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The Chair and Members of
Community, Customer and
Organisational Scrutiny Committee

18 September 2019

Dear Councillor,

Please attend a meeting of the COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE to be held on THURSDAY, 26 SEPTEMBER 2019 at 5.00 pm in Committee Room 3, 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. Minutes (Pages 5 - 8)

(For Items 4 - 8 the Committee will sit as the Council's designated Crime and Disorder Committee in accordance with Section 19 of the Police and Justice Act 2006)

4. Cabinet Member for Health and Wellbeing - Update as Chesterfield Scrutiny Member of the Derbyshire Police and Crime Panel (Pages 9 - 12)

5.05 pm – Minutes of the Meeting of the Derbyshire Police and Crime Panel held on 27 June, 2019 attached.

5. Local Government Act 1972 - Exclusion of Public

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

Part 2 (Non Public Information)

6. Cabinet Member for Health and Wellbeing - Progress Report on Community Safety Partnership (Pages 13 - 60)

5.10 pm - Chesterfield Community Safety Partnership Progress Report attached.

7. Local Government Act 1972 - Re-admission of the Public

Readmission of the public following consideration of an item containing exempt information.

Part 1 (Public Information)

8. Scrutiny Project Groups Progress Updates (Pages 61 - 68)

5.55 pm - Scrutiny Project Group on Community Safety / Providing for Young People – Project Start Report attached

(For the Remaining Items the Committee will sit in its standard capacity as the Community, Customer and Organisational Scrutiny Committee)

9. Scrutiny Monitoring (Pages 69 - 80)

6.15 pm – Scrutiny Monitoring Action Plan: Friends' Groups Progress Report and Scrutiny Committee Recommendations Implementation Monitoring Schedule attached.

10. Scrutiny Project Groups Progress Updates (Pages 81 - 116)

6.30 pm - Scrutiny Project Group Report on Community Rooms attached

11. Forward Plan

6.45 pm – Forward Plan of Key Decisions 1 October, 2019 – 31 January, 2020 available via link below:

<https://chesterfieldintranet.moderngov.co.uk/documents/l106/Printed%20plan%20September%202019.pdf?T=4>

12. Work Programme for the Community, Customer and Organisational Scrutiny Committee (Pages 117 - 120)

6.50 pm – Work Programme attached

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

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COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE

Thursday, 11th July, 2019

Present:-

Councillor P Innes (Chair)

Councillors Bagshaw
Blakemore
L Collins

Councillors Dyke
Kellman

Councillor J Mannion-Brunt, Cabinet Member for Health and Wellbeing +

Brian Offiler, Democratic and Scrutiny Officer

Ian Waller, Assistant Director – Health and Wellbeing +

+ Attended for Minute No. 4

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

No declarations of interest were received.

2 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Borrell.

3 MINUTES

The Minutes of the meeting of the Community, Customer and Organisational Scrutiny Committee held on 26 March, 2019 were presented.

RESOLVED –

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

4 CABINET MEMBER FOR HEALTH AND WELLBEING - FALLS PREVENTION PILOT AND HEALTH INTERVENTION PROGRAMMES

The Cabinet Member for Health and Wellbeing and the Assistant Director - Health and Wellbeing presented a report on the proposed falls prevention pilot and health intervention programmes.

The report identified the purpose, objectives and key issues for the Scrutiny Committee's review of this topic.

The Assistant Director explained that falls involving older people had been identified as one of the main issues to focus upon to take a proactive approach to reducing demand for health and social care services. The falls prevention pilot in Chesterfield was due to start in August, 2019, with the aim of identifying good practice through provision of information, awareness raising about falls risks and falls prevention, multi-factorial risk assessment and appropriate interventions.

The Council was involved as one of a range of partners in the pilot, including Wheatbridge Surgery, Derbyshire Community Health Services NHS Foundation Trust, Derbyshire Clinical Commissioning Group, Derbyshire County Council and voluntary groups, in order to provide a multi-disciplined approach to addressing the challenges of frailty for those at risk of falling.

Arising from Members' questions and comments the following points were clarified:

- details of the number and roles of staff appointed to work on the pilot would be provided once these had been confirmed;
- the pilot would work with GP practices and would involve healthcare and non-healthcare staff;
- information would be designed to be as accessible as possible for those at risk, including their families, friends, neighbours, etc.;
- there was currently other work underway on addressing falls risks and prevention in care homes;

- it was hoped that the pilot would identify where partnership working could be improved to reduce falls and hospital admissions, including the capacity of partners to achieve this.

It was suggested that progress of the pilot be reported to the Scrutiny Committee in November to include initial data and outcomes evidence from the pilot.

The Assistant Director gave an overview of the exercise referral programme delivered by the Council's leisure services which contributed to falls prevention through supporting long term physical activity behaviour change.

It was suggested that further information on the impact of the exercise referral programme be reported to a future meeting of the Scrutiny Committee, linking with the progress on the falls prevention pilot.

The Chair thanked the Cabinet Member for Health and Wellbeing and the Assistant Director - Health and Wellbeing for their contribution to the meeting.

RESOLVED –

- (1) That the purpose, objectives and key issues for the Scrutiny Committee's review of the falls prevention pilot and health intervention programmes as detailed in the report be approved.
- (2) That progress of the falls prevention pilot and the exercise referral programme be reported to the Scrutiny Committee in November, 2019.

5 SCRUTINY MONITORING

The Committee considered the Scrutiny recommendations monitoring schedule.

It was noted that the progress report on the recommendations of the Friends' Groups scrutiny report would now be scheduled for the meeting of the Community, Customer and Organisational Scrutiny Committee on 26 September, 2019.

RESOLVED -

That the Scrutiny monitoring schedule be noted and updated to refer to the progress report on the recommendations of the Friends' Groups scrutiny report being rescheduled for September, 2019.

6 FORWARD PLAN

The Committee considered the Forward Plan for the period 1 August – 30 November, 2019.

RESOLVED –

That the Forward Plan be noted.

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

The Committee considered the overall Scrutiny Work Programme for 2019/20 which had been approved at the meeting of the Overview and Performance Scrutiny Forum on 4 July, 2019, and the draft Scrutiny Work Programme for the Community, Customer and Organisational Scrutiny Committee for 2019/20.

RESOLVED -

That the draft Scrutiny Work Programme for the Community, Customer and Organisational Scrutiny Committee for 2019/20 be approved and updated to include the decisions of the current meeting.

PUBLIC

MINUTES of a meeting of the **DERBYSHIRE POLICE AND CRIME PANEL** held on 27 June 2019 at County Hall, Matlock.

PRESENT

Councillors F Atkinson (Amber Valley Borough Council) M Bagshaw (Chesterfield Borough Council), A Barrow (High Peak Borough Council), R Bright (Derbyshire Dales District Council), A Foster (NE Derbyshire District Council), J Frudd (Erewash Borough Council), C Hart (Derbyshire County Council), G Hickton (Erewash Borough Council), J Mannion-Brunt (Chesterfield Borough Council), R Mee (Erewash Borough Council), C Moesby (Bolsover District Council), V Newbury (Independent Member), P Niblock (Chesterfield Borough Council), A Pegg (Derby City Council (substitute Member)), P Pegg (Derby City Council), G Potter (Derby City Council), A Wheelton (South Derbyshire District Council) and B Woods (Derbyshire County Council)

Derbyshire County Council officers also in attendance: J Berry (Director of Legal and Democratic Services, DCC) and L Wild (Legal Services, DCC).

Also in attendance: H Dhindsa, Police and Crime Commissioner, K Gillott, Deputy Police and Crime Commissioner, D Peet, Chief Executive, Office of the Police and Crime Commissioner, A Dale, Chief Finance Officer, Office of the Police and Crime Commissioner and L Taylor, Derbyshire Fire and Rescue Service.

7/19 **CO-OPTION OF COUNCILLOR MEMBERS** The Director of Legal and Democratic Services of Derbyshire County Council invited the Panel to review its composition following the commencement of the new municipal year and to co-opt 7 additional Councillor Members to ensure that the Panel met the statutory balance requirements.

Each of the ten constituent authorities in Derbyshire had nominated a Panel Member for the new municipal year from its majority group and this had resulted in a Panel of six Conservative Members and four Labour Members. It was considered that balance may be best achieved by co-opting an additional seven Councillor Members: one Conservative, three Labour, two Liberal Democrats and one Independent. Such co-options would be subject to the approval of the Secretary of State. The constituent councils and the political groups had liaised together and the following seven Councillors were proposed for co-option:-

Councillor Jonathan Smale, Derby City Council (Conservative), Councillor Paul Pegg, Derby City Council (Labour), Councillor Becki Woods,

Derbyshire County Council (Labour), Councillor John Frudd, Erewash Borough Council (Labour), Councillor Paul Niblock, Chesterfield Borough Council (Liberal Democrat), Councillor Robert Mee, Erewash Borough Council (Liberal Democrat) and Councillor Mick Bagshaw, Chesterfield Borough Council (Independent)

In putting these Councillors forward for co-option the constituent Authorities had regard to the wider objectives of balance (geography, population etc.) as well as political balance.

RESOLVED to approve the co-option of Councillors, Jonathan Smale, Paul Pegg, Becki Woods, John Frudd, Paul Niblock, Robert Mee and Mick Bagshaw, on to the Derbyshire Police and Crime Panel.

8/19 **APPOINTMENT OF CHAIRMAN** **RESOLVED** that Councillor C Hart be appointed as Chairman of the Derbyshire Police and Crime Panel for the ensuing municipal year.

