



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

13 September 2019

Dear Councillor,

Please attend a meeting of the OVERVIEW AND PERFORMANCE SCRUTINY FORUM to be held on THURSDAY, 19 SEPTEMBER 2019 at 5.00 pm in 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 - More Environmentally Friendly Council (Pages 3 - 6)

5:05pm to 5:35pm

4. Cabinet Member for Business Transformation and Customers - ICT Improvement Programme

5:35pm to 6:05pm

5. Forward Plan

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

Forward Plan

6:05pm to 6:10pm

6. Scrutiny Monitoring (Pages 7 - 12)

6:10pm to 6:25pm

7. Work Programme for the Overview and Performance Scrutiny Forum (Pages 13 - 14)

6:25pm to 6:30pm

8. Joint Overview and Scrutiny

6:30pm to 6:35pm

9. Overview and Scrutiny Developments

6:35pm to 6:40pm

10. Minutes (Pages 15 - 22)

6:40pm to 6:45pm

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Randy', with a stylized flourish at the end.

Local Government and Regulatory Law Manager and Monitoring Officer

For publication

More environmentally friendly Council

Meeting: Overview and Performance Scrutiny Forum

Date: 19 September 2019

Cabinet portfolio: Health and Wellbeing

Report by: Assistant Director – Health and Wellbeing

For publication

Purpose of reviewing the topic	<i>To ensure that the options to make Chesterfield Borough Council more environmentally friendly are fully considered.</i>
What are the objectives of the review?	<ul style="list-style-type: none">• <i>To understand the efforts that are being made to make the council a more environmentally friendly council.</i>• <i>To ensure that all the options are fully considered.</i>
Progress to date	<i>New item on the work programme.</i>

1.0 **Background**

1.1 The Council declared a Climate Emergency on the 17th July 2019 the details of which are outlined below;

“This Council notes the Intergovernmental Panel on Climate Change (IPCC) ‘Special Report on Global Warming of 1.5°C’, published in October 2018, which

confirmed the catastrophic consequences of manmade climate change and the urgent need to act to address the marked increases that we are already seeing with regards higher sea levels, flooding, other extreme weather events, crop failures and destruction of land and marine eco-systems.

This Council therefore:

- (a) declares unequivocally that our town and borough, country and planet are facing a CLIMATE EMERGENCY;
- (b) agrees to establish a Chesterfield Climate Change working group to respond to this challenge, with representation from key borough stakeholders including our schools, college and university, the private sector and community and voluntary organisations, including Transition Chesterfield, Chesterfield Climate Alliance and young people's representative groups, with the shared purpose of enabling Chesterfield to become a low carbon, resilient and sustainable borough;
- (c) invites the working group to report back and make recommendations to Full Council on a realistic date for Chesterfield to be carbon neutral, and to develop a costed action plan, by March 2020, setting out the required work to achieve this outcome;
- (d) resolves to work with other local authorities and public, private and voluntary sector partners on carbon reduction projects;
- (e) calls on the Government to provide the necessary resources and powers for Chesterfield Borough Council to achieve its ambition of becoming a carbon neutral town and borough."

1.2 Given the declaration the overview and performance scrutiny will provide an important robust forum for the action plan development work to be reviewed and discussed.

2.0 **Current position and key milestones**

2.1 Whilst this is a new work programme, it should be noted that the Council has already done work to address issues pertaining to the contributory factors to climate change. Examples include, thermal improvements to its housing stock, boiler replacement programmes, low energy lighting schemes, the use of water saving technology and the use of technology in general; however more action is required and the formation of the working group and the development of a clear and costed action plan will support accelerating progress in this area.

3.0 **Barriers/obstacles**

3.1 A number of challenges will present themselves as the working group and the council as a whole develops its plans and work programmes. Challenges around public perception, availability of alternative sustainable options, budget implications etc. will all be areas that will need to be addressed and the scrutiny forum will play a key role in supporting progress through such issues.

4.0 **Future plans**

4.1 The working group is the nominated vehicle to co-design a fully costed action plan to inform the council as to options to reduce carbon impact locally.

4.2 Progress on the plan and the work of the Council in general on this subject will be reported through the scrutiny forum.

5.0 Conclusion

5.1 With the support of the citizens of Chesterfield, both through nominations to the working group and their individual actions, we can have a positive impact. There will be many challenges ahead given the scale of the issues that we are facing, however through collaboration and co-design we will make a difference.

