

BOROUGH OF CHESTERFIELD

You are summoned to attend a Meeting of the **Council** of the **Borough of Chesterfield** to be held in the **Council Chamber, Town Hall, Rose Hill, Chesterfield S40 1LP** on **Wednesday, 18 December 2019** at **5.00 pm** for the purpose of transacting the following business:-

1. To approve as a correct record the Minutes of the meetings of the Council held on 9 October and 18 November, 2019. (Pages 5 - 16)
2. Mayor's Communications
3. Apologies for Absence
4. Declarations of Members' and Officers' Interests relating to items on the Agenda.
5. Public Questions to the Council

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

Question submitted by Max Kerley:

"In April 2019 four new council houses in Rufford Close, Chesterfield had to be demolished as a result of a suspected fire under the houses. The fire took place in a coal seam under the houses. The presence of the coal seam was known to the council during the planning process for these houses and a consultant's report (idiom merebrook ref L-20129-2.4.2-16-S349-KRP dated 15 July 2016) recommended that "coal be removed in its entirety from beneath proposed building footprints, from service trenches and gardens".

This recommendation was, however, not carried out in full and the coal seam was left in place under two of the houses. The reason given is that "the reinforced concrete raft foundation design would overcome any issues". This decision has now cost Chesterfield tax payers almost £1 million.

Does Chesterfield Borough Council accept that the decision to ignore the consultant's recommendation and not to remove all the coal from under these houses was seriously flawed?"

6. Petitions to Council

To receive petitions submitted under Standing Order No. 13

7. Questions to the Leader

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

8. Annual Audit Letter 2018/19 (Pages 17 - 30)

9. Independent Remuneration Panel on Members' Allowances (Pages 31 - 76)

10. Quarter 2 Budget Monitoring 2019/20 & Updated Medium Term Financial Plan (Pages 77 - 94)

11. Markham Vale Enterprise Zone - Business Rates (Pages 95 - 110)

12. Local Council Tax Support Scheme 2020/21 (Pages 111 - 122)

13. Housing Strategy 2019-2023 (Pages 123 - 170)

14. Derbyshire Care Leaver Offer (Pages 171 - 194)

15. People Plan 2019 - 23 (Pages 195 - 228)

16. Local Government Act 1972 - Exclusion of the 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 3 of Part 1 of Schedule 12A of the Act".

17. Award of contract to collect and dispose of domestic waste from May 2020 (Pages 229 - 242)

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

To move "That after the consideration of an item containing exempt information the public be re-admitted to the meeting".

19. Minutes of Committee Meetings (Pages 243 - 244)

To receive for information the Minutes of the following meetings:

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

20. To receive the Minutes of the meetings of Cabinet of 1 and 22 October, 12 November and 3 December, 2019 (Pages 245 - 274)
21. To receive the Minutes of the meetings of the Joint Cabinet and Employment and General Committee of 1 October and 3 December, 2019 (Pages 275 - 282)
22. To receive and adopt the Minutes of the meeting of the Overview and Performance Scrutiny Forum of 19 September, 2019 (Pages 283 - 288)
23. To receive and adopt the Minutes of the meeting of the Community, Customer and Organisational Scrutiny Committee of 26 September, 2019 (Pages 289 - 296)
24. To receive and adopt the Minutes of the meeting of the Enterprise and Wellbeing Scrutiny Committee of 3 October, 2019 (Pages 297 - 302)
25. Questions under Standing Order No. 19

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

26. Notice of Motion under Standing Order No. 21

To consider the motion submitted by Councillor Fordham in accordance with Standing Order No. 21:

“This Council notes the recent success of events within the Borough such as the Annual Canal Festival, the Motor Fest and Chesterfield Pride. The Council believes that the economic benefit of tourism and the visitor economy is critical to the sustainability of the Town. The Council resolves to identify further events, festivals and opportunities and to build working relationships with residents, outside organisations and bodies to create a working programme that draws on our history, heritage, market tradition and use of public spaces.”

By order of the Council,



Chief Executive

Chief Executive's Unit,
Town Hall,
Chesterfield

10 December 2019

COUNCIL

Wednesday, 9th October, 2019

Present:-

Councillor Simmons (The Mayor)

Councillors	Bagshaw	Councillors	Holmes
	Barr		Kellman
	Bingham		Kelly
	Blakemore		Ludlow
	Blank		Mannion-Brunt
	Borrell		Mann
	Brady		Marriott
	Brittain		Miles
	Callan		A Murphy
	Catt		T Murphy
	D Collins		P Niblock
	L Collins		S Niblock
	Davenport		Perkins
	Dyke		Rayner
	G Falconer		Redihough
	K Falconer		Rogers
	Flood		Sarvent
	Fordham		Serjeant
	P Gilby		Snowdon
	T Gilby		Thornton

25 MINUTES OF COUNCIL

RESOLVED –

That the Minutes of the meeting of the Council held on 17 July, 2019 be approved as a correct record and be signed by the Chair.