Councillor C Hart (in the Chair)

9/19 **APPOINTMENT OF VICE-CHAIRMAN** **RESOLVED** that V Newbury be appointed as Vice-Chairman of the Derbyshire Police and Crime Panel for the ensuing municipal year.

10/19 **APOLOGIES FOR ABSENCE** Apologies for absence were submitted on behalf of Councillor J Smale (Derby City Council) and Dr S Handsley (Independent Member).

11/19 **MINUTES** **RESOLVED** that the minutes of the meeting of the Derbyshire Police and Crime Panel held on 24 January 2019 be confirmed as a correct record and signed by the Chairman.

12/19 **RULES OF PROCEDURE & TERMS OF REFERENCE** The Director of Legal and Democratic Services of Derbyshire County Council informed members that The Police Reform and Social Responsibility Act 2011 stated that a Police and Crime Panel must adopt rules of procedure. A panel's rules should include provisions about the appointment, resignation and removal of the chairman of the panel, the method of making decisions and the formation of sub-committees.

The Rules of Procedure attached at Appendix 1 to the report were those adopted by the Panel in January 2013.

The Terms of Reference for the Panel detailed at Appendix 2 to the report, outlined the duties and powers given to the Panel by the Police Reform

and Social Responsibility Act 2011. These were adopted by the Panel in 2013 and were brought to the attention of the new members of the Panel.

RESOLVED to note the attached Rules of Procedure and Terms of Reference.

13/19 COLLABORATION BETWEEN DERBYSHIRE
CONSTABULARY AND DERBYSHIRE FIRE AND RESCUE SERVICE

Hardyal Dhindsa updated the Panel on collaboration activity between Derbyshire Constabulary and Derbyshire Fire and Rescue Service.

It had been agreed that a Limited Liability Partnership (LLP) would be used as the vehicle to deliver a joint HQ building. The LLP had two members, the Police and Crime Commissioner for Derbyshire and the Chair of the Derbyshire Fire and Rescue Authority. Business of the Board was undertaken by a small group of senior officers including the Chief Constable, Chief Fire Officer, the PCC and Joint Police/Fire CFO, the PCC's Chief Executive Officer and the Joint Head of Estates.

The LLP owned the building and leased space to the Police and Fire Services. In accordance with legislative requirements, the LLP must work to make an annual profit and those profits were then shared between the members, based on each organisation's share of the lease. Members of the Panel requested a breakdown of the financial details associated with this and any savings the collaboration, on a whole, could achieve.

In addition to this it had been decided that there was a need for new training facilities for the both blue light services, through a jointly designed facility on the Butterley Hall campus. The resulting training facility offered state of the art facilities to the two individual services, but also promoted joint training opportunities, further strengthening the relationship between the two services. It was noted that on 18 July 2019, Her Royal Highness, The Princess Royal would undertake an official visit to learn about the collaboration in Derbyshire and see the shared resources.

Work to explore further joint working opportunities and co-locations would continue and it was reported that plans had been submitted for development of the Fire Service's site at Ascot Drive in Derby to a house a number of policing functions, replacing an existing Force site at Cotton Lane.

On behalf of the Panel, the Chairman thanked Mr Dhindsa for his most informative presentation.

RESOLVED that (1) the Police and Crime Panel gain assurance that the PCC is fulfilling his statutory duty to collaborate; and

(2) the Police and Crime Panel visit the Joint HQ and Joint Training Centre to see the collaborative work between the two blue light services in action.

14/19 **ANNOUNCEMENTS FROM THE PCC** Hardyal Dhindsa, the Police and Crime Commissioner announced the following:-

- Provision of extra body cams for all officers;
- A new cohort of trainees would be deployed throughout the County next week. Members of the Panel were encouraged to welcome these officers to their areas;
- an update on recruitment and the Rural Crime Team
- Encouraged pressure on Government from the PCC and colleagues in Local Government for additional funding for the Police Authority;
- Derbyshire event in September to look at the challenges Countywide
- Platinum Assurance Mark achieved by staff in his office
- By the end of October, he would have visited every town and village in Derbyshire.

Members made a number comments and asked questions which were duly noted or answered.

RESOLVED to note the announcements from the Police and Crime Commissioner.

15/19 **PROPOSED VISIT TO POLICE HEADQUARTERS - UPDATE**

Members of the Panel still felt that it would be beneficial for them to visit Headquarters. It was therefore suggested and agreed that the next meeting of the Panel would be held at Headquarters.

16/19 **FORTHCOMING EVENTS** The Police and Crime Commissioner (PCC) informed Panel Members of the National Police and Crime Panel Annual Conference to be held on 19 November 2019 at Warwick Conference Centre. Any member wishing to attend the conference should contact the Director of Legal and Democratic Services.

RESOLVED to note the update

17/19 **DATE OF NEXT MEETING** **RESOLVED** to note that the next meeting of the Derbyshire Police and Crime Panel would take place on Thursday 12 September 2019 commencing at 10.00am at Police Headquarters.

Agenda Item 6

By virtue of paragraph(s) 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

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OVERVIEW & SCRUTINY PROJECT

Project Start Report (PSR)

(Incorporates justification, business case and approval stages).

Review topic:	Community Safety and Providing for Young People
OSC Committee reporting to:	Community, Customer and Organisational Scrutiny Committee
Project consent date:	4 July, 2019
PSR completed by:	Lead Member, Councillor Kate Caulfield and Charlotte Kearsy
Service Manager/CMT responsibility:	Ian Waller, Assistant Director – Health and Wellbeing

1.0 Opportunity / Idea and Background

- 1.1 The 2019 annual scrutiny work programming identified a need for a project focusing on community safety and providing for young people.
- 1.2 There is an opportunity for scrutiny to undertake a fact-finding exercise which will identify activity currently taking place in Chesterfield relating to improving community safety and providing for young people. This exercise seeks to challenge misconceptions by improving transparency and awareness regarding efforts being made.
- 1.3 In addition to identifying the efforts being made to improve community safety there is an opportunity to identify any gaps and explore possible solutions.

2.0 Project Aims / Objectives

- 2.1 The project aims to ensure Chesterfield will be a family safe town. This aim will be achieved by partners creating and maintaining an

environment which offers a safe place to live and work without undue fear of harm.

- 2.2 The project group will work with agencies to complete a gap analysis of the current offer around community safety and providing for young people.
- 2.3 The project group will identify any under-provision and consider how improvements could be made, while taking into account the financial and resource limitations of Chesterfield Borough Council and agencies.
- 2.4 Within this analysis the remit of what Chesterfield Borough Council can affect will be considered. If requirements are identified which are outside of Chesterfield Borough Council's remit, they will be directed to community partnerships and multi-agency groups. The Community Safety Partnership will be an underpinning factor throughout the project.

3.0 Proposed / Expected Benefits

- 3.1 This project supports the Council Plan priority "to improve the quality of life for local people".
- 3.2 Within this priority, the project group will focus on the following objectives:
 - To improve the environment and enhance community safety;
 - To help communities to improve their health and wellbeing;
 - To reduce inequality and provide support to vulnerable people.
- 3.3 To support the delivery of these objectives the Scrutiny project Group will liaise with the Police and Crime Commissioner, the local PCSO supervisor, the High Sheriff and Chesterfield Borough Council officers.
- 3.4 To identify and dispel misconceptions where appropriate, key areas of concern will be identified. These will include theft, substance abuse, anti-social behaviour, domestic violence and bullying across the whole community environment.

3.5 Where solutions to fill gaps are identified feasibility and ownership will be explored.

4.0 Scope

4.1 The project group will be identifying and reviewing the current activities in Chesterfield which seek to improve community safety and provide for young people.

4.2 The group will acquire and examine current statistics and trend analysis by area.

4.3 The potential effects of the reduction in Derbyshire County Council services will be considered along with the impacts specifically within the Chesterfield area.

4.4 The signposting facilities currently in place for services will be considered. The option of a sign posting facility will be explored taking into account the financial and resource restrictions on partners.

4.5 Key influencers will be identified, including:

- The Community Safety Partnership;
- The Health and Wellbeing Partnership;
- The Chesterfield Town Centre Summit;
- Existing partnership organisations;
- Derbyshire County Council;
- The Chesterfield Borough Council Play Strategy;
- Policing policies.

5.0 Project Analysis

5.1 A data search has been carried out to identify the existence of groups and facilities.

5.2 Concerns have been raised in the community regarding the health and safety risks which have been perceived as a threat to the wellbeing of Chesterfield residents.

6.0 Options

- 6.1 Explore how signposting of members of the community to existing provision of services by agencies is carried out and how this could be improved.
- 6.2 Further developing existing links with Chesterfield Borough Council officers and key partnerships.
- 6.3 Developing multiagency working and exchange of information.

7.0 Work Schedule and Method

- 7.1 An initial meeting was held with the Lead Member of the group and the Democratic Scrutiny Officer on 8 August, 2019.
- 7.2 Following this a meeting was held with the Lead Member, the Democratic Scrutiny Officer and the Assistant Director – Health and Wellbeing on 16 August, 2019.
- 7.3 Further meetings with the Community Safety Officer, the High Sheriff, the Police and Crime Commissioner and the PCSO supervisor will take place with the project group.

SPG start date:	8 August 2019
SPG completion date:	January 2020
SPG report to O&S Chairs and SDSO:	December 2020
SPG report to OSC on:	30 January 2020
OSC report to Cabinet on:	25 February 2020

8.0 Financial Appraisal

- 8.1 The project group will require project management support from the Democratic and Scrutiny team. This resource is already provided for within the Democratic and Scrutiny budget.

