council Plan:	

<p>Purpose of the review</p> <ul style="list-style-type: none"> • <i>What is the review seeking to achieve?</i> • <i>Consider SMART objectives (Specific, Measurable, Achievable, Realistic and Time-bound).</i> • <i>Can scrutiny add value?</i> • <i>How does it support the Council Plan?</i> 	
<p>What is the remit of the review?</p> <ul style="list-style-type: none"> • <i>What are the key issues?</i> • <i>What is the review <u>not</u> looking at?</i> • <i>Be specific.</i> 	
<p>What will be the indicators of success?</p> <ul style="list-style-type: none"> • <i>What outcomes are</i> 	

<p><i>you expecting?</i></p> <ul style="list-style-type: none"> • <i>Remember SMART objectives. Are the outcomes measurable?</i> 	
<p>What is the methodology for the review?</p> <ul style="list-style-type: none"> • <i>Who will evidence be gathered from?</i> • <i>How will evidence be gathered?</i> • <i>What data/information will be needed?</i> 	
<p>How will the public be involved?</p>	
<p>What is the timescale for the review?</p> <ul style="list-style-type: none"> • <i>What are the key milestones?</i> • <i>How often will meetings be held?</i> 	
<p>What are the risks involved in the review?</p> <ul style="list-style-type: none"> • <i>What are barriers to success?</i> • <i>Will it have financial and/or resource implications?</i> 	

<p>Date agreed by OSC Chairs and DSOs:</p>	
<p>Date submitted to OSC Committee:</p>	

For publication

Scrutiny Annual Report 2018/19

Meeting: Council

Date: 17 July 2019

Report by: Senior Democratic and Scrutiny Officer

For publication

1.0 **Purpose of report**

1.1 To present to council the Scrutiny Annual Report which details the work of the council's overview and scrutiny committees, and development of the overview and scrutiny function, during 2018/19.

1.2 To provide an outline of overview and scrutiny work programme plans for 2019/20.

2.0 **Recommendation**

2.1 That the Scrutiny Annual Report 2018/19 be approved.

3.0 **Background Information**

3.1 The scrutiny annual report is produced and presented to the council each year. This is the council's 14th scrutiny annual

report for submission to council, following approval by the Overview and Performance Scrutiny Forum on 4 July, 2019.

3.2 The provision of a scrutiny annual report is considered to be good practice and is a requirement of the Council's Code of Corporate Governance which is adopted to ensure effective operation of the council's functions.

3.3 **Scrutiny Annual Report**

3.4 The scrutiny annual report attached as Appendix A sets out the work, achievements and impact of the council's overview and scrutiny function during 2018/19. The annual report intends to :

- Give an overview of the effectiveness of the overview and scrutiny function and how it is developing;
- Evidence and provide a comprehensive record of the work of the overview and scrutiny committees;
- Promote the role and raise the profile of the statutory overview and scrutiny function and the work of the council's overview and scrutiny committees; and
- Provide an outline of the overview and scrutiny committees' work programme plans for 2019/20.

3.5 Council may wish to provide comments on the report to the Overview and Performance Scrutiny Forum.

4.0 **Recommendations**

4.1 That the Scrutiny Annual Report 2018/19 be approved.

5.0 **Reasons for recommendations**

- 6.0 To enable council oversight of the work and operation of its statutory overview and scrutiny function along with the function's effectiveness and contribution to the work of the council.

Decision information

Key decision number	Non key decision No 129
Wards affected	ALL
Links to Council Plan priorities	ALL

Document information

Report author	Contact number/email
Rachel Appleyard	rachel.appleyard@chesterfield.gov.uk Tel: (01246) 345277
Appendices to the report	
Appendix A	Scrutiny Annual Report 2018/19

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CHESTERFIELD
BOROUGH COUNCIL

SCRUTINY ANNUAL REPORT

2018/19

Contents:

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1 Overview and Scrutiny Committee Chairs' Foreword

At Chesterfield Borough Council, our Overview and Scrutiny function continues to be an active and integral part of the council's governance arrangements. During 2018/19, our scrutiny members have acted as a critical friend to the development and implementation of key council policies and provided robust challenge. This work has supported the council's vision of always putting our residents and customers first when we make decisions and deliver services.

Every year, changes to Government policy affect the council in new ways and over the past year this has influenced the work undertaken by scrutiny members. The roll out of Universal Credit has been closely monitored by the Community, Customer and Organisational Scrutiny Committee and will continue to be an important topic during 2019/20, helping to ensure that the transition is handled as smoothly as possible for those affected. The national increase in homelessness and rough sleepers has been a topic scrutinised by the Enterprise and Wellbeing Scrutiny Committee who reviewed the outcomes of the Night Shelter, an important initiative that gave over 100 people a safe place to sleep during the winter.

As a pre-decision scrutiny function, we are able to look into the near future at issues that will affect the next generation of Chesterfield Borough residents and workers. Two scrutiny projects were completed during 2018/19 that focussed on how we can maximise the potential that HS2 will bring and recommending ways to ensure that we are not just hitting the objectives in our Skills Action Plan, but exceeding them.

Scrutiny has an important role in monitoring how the Council uses its finances and a key area of inquiry for many topics has been exploring ways we can generate income and rationalise our assets. The reduction in funding from central Government means that local authorities need to be more innovative in identifying new income streams as well as reducing costs; scrutiny's role as a critical friend is vital to ensuring the needs of residents are represented and decision making is in line with council policy.