6.0 Suggested scrutiny activity

6.1 *No further activity required at this stage given the scope of the working group and the reporting structure through scrutiny of the action plan.*

Document information

Report author	Contact number/email
Ian Waller	ian.waller@chesterfield.gov.uk
Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
Appendices to the report N/A	

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 7	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 – September 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> (<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)
CCO4	Implementation of Universal Credit	<p>CCO 22.05.18 (Min. No. 6)</p> <p>Cabinet Member for Homes & Customers 16.07.18</p>	<p>Re. provision of computer terminal(s) and support for Universal Credit claimants in Staveley area.</p> <p>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.</p>	6 monthly progress reports	<p>Cabinet Member's response noted by CCO – 17.07.18.</p> <p>Report considered by CCO – 27.11.18.</p>	Monitor as part of ongoing review of implementation of Universal Credit.
EW6 Page 8	Skills	<p>EW 05.02.19 (Min. No 48)</p> <p>Cabinet 26.02.19 (Min. No 110)</p>	<p>Skills SPG report approved by Enterprise and Wellbeing 05.02.19</p> <p>Cabinet Response:</p> <ol style="list-style-type: none"> 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. 	Monitoring Action is being developed in consultation with senior officers to identify target dates for completion.		Monitor progress – December 2019

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Page 9			<p>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.</p> <p>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.</p> <p>See SPG Report for recommendations.</p>			

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OP8	HS2	OPSF 11.09.18 Cabinet 23.10.18 (Min. No. 48)	Cabinet Response: <ol style="list-style-type: none"> 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. 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 	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.

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Page 5			<p>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).</p> <p>* Note recommendation wording may be abridged.</p>						

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CHESTERFIELD BOROUGH COUNCIL

**WORK PROGRAMME :
OVERVIEW AND PERFORMANCE SCRUTINY FORUM for July, 2019**

Scrutiny Meeting Date :	Business Item :	Status :	Raised by :	Cabinet Responsibility:
19.09.19	Being a more environmentally friendly council		<i>Annual Scrutiny Work Programme 2019</i>	
19.09.19	ICT improvement programme	Report considered on 15.01.19.	<i>Annual Scrutiny Work Programme 2019</i>	<i>Business Transformation</i>
21.11.19	Being a more environmentally friendly council		<i>Annual Scrutiny Work Programme 2019</i>	
21.11.19	Budget update		<i>Annual Scrutiny Work Programme 2019</i>	<i>Deputy Leader</i>
21.11.19	Council plan and corporate performance	Report considered on 13.11.19.	<i>Annual Scrutiny Work Programme 2019</i>	

CHESTERFIELD BOROUGH COUNCIL

Scrutiny Meeting Date :	Business Item :	Status :	Raised by :	Cabinet Responsibility:
21.11.19	Signposting to support and advice charities		<i>Annual Scrutiny Work Programme 2019</i>	
23.01.20	Being a more environmentally friendly council		<i>Annual Scrutiny Work Programme 2019</i>	
<i>Scrutiny Project Groups:</i>				
	Climate change – air quality			
19.09.19	<i>Monitoring:</i> HS2			

[KEY to abbreviations :

OP = Overview and Performance Scrutiny Forum.

CCO = Community, Customer and Organisational Development Scrutiny Committee.

EW = Enterprise and Wellbeing Scrutiny Committee.

TBC = To be confirmed].

OVERVIEW AND PERFORMANCE SCRUTINY FORUM

Thursday, 4th July, 2019

Present:-

Councillor P Innes (Chair)

Councillors Bagshaw Blakemore Borrell Catt Caulfield D Collins L Collins	Councillors Coy Flood Hollingworth Kellman Kelly Sarvent ++ Snowdon
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Rachel Appleyard, Senior Democratic and Scrutiny Officer
 Richard Staniforth, Deputy Chief Accountant +

+ Attended for Minute No. 3
 ++ Attended for Minute No. 5

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

No declarations were received.

2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Dyke.

3 DEPUTY LEADER - BUDGET OUTTURN REPORT

The Deputy Chief Accountant attended to provide members with an update on the outturn of the General Fund and Housing Revenue Account (HRA) at the end of 2018/19, and the forecast for 2019/20 onwards.