- 8.2 The group will require input from the Assistant Director – Health and Wellbeing, the Community Safety Officer and the Cabinet Member for Health and Wellbeing. On specific parts of the review, other officers and Cabinet Members may be identified and consulted with, which may require attendance at meetings of the scrutiny project group, and/or providing information in the form of writing, or presentations.
- 8.3 It is not anticipated that the project will secure a specific financial return, however, it is hoped that the results of the review will contribute to community safety and provisions for young people across the borough, which will help to continue to positively impact health and wellbeing in Chesterfield.
- 8.4 Some of the options which may be explored to improve community safety and provisions for young people may have small financial and resource implications. A full analysis of the implications of each option will be undertaken before any recommendation is made.

9.0 Key Risks and Actions

- 9.1 During this review significantly more need may be identified which could be outside the remit of Chesterfield Borough Council because delivery of many of the responsibilities sit with Derbyshire County Council. Where Chesterfield Borough Council will be unable to deliver against a need these issues will be directed to community partnerships and multi-agency groups.
- 9.2 The risk of not completing the review includes the continued perception of the need being greater than the reality.

10.0 Recommendations

- 10.1 Recommendations will be made by the Scrutiny Project Group to the relevant Overview and Scrutiny Committee (OSC) at the end of the scrutiny project. OSC will consider the work and agree any recommendations to Cabinet or other decision making bodie(s).

11.0 Project Team Structure

11.1 The Lead Member for the scrutiny project group is Councillor Kate Caulfield.

11.2 The support officer for the scrutiny project is Charlotte Kearsey, Democratic and Scrutiny Officer.

11.3 The members of the scrutiny project are as follows:

Councillor Kate Caulfield
Councillor Janice Marriott
Councillor Gordon Simmons
Councillor Lisa Blakemore
Councillor Katherine Hollingworth
Councillor Mick Bagshaw

12.0 Project Approval

12.1 This section is for sign-off by the overview and scrutiny Chair(s) and Senior Democratic and Scrutiny Officer. This project has been approved for addition to the Scrutiny Work Programme by the Overview and Performance Scrutiny Forum (see consent date below).

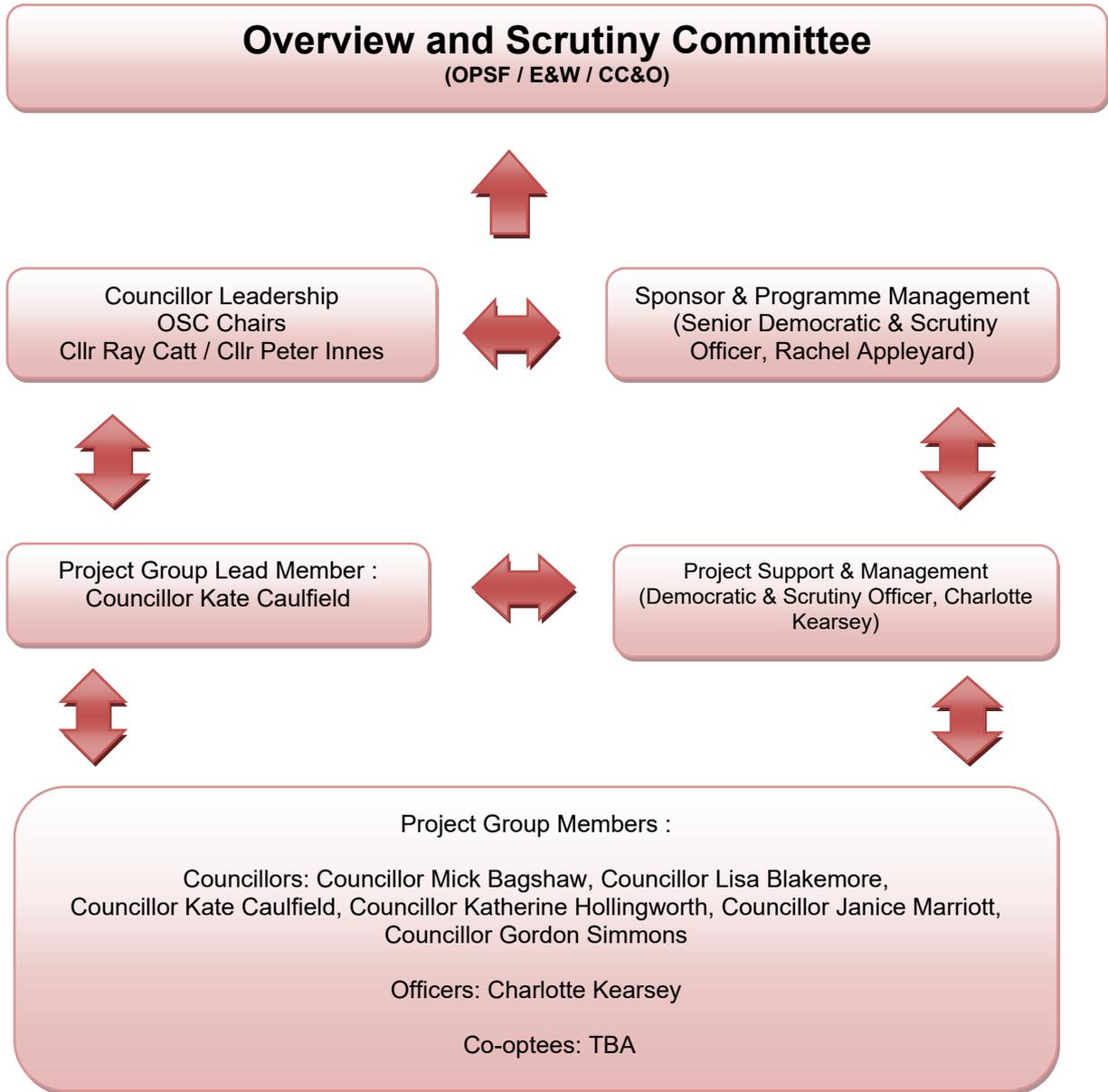
Cabinet members and the senior leadership team have been consulted on the scrutiny work programme.

Relevant cabinet members and service managers have been consulted on this PSR (see dates below).

Relevant Cabinet Member & SLT/CMT/Service Manager(s) PSR Consultation date:	13 September, 2019
SPG PSR approved by lead member:	13 September, 2019
PSR checked date:	Senior Democratic and Scrutiny Officer checked: 17 September, 2019
PSR approved for submission to OSC:	<i>Date approved by relevant OSC Chair(s):</i> Cllr Ray Catt:

	Cllr Peter Innes : 18 September, 2019
SPG PSR approved by OSC:	

13. Project Team Structure



14. Role Descriptions

OSC :	Overall (statutory) approvals
OSC Chairs :	General leadership and support
Project Sponsor :	General leadership and support
Project Lead Member :	SPG leadership, direction and approvals (with SPG)
Project Manager :	Support and manage the project process

SCRUTINY PROGRESS MONITORING REPORT ON : FRIENDS GROUPS

To provide progress in implementing recommendations of the Community, Customer and Organisational Scrutiny Committee from its scrutiny project work on Friends Groups – approved at **Community, Customer and Organisational Scrutiny Committee (19 September, 2017 – Minute No. 19)**.

These recommendations were considered by **Cabinet on 14 November, 2017**, where it was resolved:

That Cabinet receives with thanks the report and recommendations of the Community, Customer and Organisational Scrutiny Committee and commissions a corporate officer working group to consider the resource implications to the Council of implementing the Committee’s recommendations, and to report this considered position back to the Committee and Cabinet for further review and final decision. (Minute No. 81)

Recommendation 1 - That an up-to-date data base of friends of groups’ contacts is maintained by officers and that all friends of groups are given defined points of contact at the council to facilitate streamlined, effective and accountable channels of communication between groups and the council.

Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As per recommendation	Assistant Director – Commercial Services / Manager of Environmental Services	Existing resources	31 July 2018	<p>Complete – the Green Spaces have an up to date list of contact details for Friends Groups</p> <p>Friends groups have defined points of contact within the Green Spaces team – these being John Ramsey Principal Green Space Officer Strategic, Gary McCarthy Principal Green Space Officer Operational and Sarah Poulton Green Space Development Team Leader.</p> <p>Up to date details were captured at our first FROGS meeting.</p>

Recommendation 2 - That the Friends of Groups information pack is reviewed and updated to provide:

- Guidance on developing a new group or joining an existing group
- Guidance on developing aims, constitutions, management committees and financial arrangements
- Advice and tips for key management committee roles including the chair, secretary and treasurer
- Tips for keeping the members of the friends of group, local community and council updated including social media and links to council publications, social media and websites
- Basic insurance and risk management advice
- Advice on developing an action plan
- Templates and examples of key documents to assist groups
- Where to go for help and support including Chesterfield Borough Council and Links CVS

Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As per recommendation	Assistant Director – Commercial Services / Manager of Environmental Services	Within resources	31/10/18	100% complete – the model documents are complete and have been distributed to Friends groups and can be found on the Council's website.

Recommendation 3 - That an annual survey with Friends Groups be carried out to collect information on their activities and achievements to enable the council to see how their work is contributing to the delivery of the council's objectives, as set out in the Parks and Open Spaces Strategy				
Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As per recommendation	Assistant Director – Commercial Services / Manager of Environmental Services. Green spaces team	Within resources	31/12/18	A survey of Friends groups was undertaken at our initial FROGS meeting. We asked what was working well / not working well and how this could be improved. We also asked what subject matter could be included at subsequent meetings.