We continue to play an active role in the East Midlands Scrutiny Network and, earlier this year, welcomed the Network to our Town Hall where we made use of the Council Chamber and Committee Rooms to hold the meeting and group

workshops. The Network is a supportive group of officers and members involved in scrutiny across the East Midlands, and has provided the opportunity to share good practice and challenge performance, ensuring our scrutiny processes are robust and effective. Continuously improving our scrutiny function has also involved taking on board advice from the Centre for Public Scrutiny and, more recently, the new Government guidance on Overview and Scrutiny in Local Authorities following a review to which Chesterfield contributed evidence.

Our new Overview and Scrutiny work programme was launched in July, 2019 and has incorporated topics that are high in the public agenda both locally and nationally. These include how we can contribute to the national climate change agenda by being a more environmentally friendly council, seeking new ways to tackle health and wellbeing issues across the borough and monitoring the introduction of a new housing Allocations Policy and ICT systems.

We would like to take this opportunity to thank all the officers and members who have been involved in supporting and assisting in the overview and scrutiny process over the past year.



Councillor Kate Sarvent



Councillor Peter Innes

2 Comments from the Chief Executive

Needs completing



Huw Bowen
Chief Executive

3 Overview and Scrutiny Committee work and achievements

The council's three overview and scrutiny committees, which are the **Overview and Performance Scrutiny Forum**, the **Enterprise and Wellbeing Scrutiny Committee** and the **Community, Customer and Organisational Scrutiny Committee**, have had yet another busy year during 2018/19.

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

Work undertaken by our council's OSCs during the municipal year 2018/19 is detailed throughout this report.

Pre-Decision Scrutiny

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

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

Pre-decision scrutiny usually needs time and opportunity for OSCs to get involved early. With good planning and access to information, OSCs will often appoint project groups to inform policy and service developments at the very early stages of planned work. This happens a long time before decision items are entered into the council's published Forward Plan of key decisions. Some examples of this from our 2018/19 work programme include our scrutiny project group work on the development of the former Queen's Park Sports Centre land and Skills which is detailed in this report.

The Forward Plan

A standing item on each scrutiny committee agenda is the council's Forward Plan. The Forward Plan is a document that contains details of the key, private and,

where possible, non-key decisions the Cabinet, cabinet members or officers are likely to make over a four month period. It is a legal requirement to make details of key or private decisions public.

This council supports its pre-decision scrutiny policy by going beyond the legal requirements for publishing notice of key decisions by providing the details of decisions up to four months in advance.

As well as being an important document for the public, the Forward Plan helps to provide our OSCs with the opportunity to monitor the executive decision making programme and undertake pre-decision scrutiny.

Overview and Scrutiny Committee Power of 'Call-in'

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

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

During the 2018/19 year no 'call-ins' were made.

OSCs' Work and Achievements Summary

Throughout 2018/19 OSCs undertook both pre-decision and post-decision scrutiny, receiving reports and influencing decisions on the following policies, strategies, plans and services :

Overview and Performance Scrutiny Forum :

- Council Plan and Performance
- Council Budget Monitoring and Medium Term Financial Forecast
- Chesterfield Borough Council's Gender Pay Gap reporting
- Derbyshire Building Control Partnership
- Town Hall Refurbishment project
- Arvato Staff Transition
- ICT Improvement Programme and Digital Strategy
- Overview of Select Committee Inquiry into Scrutiny
- Voluntary Sector: Derbyshire Unemployed Workers Centre

Community, Customer and Organisational Development Scrutiny Committee :

- Derbyshire Police and Crime Panel Update
- Progress on the Chesterfield Community Safety Partnership's performance and action plan for 2018/19
- Effectiveness of the town centre Public Spaces Protection Orders
- Face to face customer service delivery
- Health and wellbeing development
- Implementation of Universal Credit
- Progress on delivery of the Communications and Engagement Strategy

Enterprise and Wellbeing Scrutiny Committee :

- Private sector housing
- Healthy Living Centre performance
- New housing supply and the impact of new housing
- Recycling and climate change
- Allocations policy
- Careline response service
- Homelessness
- Recycling and climate change

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

Leader of the Council, Councillor Tricia Gilby
Deputy Leader, Councillor Amanda Serjeant
Cabinet Member for Business Transformation, Councillor Ken Huckle
Cabinet Member for Economic Growth, Councillor Terry Gilby
Cabinet Member for Governance, Councillor Sharon Blank
Cabinet Member for Health and Wellbeing, Councillor Chris Ludlow
Cabinet Member for Homes and Customers, Councillor Helen Bagley
Cabinet Member for Town Centres and Visitor Economy, Councillor Steve Brunt
Assistant Cabinet Member, Councillor John Dickinson

The work of the scrutiny committees has also been supported by the attendance of Council officers, Arvato revenues and benefits officers and officers from other external organisations, including;

Derbyshire Police
Derbyshire County Council Public Health
Derbyshire Unemployed Workers Centre

Scrutiny Project Groups :

Scrutiny Project Group on HS2

A scrutiny project group on HS2 was formed during the OSC Work Programming for 2018/19. Councillor Jenny Flood was appointed as Lead Member of the project group.