At the end of 2018/19, the General Fund had returned a surplus of £395k, which was an increase of £233k from the original predicted surplus

reported to Cabinet in May, 2019. The favourable variances which had resulted in the increased surplus included:

- reduced expenditure due to carry forward requests in relation to training, survey fees and advertising;
- increased income from Operational Services Division, SpirePride service and grants.

There had also been some adverse variances to the budget which included:

- increased expenditure at the leisure centres;
- reduced rental income from business rates in the Pavements;
- deficit on the building cleaning contract.

The £395k surplus had been transferred to the Budget Risk Reserve which would enable it to be used to support the General Fund budget in future years and fund the one off costs of recurring saving initiatives.

The General Fund Capital Programme outturn was £8m, which was an underspend of £3.1m from the revised budget. The material underspends were:

- Northern Gateway Multi-Storey Car Park (MSCP)
- Disabled Facilities Grants
- ICT Digital Innovation Project

These underspends would be rolled forward into the 2019/20 Capital Programme.

The General Fund budget forecast had been approved by full Council in February, 2019 and reported a deficit of £202k for 2019/20, rising to a deficit of £803k in 2020/21. By 2023/24 the deficit would rise to £1.3m. The increase was largely due to the reduction in the Revenue Support Grant and New Homes bonus which, by 2023/24, would reduce to £0. It was highlighted that the budget forecast for 2019/20 included savings of £227k from the ICT Digital Innovation project; at quarter 1 savings of £207k had already been achieved. The Deputy Chief Accountant advised members of the current challenges to the revenue position which included:

- reduced income from retail;

- more competition from private sector in terms of leisure provision;
- business rates appeals.

The Capital Programme for 2019/20 had been approved by Council in February, 2019 and included the following schemes:

- Northern Gateway Enterprise Centre
- ICT Digital Innovation project
- Northern Gateway MSCP
- Northern Gateway public realm
- Artificial sport pitch in Queen's Park
- Disabled Facilities Grants
- Beetwell Street Car Park repairs

The challenge for the Capital Programme would be generating the capital receipts in the current economic climate.

The HRA had returned a surplus of £8.9m at the end of 2018/19, a rise of £4.4m from the original budget forecast. The favourable variance was predominately due to a transfer back from the bad debts provision. In addition, the HRA Capital Programme had been underspent by £5.6m due to procurement issues and delayed starts on sites at some schemes.

The HRA budget for 2019/20 forecast a surplus of £3.4m. The HRA Capital Programme budget for 2019/20 was £26.5m; £9.8m of the work would be completed by the Council's Operational Services Division with £16.8m completed by other contractors. The current challenges to the HRA were the continued roll out of Universal Credit and achieving the capital programme, in particular the new build element.

In response to members' questions, the Deputy Chief Accountant advised that Chesterfield had submitted a bid to take part in a Business Rates Pilot for 2019/20 however had been unsuccessful. The Council is not in control of setting the business rates; the valuation office assesses every property and place a rateable value on each property, the rates are then set on a multiplier.

Members asked how shop occupancy rates in Chesterfield compared to similar towns and were advised that Chesterfield had less vacant units than other towns however the current challenges were the lower rents and incentives given to tenants. Some vacant units on Vicar Lane were still receiving rent until the lease ran out; a new company were in charge

of lettings on Vicar Lane and were working to bring the vacant units back into use. In addition, a modular unit design would be adopted where people could move straight into the units with little set up costs.

With regard to the underspend of Disabled Facilities Grants, the Deputy Chief Accountant explained that this was due to spending less during 2018/19 than was planned however the funding could still be used in future years.

Members thanked the Deputy Chief Accountant for providing the update and answering their questions.

RESOLVED –

1. That the update be noted.
2. That a further update be scheduled for the Overview and Performance Scrutiny Forum meeting on 21 November, 2019.

4 CABINET MEMBER FOR GOVERNANCE - UPDATE ON RELEASE OF GOVERNMENT GUIDANCE ON SCRUTINY

The Senior Democratic and Scrutiny Officer attended to provide an update on the Government's new Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities, and advised members of the new processes that were being implemented to improve the Overview and Scrutiny (OS) function at Chesterfield.