Recommendation 4 - That the council encourage and support friends of groups to develop a plan for their park or open space. This plan should be developed in consultation with both the council and the local community and should clearly set out both the group's and council's role in developing the park or open space				
Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As per recommendation	Assistant Director – Commercial Services / Manager of Environmental Services	Within resources	31/12/18	Masterplans are in place for those sites where we have an active Friends Group. Over time they can and do evolve in response to other windfall opportunities that may arise.

Recommendation 5 - That in addition to the support within recommendations 2 and 3, the council's policy and communications service work with the green spaces team and friends of groups to develop case study material for Chesterfield Borough Council led promotional opportunities including Your Chesterfield (the Council's magazine that goes to all homes in Chesterfield borough), the website and social media channels

Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As per recommendation	Assistant Director – Commercial Services / Manager of Environmental Services	Within existing resources	31/12/18	A number of case studies have been developed and distributed to Friends groups. They can also be found on the Council's website.

Recommendation 6 - That a bi-annual friends groups' forum is re-established to share key messages, best practice, increase networking and support and to enable the work of the friends groups to be shared and celebrated with a wider audience.

Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As per recommendation	Assistant Director – Commercial Services / Manager of Environmental Services	Within resources	10/5/19	A relaunch of the FROGS network (Friends of Groups) took place with an inaugural meeting on Tuesday 19 March. A further meeting is planned to take place in the new year.

Recommendation 7 - That a working group be established to assist with the delivery of the recommendations within the report.

Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As per recommendation	Assistant Director – Commercial Services / Manager of Environmental Services	Within resources	10/5/18.	Complete - the working group consists of the Environmental Services Manager (Shirley Hallam), Green Spaces Strategy Officer (John Ramsey), Green Spaces Delivery Officer (Gary McCarthy) and Green Spaces Development Team Leader (Sarah Poulton).

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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 75	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	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.
EW6 Page 76	Skills	EW 05.02.19 (Min. No 48) Cabinet 26.02.19 (Min. No 110)	Skills SPG report approved by Enterprise and Wellbeing 05.02.19 Cabinet Response: 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

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 77			<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>			

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)
OP8	HS2	<p>OPSF 11.09.18</p> <p>Cabinet 23.10.18 (Min. No. 48)</p>	<p>Cabinet Response:</p> <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	<p>Recommendations approved by Cabinet 23.10.18</p> <p>Monitoring update considered by OPSF - 19.03.19</p>	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 19			<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

*Community, Customer and
Organisational Scrutiny Committee*

Scrutiny Project Group

report on

Community Rooms



Date agreed by CC&OSC:

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Project group members:

Councillors:

Lead	Kate Caulfield
Group Members	Peter Innes Suzie Perkins
Project group officer support was provided by Rachel Appleyard, Senior Democratic and Scrutiny Officer	

1.0 Introduction and reasons for the review

1.1 The Council has six community rooms which are part of the Council's housing stock and are available to hire for a variety of uses, with an emphasis on groups that benefit the local community and combat social isolation. Users pay an hourly rate for hire, subject to exceptions, with the remaining running costs met by the Housing Revenue Account. Usage for the rooms is low, largely due to their poor condition and lack of promotion, resulting in reduced income levels which do not cover the costs of maintaining the rooms.



Inside Wimborne Crescent

1.2 Since 2016, the Careline and Support Service has provided the administration and management for the rooms, and an appraisal and refurbishment programme was commenced in July 2017 to improve the standard and attractiveness to potential hirers. The hire charges for the rooms are low, with reduced rates for local users, making them a valuable asset to the community particularly in areas where there is deprivation, vulnerable people and hard to reach groups.

1.3 In 2009/10, the Council decided to close some of the community rooms. This decision was met with concerns from some residents

who were particularly worried about the effect this would have on the community; as a result six of the community rooms were maintained.

- 1.4 An important part of overview and scrutiny's role is to listen to the concerns of residents and hold the executive to account. Scrutiny's involvement will take into consideration the views of the residents when evaluating options for the rooms and will challenge current practices and procedures to suggest new ways to improve the marketing, promotion and accessibility of the rooms.

2.0 **Link to priorities and review aims**

- 2.1 In order to add value, overview and scrutiny aligns its work with the activities and aims of the Council Plan. This scrutiny review contributes towards two of the priorities identified in the plan:

- a) to improve the quality of life for local people;
- b) to provide value for money services.

- 2.2 Within these priorities, the project group focussed on two objectives:

- a) to increase the quality of public space for which the council has responsibility through targeted improvement programmes;
- b) to become financially self-sufficient so we can continue to deliver the services our communities need.

- 2.3 The project group devised a project start report, setting out the review aims and objectives, and expected outcomes. As part of this process, the group produced a list of areas for investigation and possible outcomes which included:

- identifying any changes that are required to enhance the offer and accessibility of the community rooms, improving the quality of the space for users;

- identifying ways to make the rooms financially self-sufficient including better promotion to increase usage and bring in more income;
- providing solutions to improve the booking process by identifying the main contacts, how to access the rooms, application process and facility procedures.

2.4 A number of changes had also occurred which could have a positive impact on the usage of the community rooms. An additional post was created to focus on publicity and marketing within the housing service, together with a post that has focussed on social inclusion. These would form key sources of information for the project and posed questions such as how were the rooms being promoted, who is the target audience and what the booking process is.

2.5 It was also identified during the scoping process that one of the community rooms had a “friends of” group, *Friends of Wimborne Crescent*, which was set up in early 2017. This room was refurbished in 2017 in consultation with the *Friends of* group, and its usage was promoted by the *Friends of* group. The project group felt that it was important to engage with the group to understand if their efforts were having an impact and if this was a model to consider replicating elsewhere.

2.6 The income and expenditure for the rooms underlines all these areas. With the Council’s funding constantly reducing, we need to find new and innovative ways of balancing the books and driving income. Initial information viewed by the project group highlighted a big difference between the income from the room hire and the outgoings, such as utilities and maintenance, which needed addressing.

3.0 **Review approach**

3.1 The following steps were carried out to initiate the review:

- The Careline and Support Service Manager was consulted to provide initial information on the rooms such as the number of rooms in use, progress of the refurbishment programme, charging policy, terms and conditions of hire and responsibilities.
- The project group held their first meeting and, using the information received, produced an initial list of questions to put to the Careline and Support Service Manager. The outcomes were then used to identify areas for further investigation.
- A project start report was produced which set out the aims and objectives of the review; the Careline & Support Service Manager and Cabinet Member for Homes and Customers were consulted on scope of the project and their comments were taken on board.

4.0 **Current situation**

4.1 The six community rooms owned and maintained by the Housing Service are:

- a) Winster Court, Newland Dale
- b) Wimborne Crescent, Newbold
- c) Edensor Court, Middlecroft
- d) Bonsall Court, Newbold
- e) Monkwood Road, Dunston
- f) Burns Close, Grangewood



Edensor Court Community Room

4.2 At the start of 2016/17, all of the rooms were in a poor state of repair and usage was low. Two of the rooms were refurbished during 2017/18: Winster Court and Wimborne Crescent. A further room, Edensor Court, was undergoing refurbishment work at the start of the review; this was completed in January 2019.

4.3 Before continuing with the refurbishment programme on the remaining rooms, an options appraisal would be carried out to determine whether it was the most appropriate course of action.

Currently Bonsall Court and Burns Close are still in use however Monkwood Road has not been available to hire since the start of 2018/19.

4.4 The scrutiny project group identified the following areas to explore during the review, further details will be found throughout the report:

- Usage
- Facilities and access
- Booking process
- Income
- Promotion

5.0 **Review findings**

Usage

5.1 To create a picture of the viability of the community rooms, the project group looked at the usage of each of the six rooms. Two months were taken as a sample, June and July 2018, and a spreadsheet was created which provided details of all the bookings (Appendix A).

5.2 The usage showed that all of the rooms, with the exception of Monkwood Road, had regular usage; however some rooms had a greater variety of users than others. Bonsall Court, Burns Close and Wimborne Crescent had the biggest variety of users, with at least five different groups using the rooms over the two month period. Winster Court and Edensor Court both had just two users hiring the rooms, though they were regular users.

5.3 Whilst this information gives a statistical view of how often the rooms are used, it does not necessarily translate to financial viability or a positive impact on the community who live near the facility.

5.4 Winster Court is one of the rooms that has been refurbished. When it was re-opened, there was a large publicity drive and open day to encourage the community to get involved. A number of activities were started to encourage the local use of the room including:

- a) an event in May 2018 to celebrate the 50th anniversary of the estate being built, there was a poor turn out with only 12-15 people turning up;
- b) a weekly coffee morning and chair based exercise class ran for 10 weeks but with no attendees;
- c) consultations handed out to local residents to see what activities they would like to see at the room, these had an extremely low return rate (4 out of 500).



5.5 The Social Inclusion Officer advised that there is a group for chair based exercises which meets in New Whittington Social Club. The group has a regular attendance of between 15 to 20 participants. This demonstrates that there is an interest and need for these activities and the community rooms need to access this demand whether by promotion of the rooms to make residents aware of the activities taking place locally, or by targeting new groups.

5.6 The events are largely, and historically, geared towards older residents with few activities aimed at younger people or families. Having an emphasis on care and support services for older people could also be having a negative impact on attracting new users.