HS2 presents a once in lifetime opportunity for the borough to significantly increase economic growth in a wide range of areas including jobs, housing, the visitor economy and inward investment for North Derbyshire and the wider region. Significant work needed to be carried

out to help to deliver the growth and improved connectivity opportunities presented by HS2. The HS2 project was set to deliver two major developments for Chesterfield, the Infrastructure Maintenance Depot at Staveley and HS2 trains stopping at the redeveloped Chesterfield Station. These developments had the potential to drive regeneration in these areas and the wider borough.

The project group set two aims:

1. To ensure each area of responsibility within the Council worked in partnership with others to ensure a joined-up cohesive approach to future changes.
2. To contribute towards a shared vision for the opportunities that the development of the Infrastructure Maintenance Depot at Staveley and of HS2 trains services would bring to the borough as well as the wider area.

The group sought information from officers across the council and Cabinet Members during the review to consider the wide variety of areas impacted by the HS2 project. The group also visited the National College of High Speed Rail to experience the efforts being made outside of the council and consider how the benefits of these efforts could be maximised for Chesterfield.



To conclude the project, the group proposed a series of recommendations to Cabinet with the aim to support existing work of the council and provide suggestions of future work to help to ensure the benefits of HS2 would be

maximised for Chesterfield. These recommendations received support from Cabinet and have now been formulated into an action plan that will be monitored through the Overview and Performance Scrutiny Forum. The full report can be found by clicking [here](#).

Scrutiny Project Group on Skills

A scrutiny project group on Skills was created as part of the OSC Work Programming for 2018/19 with Councillor Gordon Simmons as Lead Member. The initial aims of the project were to review the objectives of the Council’s Skills Action Plan at its halfway point, assess if actions within the plan were on target and identify new areas where work was needed. The project group also recognised that there was an exciting future ahead for the employment and skills agenda in Chesterfield, with major developments bringing new opportunities including the projects at Waterside and Northern Gateway, and preparations for HS2.

To focus the work, the group decided to look at four areas in detail, these were:

1. how Local Labour agreements have been used to improve skills development;
2. how the Skills Action Plan has helped to encourage and support businesses to take on more apprentices;
3. what work has been carried out to engage with and support 18-24 year olds not in work, employment or education;
4. what plans are there for skills development programmes in schools that are tailored to future jobs associated with HS2.



The project group sought advice from senior officers across the council, attended a meeting with external organisations to learn about the Construction Skills Village model and visited Parkside Community School to hear about their full and varied programme for their students, supporting them to be in a good position to secure apprenticeships or work.



To conclude the project, the group proposed a series of recommendations to Cabinet with the aim to support the excellent work that is being carried out by the Council in partnership with stakeholders, and provide suggestions for how to increase the value of current activities so that the Council continued to address the objectives identified in the Skills Action Plan and Growth Strategy.

These recommendations received support from Cabinet and have now been formulated into an action plan that will be monitored through the Enterprise and Wellbeing Scrutiny Committee. The full report can be found by clicking [here](#).

Scrutiny Project Group on the development of the old Queen's Park Sports Centre site

Following on from its work in 2017/18 during the development of the business case for the artificial sports pitches, this project group, led again by Councillor Gordon Simmons, acted as a 'sounding board', monitoring progress during the design and building stage in 2018/19.

The group monitored the progress of the planning application and the implementation of the conditions, ensuring the landscaping and boundary was consistent with the heritage format. It monitored the procurement process to ensure the project could be delivered within budget. It considered the proposed marketing approach for the use of the sports pitches, recognising the aim to achieve a balanced schedule of use, including regular bookings, community groups, individual bookings and holiday activities across peak and off-peak periods.

The project group will continue to monitor the completion of the construction of the sports pitches during the summer of 2019.

Scrutiny Project Group on Community Rooms

As part of the OSC Work Programming for 2018/19, a scrutiny project group was created, with Councillor Kate Caulfield as lead member, to review the Council's Community Rooms provided by the Housing Service. In 2009/10, the Council decided to close its community rooms however this was met with concerns from residents, as a result 6 rooms remained open. However, the usage of the rooms has remained low with income levels not meeting the costs of maintaining the rooms. The Careline Service administers the rooms and began an appraisal and refurbishment programme in July 2017 to improve the standard and attractiveness to potential hirers.



The group set three aims and objectives to provide focus for the review:

1. identify changes that are required to enhance the offer and accessibility of the community rooms, improving the quality of the space for users;
2. identify ways to make the rooms financially self-sufficient including better promotion to increase usage and bring in more income;

3. provide solutions to improve the booking process by identifying the main contacts, how to access the rooms, application process and facility procedures.



Key officers provided information during the review including the Careline and Support Service Manager and the Social Inclusion Officer. In addition, one of the rooms had *Friends of* group to promote usage which the project group engaged with during the review.

The project group produced a preliminary report in January, 2019 that was submitted to the Customer, Community and Organisational Scrutiny Committee and included a series of recommendations that aimed to improve the usage and booking process for the community rooms including:

- updates to the website and creation of a central webpage for finding room hire information on all Council owned venues;
- installing a dedicated phone line for community room enquiries including a voicemail facility;
- noticeboards outside community rooms to be used to promote the rooms and include up to date “What’s on” calendars;
- a new leaflet that includes details on all the rooms;
- a new booklet that incorporates the terms and conditions for the room hire and how to use the facilities;
- a review of the most effective way to gain access to the rooms for hirers.