A survey was carried out of all scrutiny members during 2018/19 to identify where improvements were needed. One of the areas highlighted by the survey were the preparations for scrutiny meetings including equipping scrutiny members with the right skills and information to carry out effective scrutiny. As a result, the scrutiny induction had included interactive sessions to develop the questioning and thinking skills required when scrutinising a topic. Two new templates had also been designed to support officers preparing for scrutiny meetings:

- **scoping document** – to be completed for each topic that comes to scrutiny which clearly sets out the purpose, remit, timescale, methodology and anticipated outcomes of the review;

- **report template** – to be completed by the author, focussing on the initial scope of the review and prompting the sharing of information that will help scrutiny add value and have an impact.

Members reported that the consultation process on scrutiny project group reports needed careful planning to ensure a successful transition through its parent OS Committee and onto Cabinet. Members also asked for clarification on the role of officers in scrutiny project group reports.

RESOLVED –

1. That the update be noted.
2. That a further update be brought to the Overview and Performance Scrutiny Forum meeting on 21 November, 2019 providing clarification on the role of officers in scrutiny project group reports.

5 SCRUTINY ANNUAL REPORT 2018/19

The Senior Democratic and Scrutiny Officer presented the Scrutiny Annual Report for 2018/19. The report would be submitted to Full Council for approval on 17 July, 2019.

Councillor Sarvent, former Joint Chair of the Overview and Performance Scrutiny Forum, noted that scrutiny intervention in Universal Credit and the Night Shelter had helped to prevent deprivation in the town. In addition, attending the East Midlands Scrutiny Network had been beneficial, allowing scrutiny members and officers to learn new ideas and share best practice.

RESOLVED –

1. That the Scrutiny Annual Report 2018/19 be approved for submission to Full Council on 17 July, 2019.
2. That authority be delegated to the Joint Scrutiny Chairs and the Senior Democratic and Scrutiny Officer to make any late amendments to the Annual Report.

6 OVERVIEW AND SCRUTINY WORK PROGRAMME FOR 2019/20

The Senior Democratic and Scrutiny Officer submitted a report which included the details of the proposed Overview and Scrutiny Committees' Work Programme for 2019/20.

Members were asked to state their interest in taking part in one of the two new scrutiny project groups.

In addition, the scrutiny member nominations for the council working groups were discussed.

RESOLVED –

1. That the Overview and Scrutiny Work Programme 2019/20 be approved and recommended to the Council's Overview and Scrutiny Committees (OSCs).
2. That members contact the Senior Democratic and Scrutiny Officer by 22 July, 2019 if they are interested in joining one of the two scrutiny project groups or the council working group on housing.
3. That Councillor Catt and Councillor P Innes be appointed as scrutiny representatives on the Member Development Working Group.

7 FORWARD PLAN

The Forward Plan was considered.

RESOLVED –

That the Forward Plan be noted.

8 SCRUTINY MONITORING

The Monitoring Schedule was considered. Members noted that a rise in alcohol related health admissions had been reported in the news. Statistics were requested every 6 months on this issue and would be presented to the Customer, Community and Organisational Scrutiny Committee on 26 September, 2019 under the Statutory Crime and Disorder functions.

RESOLVED –

That the Monitoring Schedule be approved.

9 **JOINT OVERVIEW AND SCRUTINY**

The Chair provided an update from the East Midlands Scrutiny Network meeting which was held on 28 June, 2019. Scrutiny members from around the East Midlands shared what they were most proud of in their Overview and Scrutiny functions. The Chair also reported that he had been voted in as Chair of the Network. East Midlands Councils would be hosting a Scrutiny Conference in October, 2019 and had asked members to consider ideas for including at the conference and for future network meetings.

There was no update to report from the Sheffield City Region Overview and Scrutiny Committee. As a non-constituent member of the Sheffield City Region Mayoral Combined Authority, the items discussed at the Overview and Scrutiny Committee meetings had moved to focus more on the local authority areas that are constituent members. Therefore, the value of the Scrutiny Chairs attending these meetings would be reconsidered.

RESOLVED –

1. That the update be noted.
2. That members send ideas for inclusion on the East Midlands Scrutiny Network work programme to the Senior Democratic and Scrutiny Officer.

10 **OVERVIEW AND SCRUTINY DEVELOPMENTS**

There were no Overview and Scrutiny developments to report.

11 **MINUTES**

The Minutes of the Overview and Performance Scrutiny Forum held on 19 March, 2019 were presented.

RESOLVED –

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