5.7 The project group investigated whose responsibility it was to arrange activities for the community rooms. The Social Inclusion Officer does arrange activities in the community rooms, however this was just part of their role which also includes organising, facilitating and coordinating activities across the Council's seven

sheltered schemes. The Social Inclusion Officer advised that they can offer help, such as applying for funding, to members within the community to enable them to set up groups and run activities in the community rooms. This would also bring a level of community ownership to the rooms which could help to increase usage and knowledge of the facility.

5.8 To see the value groups set up by members of the public have on the rooms, the group looked into the impact the *Friends of Wimborne Crescent* had on the usage of Wimborne Crescent



community room. The room was one of the better used facilities, with the *Friends of* group holding regular sessions in the room every Tuesday for local tenants and pensioners which have a good attendance. The objectives set out in the terms of reference for the *Friends of* group included:

1. improving the community room in order to ensure it is an attractive facility;
2. advertising and promoting the community room;
3. organising inclusive community events;
4. providing a degree of responsible community oversight of the facility

5.9 The *Friends of* group undertook a vast amount of marketing activity with limited success. They were, however, successful in attracting some new hirers to the room such as the Elm Foundation. Since the project group started their review, the *Friends of Wimborne Crescent* decided it had fulfilled the objectives set out in its terms of reference and disbanded.

5.10 Winster Court community room is used regularly but by few different hirers. When the project group looked further into the types of users they found that the room was hired 4 days a week by Chesterfield Care Group from 8:30 to 15:30. Due to a long

standing agreement with Derbyshire County Council (DCC), the Care Group does not pay for hire of the room.

- 5.11 The project group carried out research to understand what services the Chesterfield Care Group offered and how they benefitted the community. The Care Group aims to reduce the isolation of older people, provide respite for carers and enable older people to stay in their own homes for longer. Referrals are made through DCC Social Care or directly to the Care Group.



Winster Court Community Room

- 5.12 Sessions are currently run at their main centre on Tontine Road and from 5 locations across Chesterfield: Winster Court, Burns Close, Edensor Court, Harehill Court and Brimington Methodist Church. Users pay a daily charge for the day care sessions and



can ask for an assessment to see if they are eligible for funding. The Care Group also receives local authority and business funding, and carry out fundraising events.

- 5.13 The services offered at Burns Close and Winster Court include support for people with dementia and lunch, refreshments and activities are provided during the day.

- 5.14 Historically, there was a contribution from the Council's General Fund to the Housing Revenue Account to allow DCC to use the rooms for statutory or voluntary organisations which provided services linked to the County Council; this contribution ended in March 2016 following a review of the General Fund.

- 5.15 A report approved by Cabinet on 24 January, 2017 agreed a new booking structure which split each day into 4-hour time slots that were available to book at a fixed price. The charge for a time slot

for groups which support vulnerable or disadvantaged people and are non-profit making would be £8 per slot. Based on the group using the room 4 days a week, the community rooms are losing out on an income of £64 per week and the loss is greater when the usage at the other rooms is taken into account.

- 5.16 The Care Group uses Winster Court from 8:30 to 15:30 which overlaps two time slots. This means that, other than in the evenings, the room is not available for other users most days of the week. The group have indicated that they would be open to adjusting times if the rooms were required for other users.
- 5.17 As previously mentioned, Winster Court, Wimborne Crescent and Edensor Court have been refurbished. Bonsall Court has wide range of groups hiring the room for activities such as art and crafts, stamp enthusiasts and senior groups. The decision was taken during the project that Bonsall Court would also be refurbished during the financial year 2019/20, the project group supported this decision. Provision has been made within the 2019/20 capital improvement programme for this work to be carried out.
- 5.18 The two remaining rooms, Burns Close and Monkwood Road, also require refurbishment however different options have been considered for the future use of these two rooms.
- 5.19 Burns Close at Grangewood is the only community room located in the south of Chesterfield Borough and serves an area that is in the top 10% most deprived in England. During 2019, a group called the Umbrellas Cosy Hub registered interest in leasing the room. The Group signed an agreement on 2 September, 2019 to lease the building for a period of five years, taking responsibility for all repairs, maintenance and improvements to the building, and managing future bookings.
- 5.20 Part of the agreement gives provision for the three existing groups using the room to continue to be able to do so.

5.21 Detailed below is a document produced by Umbrellas Cosy Hub outlining the activities they propose to deliver at Burns Close, for the benefit of residents in the Grangewood and surrounding areas:

What is the project? – Umbrellas Cosy Hub

- To set up a hub to serve residents in Grangewood and surrounding areas, a place of building relationships and a place of safety, security and love; where everyone feels welcomed and supported.
- Has a dedicated play area for under 5's.
- It will be the centre for life and wholeness within the Rother area, catering for people of all ages and from all walks of life.



How will it work and who is involved?

- The hub will provide food and drinks – accepting donations to cover the costs.
- A place where people feel comfortable coming in to, a place of familiarity.
- It will be staffed by volunteers from the local area and local churches.

Why is it needed?

Statistics for Rother Ward, Chesterfield:

- 42.21% households don't have a car or van.
- 8.12% households with dependent children have no adults in employment (National Average 4.18%).
- The immediate area is ranked 291 out of 32,844 in the latest Index of Multiple Deprivation figures, based on the 2011 census.
- For income deprivation and education it is in the bottom 1% nationally, and for health and employment it is lower than 1%.¹
- This area is a place rife with drugs, alcohol related problems, people suffering from depression and unemployment.

- The immediate community will benefit from establishing the coffee house as somewhere they can come to for refreshment - body, mind and spirit.

Information from 2011 census – www.chesterfieldcab.co.uk and www.uklocalarea.com/rother (Chesterfield013D)

What will be happening in Umbrellas Cosy Hub?

- Umbrellas Cosy Hub will supply coffee, tea, cakes, light lunches etc – quality food, locally sourced wherever possible.
- There will a dedicated play area for under 5's with a range of resources such as a wooden kitchen area, a reading area, a whiteboard, mark making facilities.
- We will run small sessions for parents, carers and children offering activities like story telling; music and singing times; simple cooking with toddlers; messy play; craft activities etc.
- Umbrellas will also work with the large number of older people who live on the estate, providing activities that are specifically designed to meet the needs of older folk, from 'tea parties' with guest speakers, to memory café sessions, supporting those with dementia.
- The building will be adapted to offer facilities for local organisations to hire rooms to run small groups there.

5.22 The Group will be paying a nominal annual rent to the Council, though the Council will not be responsible for any costs or services relating to the building during the period of the lease.

5.23 Monkwood Road has not been well used by the community and, over the past year, had not been available to hire. This has presented an opportunity to use the room for a different purpose and conversations around the viability of using it as a dementia hub have begun. The room retains some old features which would lend themselves to creating a safe space for people with dementia, however sensitive refurbishment would be required as well as funding to carry out the works.

Recommendations:

- 5.24 **Recommendation 1: That the Cabinet Member for Housing initiates conversations with the Chesterfield Care Group regarding the hiring of community rooms.**
- 5.25 The Care Group is benefitting residents by offering valuable day care services to older, vulnerable people that are accessible in their community. However, the subsidy from the General Fund to support the free hire of the rooms to the care group has ended, meaning that the viability of offering the rooms free of charge needs to be reconsidered.
- 5.26 The Care Group also receive payment from users to access their services which, based on the charges agreed by Cabinet in 2017, places them in a category where the charge for room hire is £8 per 4 hour time slot. Therefore, the conversations between the Borough Council and Chesterfield Care Group need to come to a new agreement for usage of the rooms based on current rates for hire and time slots to ensure fairness and transparency.
- 5.27 **Recommendation 2: The project group recommends the following future plans for the six community rooms:**
- a) **That the refurbishment and retention of Bonsall Court and Monkwood Road as community rooms be supported.**
 - b) **That the arrangements to lease Burns Close to the Umbrellas Cosy Group on a five year lease be noted and endorse.**
 - c) **That alternative uses be explored for Monkwood Road in line with the Council's health and wellbeing priorities.**
- 5.28 As detailed in paragraphs 5.17, Bonsall Court is used by a variety of different groups on a regular basis and, following refurbishment, has the capacity to continue to attract new users.

5.29 Burns Close is in an area of high deprivation where there are limited other facilities available for community use. Ensuring the continuation of a room for community use by agreeing a lease with Umbrellas Cosy Hub will guarantee the continuation of resources that will benefit the local community.

5.30 Monkwood Road was an under used facility that, without funding to bring it up to hiring standard, would continue to be a financial burden for the Council. Exploring the potential for using the room to support the Council's health and wellbeing priorities, such as hosting a dementia hub, would bring the room back into regular use, support the need for refurbishment of the room and introduce a new resource not just to the immediate community but also to residents across the borough who are living with dementia.

Booking process

CHESTERFIELD BOROUGH COUNCIL

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Housing > Council tenants > Properties > Room hire

Room hire

This section: Properties

- Bungalows
- Houses
- Flats
- Maisonettes
- Sheltered schemes
- Garages and garage sites
- Room hire**

Chesterfield Borough Council's Housing Service has a number of community rooms that are available for hire. Maps to each room can be downloaded below.

- Bonsall Court, Newbold, Chesterfield, S41 8AW
- Burns Close, Grangewood, Chesterfield, S40 2SW
- Edensor Court, Middlecroft, Chesterfield, S43 3NW
- Monkwood Road, Dunston, Chesterfield, S41 8DG
- Wimborne Crescent, Pevensey, Chesterfield, S41 8PT
- Winster Court, Newland Dale, Stonegravels, Chesterfield, S41 7QJ

Each room has its own kitchen facilities, tables and chairs, can be rearranged to suit your needs.