The project also considered the financial costs of the rooms including the income and expenditure. The project group decided that, though the recommendations relating to improving usage of the rooms were finalised, further investigation was needed before forming recommendations relating to the funding, charges and maintenance of the 6 community rooms. Therefore, the review will be revisited during 2019/20 with a deeper review of the financial accounts before a final report is submitted to Customer, Community and Organisational Scrutiny Committee followed by Cabinet.

Scrutiny Project Group on Play Strategy

A scrutiny project group was appointed by the Enterprise and Wellbeing Scrutiny Committee in June 2016 to inform and provide oversight of the development of the council’s play strategy. The project group has challenged and informed the development of detailed audits of existing play areas across the borough, and the content and design of proposed community consultation which took place from 16 April to 1 June 2018. In April, 2018, the Committee reviewed the aims and objectives of the project group and resolved that the project group be closed

following successful achievement of its aims and that the continued involvement of members in decisions regarding the strategy be endorsed.

Scrutiny Project Group on Leisure, Sport and Cultural Activities

Detailed background to this review can be found in the scrutiny annual reports for 2013/14 and 2014/15. The Enterprise and Wellbeing Scrutiny Committee received updates during 2018/19 on outstanding issues relating to the new Queen's Park Sports Centre, and continued to monitor and review the progress on addressing the issues. In December, 2018, the Committee were advised that appropriate training programmes were in place for the sports centre staff which resolved the final outstanding matter. The Committee decided to close the Scrutiny Project Group following the achievement of its aims and objectives.

Corporate Working Groups :

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

Housing Revenue Account (HRA) Business Plan Steering Group – Cllr Suzie Perkins is the scrutiny representative on this working group. The group has met infrequently during 2018/19, however a new Assistant Director – Housing has recently been appointed and it is expected that the group will start to meet regularly in the coming months. In the past, scrutiny representation on this group has meant that scrutiny councillors have been kept informed and able to act as a critical friend to many housing related issues including changes to the Tenancy Agreement, review of tenant repair obligations and improving the desirability of hard-to-let properties.

Member Development Working Group – Scrutiny is represented on this group by Joint Scrutiny Chair, Cllr Peter Innes. In 2017/18, the working group reviewed its terms of reference, purpose and procedures, and a new Member Development policy was approved by Cabinet in May 2018. Scrutiny feeds into the working group by identifying member's training needs and contributing to the rolling member training plan. Over the past year, new briefing sessions have provided members with information on safeguarding children and vulnerable adults, using ICT, iPads and e-learning; GDPR, policing issues in Chesterfield, private sector housing and treasury management. All members are invited to these sessions and for scrutiny members they are excellent opportunities to deepen their understanding of specific issues so that they can scrutinise topics effectively.

Statutory Crime and Disorder Scrutiny Committee

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

Meetings of the Committee were held on 2 October, 2018 and 26 March, 2019 to consider performance and progress against the Chesterfield Community Safety Partnership Plan for 2018/19. The committee also considered priorities for the 2019/20 action plan, which was based on partnership working and would focus on four priority areas: anti-social behaviour, domestic abuse and sexual violence, theft and organised crime groups and substance misuse.

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

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

The Panel was originally appointed to scrutinise performance and monitor services delivered jointly between the three Councils of Chesterfield, Bolsover and North East Derbyshire. The only shared service delivered jointly by the three authorities is the Internal Audit Consortium. In light of the reduced scope, the Panel meets as and when needed. During 2018/19, no meetings of the Joint Overview and Scrutiny Panel have been called. The Panel remains in place pending any business coming forward.

4 Scrutiny outcomes and impact on service delivery

Ensuring Implementation and Monitoring Impact of Scrutiny Work and Recommendations

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

During 2018/19 the council's scrutiny committees monitored and received progress reports on delivery of scrutiny recommendations made in relation to the scrutiny project reviews listed below.

- Leisure, Sport and Cultural Activities in relation to the development of the new Queen's Park Sports Centre
- Friends of groups
- Implementation of Universal Credit
- Town Centre
- HS2

Greater detail of these scrutiny project reports and recommendations can be found either in part 3 of this report or in previous annual scrutiny reports.

Achievements and highlights:

Taking on a topic such as HS2 started off as a challenge for the scrutiny members, however after careful scoping and meetings focussed on specific objectives, the project group were able to contribute to the policy development and were recognised by Cabinet as supporting a broadened and deepened understanding of all members of the subject. The findings of the scrutiny project group on HS2 have been used in the development of the final stages of the production of the HS2 Station Masterplan. Policy SS7, Chesterfield Railway Station, is included in the new Local Plan and was scrutinised by the project group before being submitted to Full Council where it received cross party support. During the course of the project, members engaged with officers across the council as well as HS2 Ltd. staff and visited the National College of High Speed Rail.

During 2018/19, a scrutiny project group undertook a review of the Skills Action Plan at its halfway point. With the new developments planned for Chesterfield and the increasing skills gaps, particularly in the construction and engineering

industries, scrutiny viewed the action plan as an important set of objectives for putting Chesterfield's communities on the best trajectory for the future job markets. The scrutiny process involved speaking to local schools and other authorities to understand the gaps in preparing students for their future careers and learn about alternative models for training. The scrutiny project group carefully planned its recommendations to make the most of existing council resources and provided evidence-based reasoning for recommendations where further funding was needed. The group's report was welcomed by Cabinet Members and received recognition from the leadership over the quality of practice that was undertaken.

Both these projects were successful in presenting realistic recommendations to Cabinet that received full support and also engaged members of the local community in scrutiny work.

5 Overview and scrutiny developments during the year

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

Developments fall into two main areas:

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

The information below provides details of the various developments that have taken place during 2018/19.

Sheffield City Region Combined Authority, Overview and Scrutiny Committee



The combined authority area covers 9 councils in South Yorkshire and North Derbyshire, of which Chesterfield Borough Council is a non-constituent member. This new body has strategic powers to make decisions on transport, economic development and regeneration matters within the combined authority area. On 4 May, 2018, Dan Jarvis was elected as Mayor of the Sheffield City Region and Chair of the Mayoral Combined Authority.

Legislation requires the combined authority to establish an overview and scrutiny committee (OSC) to increase transparency and accountability of the authority's decision making. The SCRCA OSC has been meeting during 2018/19 and Chesterfield Borough Council's scrutiny chairs are appointed to, and attend its meetings. The SCRCA and its OSC meetings are administered by the South Yorkshire Joint Authorities Unit and meeting details and webcasts of its work during 2018/19 can be accessed by clicking [here](#).

Developing Overview and Scrutiny Committee Work Programming

Over the past three years, scrutiny has been using a format to plan its work programme that engages all scrutiny, backbench and cabinet members in the process. Every year, the Democratic and Scrutiny team and Scrutiny Chairs review

the sessions and make improvements to ensure that the work programme topics remain relevant, add value and have high public impact.

The work programming approach has helped to improve clarity and transparency around the work programming process, enable wider understanding and involvement in the work programming process, provide opportunities to further develop the scrutiny / cabinet working relationship and facilitate well informed discussions and selecting of items.

Two work programme action planning days took place as detailed below:

Action Day 1: At the first planning day, cabinet members were invited to present their priorities and plans for the year 2018/19. Scrutiny and other backbench members worked together informally, in mixed group workshops to discuss and agree potential business items for the scrutiny work programme. They were also asked to consider whether there was a public interest in the item, if scrutiny can have an impact and if there was evidence of poor performance.

Action Day 2: At the second planning day event, scrutiny and backbench members considered the long list of potential business items generated from action day 1. In groups they used a RAG (red/amber/green) scoring system to prioritise the importance and impact of items on the list, and whether scrutiny could have an impact. Having achieved a priority rating for each item, further group discussions took place to consider which items would be suitable for scrutiny project groups.

Following these sessions, the Scrutiny Chairs and Democratic and Scrutiny Officers met to finalise the items for the work programmes using the RAG scores, and drew up a draft work programme that underwent consultation with senior officers before being approved by the Overview and Performance Scrutiny Forum.

Due to the election of borough councillors, this year scrutiny work programming will take place following the induction of new members to enable all scrutiny members for 2019/20 to be involved in setting the programme for the year. This will follow a similar, shortened format with cabinet members sharing upcoming key projects and priorities for 2019/20 accompanied by workshops involving all scrutiny and backbenchers members that attend the session. Following this, the Democratic and Scrutiny team and Scrutiny Chairs will finalise the work programme with advice from key officers from cross the Council.

Corporate Working Groups:

Last year the Overview and Performance Scrutiny Forum was invited to appoint individual members to certain corporate working groups. These corporate

working groups are detailed in section 3 of this report. OSC members are appointed to attend the working group meetings and report back to the relevant OSC on the work of the corporate groups. This approach is an efficient way to access more information and to provide a mechanism for more direct communication between the OSCs and working groups. Direct communication enables early scrutiny involvement and opportunities for pre-decision scrutiny. OSC member appointments are reviewed annually as part of the work programming process.

Scrutiny / Executive Communications

To continue to strengthen communications and information sharing, the Scrutiny Chairs routinely attend informal development sessions for portfolio holders and the corporate management team this includes discussions, updates, presentations and networking opportunities.

Learning and Development for Overview and Scrutiny

Scrutiny plays an important role in identifying and delivering learning and development for members. One of the Scrutiny Chairs continues to sit on the Member Development Working Group which, following a review of its terms of reference, now offers a full and diverse programme of learning and development opportunities for all members. Development needs that are identified through scrutiny committees or project groups are fed into the member development group so that they can form part of a rolling training programme covering all members. In addition, a programme of member briefing sessions has been established to provide topical advice and updates to help members carry out their responsibilities effectively.

The scrutiny work programming sessions provide an opportunity for all members to learn about the council's key priorities from cabinet members and take part in workshops to determine a list of items for the work programme. Scrutiny continues to look for ways to make work programming more effective and involves the scrutiny members in carrying out prioritisation tasks which encourages members to consider the various impacts of a particular topic.

Both the Scrutiny Chairs and officers from the Democratic and Scrutiny Team have attended each East Midlands Scrutiny Network meeting during 2018/19. The Scrutiny Chairs then provide reports back to the scrutiny committees including feedback from discussions on how different authorities carry out scrutiny project group work, impact of the review by the select committee into scrutiny in local government and the work of the East Midlands Clinical Senate.



A member of the Democratic and Scrutiny team attended the Centre for Public Scrutiny conference in December 2018 to keep up to date with the latest developments impacting on scrutiny.