The rooms are ideal for meetings but may also be suitable for other types of events. Please contact us to discuss your requirements.

The rooms are available at an hourly rate of £5.50 plus VAT.

Contact Liz Meakin 01246 345604 or email liz.meakin@chesterfield.gov.uk

Bonsall Court Community Room Map	(pdf 83 KB)
Burns Close Community Room Map	(pdf 74 KB)
Edensor Court Community Room Map	(pdf 61 KB)
Monkwood Road Community Room Map	(pdf 72 KB)
Wimborne Crescent Community Room Map	(pdf 84 KB)
Winster Court Community Room Map	(pdf 84 KB)

CONTACT

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Email enquiries@chesterfield.gov.uk

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Text: 07960 910 264

In person
Customer Service Centre
85 New Square
Chesterfield
S40 1AH

Mon - 8.30am to 5pm
Tue - 8.30am to 5pm
Wed - 10am to 5pm
Thu - 8.30am to 5pm
Fri - 8.30am to 4.30pm
Sat for payments - 9am to midday

By post
Chesterfield Borough Council

Community Room information on Council website

5.31 The scrutiny project group investigated how accessible information on booking the community rooms, including the facilities that are on offer, was to potential hirers and discovered

difficulties in finding information. The rooms are listed on the Council's website under the Housing section whereas the rest of the rooms for hire owned by the Council are listed under separate parts of the website and do not provide links or details of the other rooms. If a member of the public searched "room hire" on the Council website, the top 7 results direct you to 7 different webpages with information about hiring different rooms.

- 5.32 The Council could be losing out on bookings for the community rooms because potential hirers cannot find the information they need and customers looking for smaller, less formal rooms may not be aware of the breadth of venues available to hire.
- 5.33 Currently all bookings go through the Administration Officer for the Careline and Support Service and the contact number listed on the terms and conditions for hiring the rooms is the main Careline office number. The scrutiny project group acknowledged the high volume of calls that the Careline service deals with, and that the service needs to prioritise potentially emergency response calls, which could have an impact on the ability to take calls relating to community rooms. The scrutiny project group would therefore recommend setting up an alternative phone number based in the Careline office, where potential users could leave a message if the phone lines are busy.

Recommendations:

- 5.34 **Recommendation 3: That the website be updated and amended to include a central location for finding room hire information for all venues across the Council including the Community Rooms.**
- 5.35 Establishing a new section on the website that incorporates all the rooms available to hire will improve customer satisfaction by bringing all the information together in a central location that is easy to find.

- 5.36 **Recommendation 4: That a dedicated phone line for community room enquiries be established within the Careline and Support Service with a voicemail facility.**
- 5.37 Creating a dedicated phone line specifically for community room enquiries will enable the Careline and Response Service staff to prioritise calls for assistance as the calls for community room enquiries will come through to a separate number. The dedicated phone line will also introduce a voicemail facility so that the enquirer is not waiting a long time for an answer, but can leave a message which the Careline staff can respond to as soon as they are able which will increase customer satisfaction.
- 5.38 **Recommendation 5: That the call centre staff at the Council's contact centre be provided with up to date information on the hire of community rooms.**
- 5.39 Establishing a new contact number and webpage for community room bookings can be used as a good opportunity to remind staff in front line services of these facilities so that they can direct enquiries to the appropriate service and provide information on the rooms. This will also help to increase customer satisfaction and support the "One Council, One Team" value.

Income

- 5.40 Currently, the community rooms receive a budget from the Housing Revenue Account of £40,320 per year and the hire charges are the only income offsetting the costs associated with maintaining the budget.
- 5.41 The current pricing structure for room hire was approved by Cabinet in 2017 and is detailed below:

Type of Group	Comments	Proposed Charge
---------------	----------	-----------------

		per Slot
Tenant and Resident Group (including Neighbourhood Watch) Meetings	Groups which work on behalf of members of the community	0.00
Councillor Surgeries	Surgeries run by Chesterfield Borough Council or Derbyshire County Council Members	0.00
Activities which are for the benefit of vulnerable people, and for which funding is not available	For example, preparation for distribution of food hampers to vulnerable people	0.00
Activities for the benefit of local people	Activities where a charge can be made for the activity	8.00
Charitable Organisations	Organisations which have a Charitable Status and registration number	8.00
Support Groups	Groups which support vulnerable or disadvantaged people, and which are non-profit making	8.00
Other, non-commercial groups/organisations		12.00
Commercial organisations	Other organisations including statutory organisations who use the premises e.g. use of polling stations	20.00

5.42 The project group agreed that the current hire charges were appropriate provided they are properly applied as they ensure the community rooms are still affordable for their intended use by the community but also secure usage for longer periods of time by having a minimum 4 hour booking slot.

Promotion

5.43 The Council has spent significant funds on refurbishing the community rooms and now has venues of a high standard which are available for hire at small costs. They provide a positive image for the Council, showing a commitment to improving the quality of life for people across Chesterfield Borough, particularly those

in some of the most deprived areas. The rooms need to be promoted and marketed so that they can be used regularly, benefitting the community by having an increased range of activities on offer and driving income to cover the costs of maintaining the rooms.

- 5.44 The project groups' recommendation to improve the website to make the booking process clearer will also have an impact on improving the promotion of the community rooms. Additionally, better use needs to be made of other publicity channels such as the noticeboards outside the rooms and local newsletters.
- 5.45 From looking at activities that take place at other non-council venues, there are numerous different types of organisations holding activities across the Borough that could make use of the rooms. Researching new customers and targeting groups and organisations, such as slimming groups, local charities and toddler groups, to market the rooms will attract different types of activities to those that are already on offer, increasing the variety of community events in the neighbourhoods and bringing in new income.
- 5.46 The Careline and Support Service had a Publicity and Marketing Officer whose responsibilities included producing publicity and marketing material for the community rooms. Since the project group began their review, the Publicity and Marketing Officer has left the authority. The new post holder will be integrated within the corporate communications team however will still provide PR support for the Housing service. This is a valuable resource and could be used to prepare targeted campaigns to new user groups and work together with the Council's Communications and Marketing team on designing new promotional activities using the Council's website and social media channels.

Recommendations:

5.47 **Recommendation 6: That the promotion of community rooms on the Council's website be improved, making the rooms more obvious to potential hirers.**

5.48 As explained in paragraph 5.31 and 5.32, the webpages for the community rooms not only need to be improved to include the up to date information on booking the rooms, but also to promote the venues on offer, particularly the rooms that have been refurbished. Examples of the types of activities that could be held in the rooms and details of the facilities need to be included to showcase the versatility of the spaces.

5.49 **Recommendation 7: That a new leaflet be produced that includes details on all the community rooms.**

5.50 Currently, there have been leaflets produced for the two refurbished rooms which focussed on the transformation that had taken place. As these will soon become outdated, the project group proposes creating a new leaflet which provides details of all the community rooms and contact details for hiring the rooms. These can then be placed in venues around the Borough such as the community rooms themselves, visitor information centre, housing reception and customer service centre. This will make Council officers more aware of the rooms and therefore able to promote them, and reach a new and wider audience.



5.51 **Recommendation 8: That a promotional drive take place to coincide with the completion of the work to the sheltered schemes.**

5.52 Currently, work is being undertaken at the sheltered schemes to bring them up to a modern standard of living. The Careline and Support Service Manager proposed that a promotional drive should coincide with the completion of work at the sheltered schemes. The project group felt that this would be a valuable opportunity as it would reduce officer time by working on joint promotional material and press releases, and increase the media coverage by linking the two announcements together.

Facilities and access

5.53 As part of the project, the group reviewed the terms and conditions for hiring a community room and the information that hirers receive about the facilities. As part of the refurbishment, access to Wimborne Crescent and Winster Court is now via a buzzer which was monitored and activated by Careline. This had alleviated issues with people accessing the rooms without a booking, a problem that was happening at Bonsall Court which had door code entry system. However, the project group had concerns that it placed extra pressure on Careline staff to respond to the buzzers, though noted that staffing changes currently being implemented within the Careline service should reduce any such impact. In addition, access through the newly installed systems had occasionally resulted in access not being gained. The project group also noted that there had been a number of initial problems with access to the rooms following the installation of the two door entry mechanisms, and though there had not been any issues over the past twelve months, was keen to ensure that systems were regularly reviewed to eliminate any further problems.

5.54 The project group had concerns about the qualifications of people running support or care services out of the community rooms and, in particular, the repercussions on the Council if accidents were to happen. The terms and conditions clearly state that the hirer should take out adequate insurance to cover their

activities and carry out risk assessments if necessary, however there needs to be a system in place to record these documents.

- 5.55 In addition, there had been issues with regular users of the rooms storing equipment in them between sessions which raises concerns with liability and makes the rooms less usable to other groups. The terms for storage of equipment is set out in the terms of conditions for hire and therefore needs to be properly enforced.

Recommendations:

- 5.56 **Recommendation 9: That a booklet be produced that incorporates terms and conditions for the community rooms along with how to use the facilities in the rooms.**
- 5.57 To improve the user experience and reduce the reliance on calls to Careline for assistance, the project group felt that up to date information on how to use the different facilities should be included in a booklet along with the terms and conditions for hire. The booklet should cover instructions for using equipment such as how to turn on the heating, using the kitchen facilities and operating the AV equipment.
- 5.58 Once a revised document has been produced, this could be distributed to all current users as a reminder of the terms and conditions of their hire of the rooms. This will help to alleviate problems such as the storage of equipment.
- 5.59 **Recommendation 10: That the door entry system that has been installed to Wimborne Crescent and Winstler Court be kept under review to understand if this is the most effective way for hirers to gain access.**
- 5.60 As detailed in paragraph 5.53, the project group discovered that there had been initial issues with hirers unable to gain access to the rooms which have a buzzer entry system. The project group

was keen to ensure that systems were regularly reviewed to eliminate any further problems, and if there were persistent issues, alternative entry systems could be considered and provided, such as a system using a code that was changed regularly.