These opportunities are useful to keep challenging our scrutiny practices to make sure they are relevant, adding value and considering reviews that are in the public interest.

Overview and Scrutiny Policy, Practice and Guidance

In line with the overview and scrutiny arrangements which have been adopted, we continue to develop our local policy approach, processes, and shared learning, through the introduction and further development of guidance and information documents, as needed. We continue to promote and develop a presence on Aspire, the Council's intranet, and through the member development e-bulletins.

In December, 2017, the Select Committee on Housing, Communities and Local Government published their review findings on the effectiveness of local authority overview and scrutiny committees. Chesterfield Borough Council took part in the consultation which helped the formulation of recommendations in the report. The Government issued their response in March 2018 and advised that new guidance would be developed based the recommendations from the review. The new guidance is still in development, however many authorities, including ourselves, have already begun to look at how we might be impacted and how we can use the findings to further improve our overview and scrutiny functions.

A survey of all overview and scrutiny members was undertaken during 2018/19 to look at how effective our current practices are. Based on the findings, we have reviewed and introduced new guidance documents to strengthen the quality, impact and relevance of scrutiny work. In addition, we have designed a scrutiny induction programme that will develop an understanding of scrutiny as well as providing practical guidance on the skills needed to be an effective scrutiny councillor. Finally, a new scrutiny report template has been developed to support officers presenting information to scrutiny members. All scrutiny guidance documents and templates are available on Aspire.

East Midlands Councils' Regional Scrutiny Network

The East Midlands Councils' Regional Scrutiny Network is a forum for learning, sharing, promoting, supporting and developing the scrutiny function across the region. The Council plays a proactive role in supporting and



contributing to the work of the network which meets on a quarterly basis.

One or both of the Scrutiny Chairs have attended each meeting of the Network during 2018/19 and in March 2019, Chesterfield hosted the network at the Town Hall. During the year, the network has continued to receive presentations on relevant scrutiny reviews and have taken part in workshops allowing members and officers from around the East Midlands the opportunity to discuss best practice for scrutiny and share their work. Topics covered by the network over the year include:

- Homelessness and Rough Sleepers in Northampton
- Task and finish group workshop
- Scrutiny guidance workshop by the Centre for Public Scrutiny
- Scrutiny inductions
- New guidance on overview and scrutiny in local government
- Setting scrutiny work programmes
- East Midlands Clinical Senate

6 Overview and scrutiny committee work programme 2019/20

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

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

Detail of specific Work Programme business is below.

Overview and Performance Scrutiny Forum

<p>Business items :</p> <ul style="list-style-type: none"> • Being a more environmentally friendly council • The Council’s budget • Council plan and corporate performance • ICT improvement programme • DCLG review of Scrutiny • Signposting to support and advice charities • Town Hall refurbishment 	<p>Scrutiny Project Groups on :</p> <ul style="list-style-type: none"> • Climate change – air quality <p>Items for monitoring :</p> <ul style="list-style-type: none"> • HS2 Scrutiny Project recommendations
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Community, Customer and Organisational Scrutiny Committee

<p>Business items :</p> <ul style="list-style-type: none"> • Communications and engagement strategy • Health and wellbeing – falls prevention • Shaping healthy places – Staveley area • Theatres pricing structures • Implementation of Universal Credit 	<p>Scrutiny Project Groups on :</p> <ul style="list-style-type: none"> • Community Rooms • Community safety and providing for young people <p>Items for Monitoring :</p> <ul style="list-style-type: none"> • Friends of Scrutiny Project recommendations • Alcohol related health problems and hospital admissions
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Enterprise and Wellbeing Scrutiny Committee

<p>Business items :</p> <ul style="list-style-type: none"> • Allocations policy • Careline response service • Homelessness/Night Shelter • Commercial business units • New Council homes • Private Sector Housing • Repairs/Commercial services • Trade recycling/bin cleaning <p>Scrutiny Project Groups on :</p> <ul style="list-style-type: none"> • Development of the site of the old Queen’s Park Sports Centres 	<p>Items for Monitoring :</p> <ul style="list-style-type: none"> • Skills Scrutiny Project recommendations <p>Corporate Working Group representation on :</p> <ul style="list-style-type: none"> • Housing Revenue Account Business Plan Steering Group
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7 Scrutiny Committee membership 2018/19

<p>Overview and Performance Scrutiny Forum :</p> <p>Councillors</p>	
<p>Peter Innes - Co Chair Kate Sarvent - Co Chair Jeannie Barr Howard Borrell Ian Callan Kate Caulfield Dean Collins (December 2018 – May 2019) Lisa Collins</p>	<p>Lisa-Marie Derbyshire Vickey-Anne Diouf Barry Dyke Keith Falconer Jenny Flood Donald Parsons (May 2018 – December 2018) Suzie Perkins</p>
<p>Community, Customer and Organisational Scrutiny Committee :</p> <p>Councillors</p>	
<p>Peter Innes – Chair Howard Borrell – Vice Chair Lisa Collins Barry Dyke</p>	<p>Jenny Flood Shirley Niblock Donald Parsons Kate Sarvent</p>
<p>Enterprise and Wellbeing Scrutiny Committee :</p> <p>Councillors</p>	
<p>Kate Sarvent – Chair Suzie Perkins – Vice Chair Kate Caulfield Dean Collins</p>	<p>Lisa-Marie Derbyshire Vickey-Anne Diouf Barry Dyke Keith Falconer</p>

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For publication

Overview and Scrutiny Work Programme 2019/20

Meeting: Overview and Performance Scrutiny Forum

Date: 4 July, 2019

Cabinet portfolio: Governance

Report by: Senior Democratic and Scrutiny Officer

For publication

1.0 **Purpose of report**

1.1 To provide the Overview and Performance Scrutiny Forum with the proposed overview and scrutiny committees' (OSC) work programme 2019/20 for approval.

2.0 **Recommendations**

2.1 To consider and approve the overall overview and scrutiny work programme 2019/20 for recommendation to the council's OSCs.

2.2 To consider appointment of scrutiny project group lead members and memberships for recommendation to the council's OSCs.

2.3 To consider and approve appointments to council working groups.

3.0 **Background**

3.1 The overall purpose of the overview and scrutiny function is to help the council achieve the best it can achieve for its community through ensuring robust decision making. Alignment of overview and scrutiny work with council priorities and resource allocations whenever possible will enable the best opportunity for the overview and scrutiny function to add value to those decisions and be more effective in its work.

3.2 The overview and scrutiny work programme will facilitate advanced planning, resource allocation and pro-active working with members, officers and other stakeholders to support the council in its decision making. The programme of work also makes transparent to all stakeholders, internal and external, what the forward planned work of OSCs will be.

4.0 **Work programming process**

4.1 Over the past four years, scrutiny has been using a work programming format that engages all scrutiny, backbench and Cabinet members in the process. The constructive feedback and comments from last year's session were used to make improvements to this year's session.

4.2 As a change from previous years, one work programme action planning day took place that involved all members which was followed up by a prioritisation session with scrutiny chairs and vice-chairs. Due to the local election, it was decided to postpone scrutiny work programming until after the election to enable new scrutiny members to input into the process. This resulted in a shorter time frame to produce the work programme. Work programming will return to the usual two action day format for 2020/21.

- 4.3 At the first planning day event cabinet members were invited to present their priorities and plans for the year 2019/20. OSC and other backbench members worked together informally in mixed group workshops to discuss and agree suggested business for the scrutiny work programme. They were also asked to consider whether there was a public interest in the item and if scrutiny could have an impact. This workshop produced a long list of potential business items.
- 4.4 In the second session, scrutiny chairs and vice-chairs considered the long list of potential business items generated from day one. All items were prioritised against the impact scrutiny could have and public interest in the item. Having achieved a priority rating for each item, a further discussion took place to consider which items would be suitable for scrutiny project groups.
- 4.5 Following these sessions, the Democratic and Scrutiny Officers discussed the topics with senior officers to decide on timings for scheduling items into the work programme.

5.0 **Work Programme 2019/20**

- 5.1 The proposed work programme 2019/20 is attached at Appendix A to this report. The overall programme, once approved, will be recommended to the Community, Customer and Organisational Scrutiny Committee and Enterprise and Wellbeing Scrutiny Committee for adoption. The work programme documents can then be developed for each of these OSCs to provide more detail needed for each committee's work.
- 5.2 The attached work programme includes business items identified for scrutiny project group work and items for reports to OSC meetings.

- 5.3 Also included in the work programme are standing items carried forward:
- i. statutory Crime and Disorder Scrutiny Committee meetings;
 - ii. important routine items including reports on the budget, Council Plan and corporate performance;
 - iii. any items on the OSC monitoring schedule;
 - iv. routine scrutiny management reports.
- 5.4 Members and officers should also be aware that there may be business items arising during the year that require expedient scheduling within the work programme. For example, these may include any 'call-in' or petition received requiring OSC attention. Cabinet members and managers may also request to bring further reports on business, not included in the work programme and OSCs need to remain responsive to important issues if they arise. Such matters may need to be accommodated which could mean some displacement of other, less urgent work programmed business.
- 5.5 Appointments to Scrutiny Project Groups: On approving the proposed work programme the Overview and Performance Scrutiny Forum will need to give consideration to appointments of scrutiny project group lead members and memberships for new project groups. Any membership changes to existing project groups rolling forward will need to be approved by the parent OSC at the appropriate time. The appointment of lead members and membership of new project groups is subject to approval by the parent OSC and Scrutiny Chairs.
- 5.6 Appointments to Council Working Groups: Appointments to places reserved for scrutiny committee members on council working groups (non-OSC appointed working groups) will also need to be considered and agreed. Working groups currently include those of Member Development and Housing. This scrutiny member role requires reporting back from these

groups to the parent OSC. Details of the current scrutiny representatives on the council working groups and scrutiny project groups is below:

Existing scrutiny project groups:	Lead Member:
Future use of the old QPSC	Councillor Gordon Simmons
Community Rooms	Councillor Kate Caulfield
New scrutiny project groups:	
Climate Change – Air Quality	<i>New lead member needed</i>
Community safety and providing for young people	<i>New lead member needed</i>
Council working groups:	
Member Development	Overview and Scrutiny Chairs: Councillor Ray Catt and Councillor Pete Innes
Housing	<i>Councillor Suzie Perkins (New representative needed)</i>

6.0 **Recommendations**

- 6.1 To consider and approve the overall overview and scrutiny work programme 2019/20 for recommendation to the council's OSCs.
- 6.2 To consider appointments of scrutiny project group lead members and memberships, for recommendation to the council's OSCs.
- 6.3 To consider appointments to council working groups.