6.0 **Summary of Recommendations**

Details of the recommendations and reasoning behind them can be found throughout the report. The recommendations of the scrutiny project group are:

- 6.1 Recommendation 1: That the Cabinet Member for Housing initiates conversations with the Chesterfield Care Group regarding the hiring of community rooms.
- 6.2 Recommendation 2: The project group recommends the following future plans for the six community rooms:
 - a) That the refurbishment and retention of Bonsall Court and Monkwood Road as community rooms be supported.
 - b) That the arrangements to lease Burns Close to the Umbrellas Cosy Group on a five year lease be noted and endorse.
 - c) That alternative uses be explored for Monkwood Road in line with the Council's health and wellbeing priorities.
- 6.3 Recommendation 3: That the website be updated and amended to include a central location for finding room hire information for all venues across the Council including the Community Rooms.
- 6.4 Recommendation 4: That a dedicated phone line for community room enquiries be established within the Careline and Support Service with a voicemail facility.
- 6.5 Recommendation 5: That the call centre staff be provided with up to date information on the hire of community rooms.

- 6.6 Recommendation 6: That the promotion of community rooms on the Council's website be improved, making the rooms more obvious to potential hirers.
- 6.7 Recommendation 7: That a new leaflet be produced that includes details on all the community rooms.
- 6.8 Recommendation 8: That a promotional drive take place to coincide with the completion of the work to the sheltered schemes.
- 6.9 Recommendation 9: That a booklet be produced that incorporates terms and conditions for the community rooms along with how to use the facilities in the rooms.
- 6.10 Recommendation 10: That the door entry system that has been installed to Wimborne Crescent and Winster Court be kept under review to understand if this is the most effective way for hirers to gain access.

7.0 **Review conclusions**

- 7.1 The Council has demonstrated its commitment to supporting communities within the Borough by continuing to fund the community rooms and commence a refurbishment programme to ensure they will be fit for purpose for future generations. The scrutiny project has identified that there are regular users and members of the community that benefit from the rooms however they are still very underused despite the work that has taken place to promote usage.
- 7.2 Whilst the officers in the Careline and Support Service have run promotional drives, talked to residents about what they would like to see at the rooms and arranged activities, a cross-Council approach is now needed to improve awareness of the rooms, reach new potential hirers and consolidate information on all the Council's venues for hire into a central place.

7.3 The processes for managing the rooms need tightening up to ensure fairness and transparency, making sure that all users are using the rooms under the same terms and conditions and that the accounts show a true reflection of the income and expenditure costs.

8.0 **Considerations**

8.1 A preliminary equality impact assessment (EIA) has been carried out to understand any positive or negative impacts of implementing the recommendations. No negative impacts were identified and it is expected that the review will have a positive impact on vulnerable groups such as the elderly or disabled due to the continued offer of care and support services at the rooms. More details can be found in the EIA attached at Appendix B.

8.2 Officers have been consulted on the proposals and the project group have been mindful to develop recommendations that support the Council Plan's priorities and can be delivered within existing resources across the Council.

Appendices

Appendix A – Bookings from June and July 2018

Appendix B – Preliminary Equalities Impact Assessment

Contacts:

Project Group Lead – Councillor Kate Caulfield

Senior Democratic and Scrutiny Officer – Rachel Appleyard

Date	Bonsall Court, Newbold	Burns Close, Grangewood	Edensor Court, Middlecroft	Monkwood Road, Dunston	Wimborne Crescent, Newbold	Winster Court, Newland Dale
01/06/18	Art Group 11:00 to 14:00		Chesterfield Care Group 8:30 to 15:30			Chesterfield Care Group 8:30 to 15:30
02/06/18						
03/06/18		Grangewood Pentecostal Church 16:00 to 18:00				
04/06/18						Chesterfield Care Group 8:30 to 15:30
05/06/18	Chesterfield Philatelic Society 19:00 to 21:00				Wimborne Tenant and Pensioner Group 11:30 to 14:00	Chesterfield Care Group 8:30 to 15:30
06/06/18		Chesterfield Care Group 8:30 to 15:30 / Grangewood Life Group Grace Chapel 19:00 to 20:30	Chesterfield Care Group 8:30 to 15:30		Team meetings & clinical/practice supervision 9:30 to 15:00	
07/06/18	Bonsall Senior Group 12:30 to 14:30		United Response 10:00 to 16:00			Chesterfield Care Group 8:30 to 15:30
08/06/18	Art Group 11:00 to 14:00		Chesterfield Care Group 8:30 to 15:30			Chesterfield Care Group 8:30 to 15:30
09/06/18						
10/06/18		Grangewood Pentecostal Church 16:00 to 18:00				
11/06/18						Chesterfield Care Group 8:30 to 15:30
12/06/18	Chesterfield Philatelic Society 19:00 to 21:00				Wimborne Tenant and Pensioner Group 11:30 to 14:00 / The Elm Foundation 18:00 to 20:00	Chesterfield Care Group 8:30 to 15:30

13/06/18	Craft Group 12:30 to 16:30 / Dunston and Moor Labour Party 19:00 to 20:30	Chesterfield Care Group 8:30 to 15:30 / Grangewood Life Group Grace Chapel 19:00 to 20:30	Chesterfield Care Group 8:30 to 15:30		Team meetings & clinical/practice supervision 9:30 to 15:00	
14/06/18	Bonsall Senior Group 12:30 to 14:30		United Response 10:00 to 16:00			Chesterfield Care Group 8:30 to 15:30
15/06/18	Art Group 11:00 to 14:00		Chesterfield Care Group 8:30 to 15:30			Chesterfield Care Group 8:30 to 15:30
16/06/18						
17/06/18		Grangewood Pentecostal Church 16:00 to 18:00				
18/06/18						Chesterfield Care Group 8:30 to 15:30
19/06/18	Chesterfield Philatelic Society 19:00 to 21:00		United Response 10:00 to 13:00		Wimborne Tenant and Pensioner Group 11:30 to 14:00	Chesterfield Care Group 8:30 to 15:30
20/06/18		Chesterfield Care Group 8:30 to 15:30 / Grangewood Life Group Grace Chapel 19:00 to 20:30	Chesterfield Care Group 8:30 to 15:30			
21/06/18	Bonsall Senior Group 12:30 to 14:30		United Response 10:00 to 13:00			Chesterfield Care Group 8:30 to 15:30
22/06/18	Art Group 11:00 to 14:00		Chesterfield Care Group 8:30 to 15:30			Chesterfield Care Group 8:30 to 15:30
23/06/18						
24/06/18		Grangewood Pentecostal Church 16:00 to 18:00				
25/06/18			United Response 15:00 to 17:00			Chesterfield Care Group 8:30 to 15:30

26/06/18	Chesterfield Philatelic Society 19:00 to 21:00		United Response 9:00 to 15:00		Wimborne Tenant and Pensioner Group 11:30 to 14:00 / Friends of Pevensey Green 19:00 to 20:30	Chesterfield Care Group 8:30 to 15:30
27/06/18	Craft Group 12:30 to 16:30	Chesterfield Care Group 8:30 to 15:30 / Grangewood Life Group Grace Chapel 19:00 to 20:30	Chesterfield Care Group 8:30 to 15:30			
28/06/18	Bonsall Senior Group 12:30 to 14:30		United Response 10:00 to 14:00			Chesterfield Care Group 8:30 to 15:30
29/06/18	Art Group 11:00 to 14:00	Gussies Kitchen Constituents Meeting 13:30 to 17:00	Chesterfield Care Group 8:30 to 15:30			Chesterfield Care Group 8:30 to 15:30
30/06/18						
01/07/18		Grangewood Pentecostal Church 16:00 to 18:00				
02/07/18			United Response 9:00 to 15:00		Dunston and Moor Labour Party 19:00 to 20:30	Chesterfield Care Group 8:30 to 15:30
03/07/18					Wimborne Tenant and Pensioner Group 11:30 to 14:00	Chesterfield Care Group 8:30 to 15:30
04/07/18		Chesterfield Care Group 8:30 to 15:30 / Grangewood Life Group Grace Chapel 19:00 to 20:30	Chesterfield Care Group 8:30 to 15:30		Team Meetings and Clinical/practice Supervision 12:30 to 14:00	
05/07/18	Bonsall Senior Group 12:30 to 14:30		United Response 10:00 to 14:00			Chesterfield Care Group 8:30 to 15:30
06/07/18	Art Group 11:00 to 14:00		Chesterfield Care Group 8:30 to 15:30			Chesterfield Care Group 8:30 to 15:30
07/07/18						
08/07/18		Grangewood Pentecostal Church 16:00 to 18:00				