7.0 **Reason for recommendations**

- 7.1 To enable effective planning of the work of the overview and scrutiny function and thereby its contribution to the work of the council.

Glossary of Terms <i>(delete table if not relevant)</i>	
OSC	<i>Overview and Scrutiny Committees</i>

Document information

Report author	Contact number/email
Rachel Appleyard	rachel.appleyard@chesterfield.gov.uk 01246 345277
Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
Appendices to the report	
Appendix A	OSC Work Programme 2018/19

Overview and Scrutiny Work Programme 2019/20

	OPSF 4.7.19		OPSF 19.9.19	EW 3.10.18	OPSF 21.11.19	EW 5.12.19	OPSF 23.1.20	EW 6.2.20	OPSF 19.3.20	EW 2.4.20
	CCO 11.7.19		CCO 26.9.19		CCO 28.11.19		CCO 30.1.20		CCO 26.3.20	
	EW 18.7.19									
Scrutiny project groups:	July	August	September	October	November	December	January	February	March	April
Climate change - air quality										
Community safety and providing for young people										
Community Rooms	From previous work programme									
Development of old QPSC site SPG	From previous work programme									
Items:										
Being a more environmentally friendly council			OPSF		OPSF		OPSF			
Budget update	OPSF				OPSF					
Council plan and corporate performance					OPSF					
ICT improvement programme			OPSF							
DCLG review of Scrutiny	OPSF									
Signposting to support and advice charities					OPSF					
Town Hall refurbishment			OPSF							
OSC Annual Work Programme	OPSF									
Scrutiny Annual Report	OPSF									
Crime and disorder			CCO						CCO	
Communications and engagement strategy							CCO			
Health and Wellbeing - Falls Prevention	CCO		CCO?							
Shaping healthy places - Staveley area					CCO					
Theatres pricing structures					CCO					
Implementation of Universal Credit					CCO					
Allocations Policy						EW				
Careline response service				EW						
Homelessness/Night Shelter				EW						
Commercial business units	EW									
New Council homes				EW						
Private Sector Housing	EW									
Repairs/Commercial services						EW				
Trade recycling/bin cleaning	EW									
Monitoring:										
Friends of			CCO							
Skills	EW					EW				
HS2			OPSF						OPSF	

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SCRUTINY COMMITTEE RECOMMENDATIONS - IMPLEMENTATION MONITORING SCHEDULE

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> (<i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i>) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
CCO1 Page 49	Statutory Crime & Disorder Scrutiny Ctte	CCO 29.09.11 (Min. No. 44)	Progress report on sharing information re alcohol related health problems and hospital admissions.	6 monthly wef 29/09/11.	Statistics requested for each 6 monthly meeting	Agreed on 08.01.15 that statistics on alcohol related health problems / hospital admissions be reported to each 6 monthly meeting.
CCO3	Friends Groups	CCO 19.09.17 (Min. No. 19) Cabinet 14.11.17 (Min. No. 81)	Friends Groups SPG report approved by CCO 19.09.17. Considered by Cabinet 14.11.17. – corporate officer working group to consider resource implications and to report to CCO and Cabinet.	May 2019	Monitoring report considered by CCO – 22.01.19	Monitor progress – July 2019.

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> (italics = Agreed by Scrutiny Committee but not yet considered by decision making body) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
CCO4	Implementation of Universal Credit	CCO 22.05.18 (Min. No. 6) Cabinet Member for Homes & Customers 16.07.18	Re. provision of computer terminal(s) and support for Universal Credit claimants in Staveley area. Cabinet Member's response noted by CCO – 17.07.18 (Min. No. 14) – computer terminals and support available at several locations within Staveley area – provision to be monitored.	6 monthly progress reports	Cabinet Member's response noted by CCO – 17.07.18. Report considered by CCO – 27.11.18.	Monitor as part of ongoing review of implementation of Universal Credit.
OP8 Page 50	HS2	OPSF 11.09.18 Cabinet 23.10.18 (Min. No. 48)	Cabinet Response: 1. That the Cabinet thanks the Overview and Performance Scrutiny Forum for the first class work that has been taken forward in looking at how the Council is preparing for HS2 and, in particular, for the Forum's efforts in broadening and deepening the understanding of Council Members of the subject matter. 2. That Cabinet notes and endorses the recommendations of the Overview and Performance Scrutiny Forum.	Following Parliament's consideration of the Hybrid Bill	Recommendations approved by Cabinet 23.10.18 Monitoring update considered by OPSF - 19.03.19	Monitor after Hybrid Bill has been taken to Parliament.

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> (<i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i>) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
Page 51			<p>3. That Cabinet endorses, in particular, the Forum's recommendation to establish a new Skills Scrutiny Project group and resolves to defer to the Overview and Performance Scrutiny Forum further consideration of the merit of establishing new Scrutiny Project Groups to look at particular aspects of HS2 as part of the future work programming discussions.</p> <p>See SPG Report for recommendations.</p>			
<p>Abbreviations Key : OP = Overview and Performance Scrutiny Forum. CCO = Community, Customer and Organisational Development Scrutiny Committee. EW = Enterprise and Wellbeing Scrutiny Committee). TBA (to be agreed). * Note recommendation wording may be abridged.</p>						

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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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