09/07/18						Chesterfield Care Group 8:30 to 15:30
10/07/18					Wimborne Tenant and Pensioner Group 11:30 to 14:00 / The Elm Foundation 18:00 to 20:00	Chesterfield Care Group 8:30 to 15:30
11/07/18	Craft Group 12:30 to 16:30	Chesterfield Care Group 8:30 to 15:30 / Grangewood Life Group Grace Chapel 19:00 to 20:30	Chesterfield Care Group 8:30 to 15:30		Team Meeting and Clinical Supervision 10:00 to 16:00	Service of Dedication WW1
12/07/18	Bonsall Senior Group 12:30 to 14:30		United Response 10:00 to 14:00			Chesterfield Care Group 8:30 to 15:30
13/07/18	Art Group 11:00 to 14:00		Chesterfield Care Group 8:30 to 15:30			Chesterfield Care Group 8:30 to 15:30
14/07/18						
15/07/18		Grangewood Pentecostal Church 16:00 to 18:00				
16/07/18						Chesterfield Care Group 8:30 to 15:30
17/07/18	Dunston and Moor Labour Party 19:00 to 21:00		United Response 9:30 to 16:30		Wimborne Tenant and Pensioner Group 11:30 to 14:00	Chesterfield Care Group 8:30 to 15:30
18/07/18		Chesterfield Care Group 8:30 to 15:30 / Grangewood Life Group Grace Chapel 19:00 to 20:30	Chesterfield Care Group 8:30 to 15:30			
19/07/18	Bonsall Senior Group 12:30 to 14:30		United Response 10:00 to 14:30			Chesterfield Care Group 8:30 to 15:30
20/07/18	Art Group 11:00 to 14:00		Chesterfield Care Group 8:30 to 15:30			Chesterfield Care Group 8:30 to 15:30
21/07/18						

22/07/18		Grangewood Pentecostal Church 16:00 to 18:00				
23/07/18						Chesterfield Care Group 8:30 to 15:30
24/07/18					Wimborne Tenant and Pensioner Group 11:30 to 14:00	Chesterfield Care Group 8:30 to 15:30
25/07/18	Craft Group 12:30 to 16:30	Chesterfield Care Group 8:30 to 15:30 / Grangewood Life Group Grace Chapel 19:00 to 20:30	Chesterfield Care Group 8:30 to 15:30			
26/07/18	Bonsall Senior Group 12:30 to 14:30	Langer Field Park Community Group Meeting 19:00 to 20:30	United Response 10:00 to 14:00			Chesterfield Care Group 8:30 to 15:30
27/07/18	Art Group 11:00 to 14:00		Chesterfield Care Group 8:30 to 15:30			Chesterfield Care Group 8:30 to 15:30
28/07/18						
29/07/18		Grangewood Pentecostal Church 16:00 to 18:00				
30/07/18						Chesterfield Care Group 8:30 to 15:30
31/07/18			United Response 10:00 to 16:00		Wimborne Tenant and Pensioner Group 11:30 to 14:00	Chesterfield Care Group 8:30 to 15:30

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Chesterfield Borough Council Equality Impact Assessment - Full Assessment Form

<i>Title of the policy, project, service, function or strategy:</i>	Scrutiny Project Review of Community Rooms	
<i>Service Area:</i>	Policy and Communications	
<i>Section:</i>	Democratic and Scrutiny	
<i>Lead Officer:</i>	Rachel Appleyard	
<i>Date of assessment:</i>	04/01/19	
<i>Is the policy, project, service, function or strategy:</i>		
<i>Existing</i>	<input type="checkbox"/>	
<i>Changed</i>	<input checked="" type="checkbox"/>	
<i>New / Proposed</i>	<input type="checkbox"/>	

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Section 1 – Clear aims and objectives

1. What is the aim of the policy, project, service, function or strategy?

A Scrutiny Project Group was established to review the community rooms owned by the Council under the Housing Revenue Account for the following reasons:

- To understand if they were being well used.
- To consider the refurbishment programme and ensure this was appropriate.
- To find new ways of promoting the rooms to provide more value to the community and bring in income.
- To improve the booking process and accessibility of information on the rooms.

As a result of the review, the following recommendations are being made by the Project Group for Cabinet approval:

- To support the retention and refurbishment of the community rooms on Burns Close and Bonsall Court, and to consider other options for the community room on Monkwood Road as it is rarely used and is in close proximity to two other community rooms.
- To improve the accessibility of information about room hire and improve booking services.
- To implement a booking process and charging structure for room hire which is consistently applied, with lower rates for community groups.

2. Who is intended to benefit from the policy and how?

The communities that live in the vicinity of the community rooms will benefit from the ongoing use and range of activities on offer. Potential new users, including charitable and community groups needing small, low cost rooms for their activities, will benefit from a clearer and easier booking process. The rooms are particularly attractive to charities, support groups and community groups due to the low rates of hire and community-based location.

3. What outcomes do you want to achieve?

- The continuation of the community rooms as a facility for hire that is affordable.
- The creation of a central location for all venues for hire on the Council website that is easy to find with up to date information on the booking process and facilities.
- That the terms and conditions of hire, including time slots for bookings, are applied fairly.
- Increases in usage of the rooms that will bring in income, ensuring the rooms continue to be viable.
- That the rooms become visible, attractive facilities to hire and support the local communities.

Section 2 – What is the impact?

4. Summary of anticipated impacts			
	Potentially positive impact	Potentially negative impact	No disproportionate impact
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability and long term conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender and gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnant women and people on parental leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethnicity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion and belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3 – Recommendations and monitoring

If you have answered that the policy, project, service, function or strategy could potentially have a negative impact on any of the above characteristics then a full EIA will be required.

5. Should a full EIA be completed for this policy, project, service, function or strategy?

Yes

No

Please explain the reasons for this decision:

If the project group's recommendations are accepted, it is anticipated that the community rooms on Burns Close and Bonsall Court will continue to provide sustainable room hire at an affordable rate. The Council is liaising with current users which may be affected by the changes to ensure that the activities taking place for the community are sustainable, whilst ensuring that charging is applied fairly to groups.

At the moment, the rooms are largely used by support groups, which provide day care sessions to older people or people with disabilities, and other community groups. By continuing to maintain the community rooms and potentially refurbish them, these groups will benefit from the higher standard of facilities and be able to continue to offer services in these areas.

It is recommended that other options are to be considered for the community room on Monkwood Road. The review found that this room is very rarely used, and is also in close proximity to other community rooms, so no negative impacts are anticipated by considering other options.

Section 6 – Knowledge management and publication

Please note the draft EIA should be reviewed by the appropriate Service Manager and the Policy Service **before** WBR, Lead Member, Cabinet, Council reports are produced.

Reviewed by Head of Service/Service Manager	Name:	
	Date:	DD/MM/YY
Reviewed by Policy Service	Name:	Katy Marshall

	Date:	01/2019
Final version of the EIA sent to Policy Service	<input type="checkbox"/>	
Decision information sent to Policy Service	<input type="checkbox"/>	

CHESTERFIELD BOROUGH COUNCIL

WORK PROGRAMME :

COMMUNITY, CUSTOMERS AND ORGANISATIONAL SCRUTINY COMMITTEE for 26 SEPTEMBER, 2019

Scrutiny Meeting Date :	Business Item :	Status :	Raised by :	Cabinet Responsibility:
26.09.19	Crime and Disorder Scrutiny (with Police & Crime Panel Update and Monitoring Reports)	Reports considered by CCO on 26.03.19. Progress reports requested for 26.09.19.	<i>Statutory requirement at least once per year</i>	<i>Health & Wellbeing</i>
28.11.19	Health & Wellbeing – Falls Prevention	Report considered by CCO on 11.07.19. Progress report requested for 28.11.19.	<i>Annual Scrutiny Work Programme 2019</i>	<i>Health & Wellbeing</i>
28.11.19	Shaping Healthy Places – Staveley Area		<i>Annual Scrutiny Work Programme 2019</i>	<i>Health & Wellbeing</i>
28.11.19	Implementation of Universal Credit	Report considered by CCO on 26.03.19.	<i>Annual Scrutiny Work Programme 2016, 2017, 2018 & 2019</i>	<i>Business Transformation & Customers, Health & Wellbeing</i>

CHESTERFIELD BOROUGH COUNCIL

Scrutiny Meeting Date :	Business Item :	Status :	Raised by :	Cabinet Responsibility:
28.11.19	Theatres Pricing Structures		<i>Annual Scrutiny Work Programme 2019</i>	<i>Town Centres & Visitor Economy</i>
30.01.20	Communications & Engagement Strategy	Report considered by CCO on 22.01.19.	<i>Annual Scrutiny Work Programme 2017, 2018 & 2019</i>	<i>Deputy Leader, Governance</i>
Scrutiny Project Groups:				
26.09.19	Community Safety – Providing for Young People	To consider SPG Project Start Report.	<i>Annual Scrutiny Work Programme 2019</i>	<i>Health & Wellbeing</i>
26.09.19	Council Owned Community Rooms	Approved by OP – 8.05.18. Lead Member – Cllr Caulfield. Membership approved by CCO – 17.07.18. Project Start Report approved by CCO – 2.10.18. SPG report considered by CCO – 22.01.19 – to consider final version of report later in 2019.	<i>Annual Scrutiny Work Programme 2018</i>	<i>Housing</i>

CHESTERFIELD BOROUGH COUNCIL

Scrutiny Meeting Date :	Business Item :	Status :	Raised by :	Cabinet Responsibility:
Scrutiny Project Groups (cont.):				
26.09.19	Monitoring: Friends Groups	SPG report considered by Cabinet on 14.11.17. – corporate officer working group to consider resource implications. Monitoring reports considered by CCO on 22.05.18 and 22.01.19.	<i>Friends Groups SPG, CCO 19.09.17</i>	<i>Health & Wellbeing</i>

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[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].

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