26 MAYOR'S COMMUNICATIONS

The Mayor referred with sadness to the recent deaths of Alderman Arthur Wain MBE and of former Mayoress, Mrs Pat Bannister. Members stood for a minute's silence in their honour.

The Mayor referred to the following Mayoral engagements:

- The Brampton Potteries Festival in July, celebrating the history of pottery making in this area of the town;
- The Motorfest in August, which attracted thousands of people in to the town centre, and during which he presented a chair to Lance Bombardier Ben Parkinson MBE to raise money for the armed forces charity, the Pilgrim Bandits;
- A concert by the Choir at the Royal, formed of current and former staff at Chesterfield Royal Hospital, and visiting guests, the Swansea Bay Singleton Singers.

The Mayor thanked Members for their support at recent fundraising events for the Mayor's Appeal.

He reminded Members of the Extraordinary Council meeting to be held on 18 November, 2019 to confer the honour of Alderman on three former councillors.

27 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bellamy, Caulfield, Coy, Hollingworth, J Innes, P Innes and Perry.

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

No declarations of interest were received.

29 PUBLIC QUESTIONS TO THE COUNCIL

Under Standing Order No. 12, the following question had been submitted by Plastic Free Chesterfield:

“The newly formed group, ‘Plastic Free Chesterfield’, which is part of the larger group ‘Surfers Against Sewage’, is aiming to reduce the avoidable use of single use plastic. We feel that as Chesterfield Borough Council has declared a Climate Emergency it is vitally important that the Council

addresses the issue of avoidable single use plastic. At a recent event we found the public overwhelmingly in support of our aims.

We therefore ask what action the Council is taking or proposing to take in respect of the following aspects:

- What actions has the Council taken to date to reduce its own use of single use plastic and what plans are in place to change to more sustainable solutions;
- Acting as an exemplar; encouraging all local businesses to avoid the use of single use plastic where possible;
- Providing better information for residents as to how they can consider 'Refuse Reduce Re-use Recycle' in relation to their plastic use, e.g. clearer promotion of alternatives to single use plastic or recycling facilities."

Councillor A Serjeant, Deputy Leader, provided a verbal response, referring to:

- the Council having switched from single use plastic items to sustainable alternatives where these were available in its own premises;
- the Chesterfield Climate Emergency Working Group, which would be reviewing the approach to single use plastic taken by the Council and more broadly within the town;
- the Council acting as an advocate with its partners and stakeholders to encourage businesses, retailers and residents to reduce the use of single use plastic.

Under Standing Order No. 12, the following question was asked by Daniel Botham:

"Climate change is only one of the many challenges we are facing; another big challenge is loss of biodiversity. What strategies does the Council have for protecting and increasing biodiversity in the borough?"

Councillor A Serjeant, Deputy Leader, provided a verbal response, referring to:

- The Council's history of bringing back into use former industrial and mining sites to include habitats for a wide range of species, such as the country parks at Poolsbrook and Holmebrook Valley and the Enterprise Zone at Markham Vale;
- The strategic objective within the existing and emerging Local Plans to promote a net gain in biodiversity;
- The network of Local Nature Reserves provided through a Service Level Agreement with Derbyshire Wildlife Trust (DWT) and the 'Chesterfield Greenprint', a document jointly prepared with DWT identifying priority habitats and species for protection;
- The Council's planning policies providing protection for priority habitats and species and seeking a net gain of biodiversity on all new development;
- Revised grass cutting regimes to encourage wilder areas to grow, providing a habitat for biodiversity, and seeking to minimize the Council's use of herbicides.

30 PETITIONS TO COUNCIL

No petitions had been received.

31 QUESTIONS TO THE LEADER

Under Standing Order No. 14 Members asked the following questions:

- Councillor Davenport asked whether the income generated from Council housing would enable more new Council homes to be built over the next four years than the 100 already identified.

The Leader provided a verbal response referring to existing and further Council housing developments planned for the current and following year, including sites at Heaton Court and Brockwell Court, and work that the Cabinet Member for Housing and Assistant Director – Housing were progressing to develop capacity for building more new Council homes.

- Councillor K Falconer asked about the number of electric vehicle charging points (EVCP) installed at Council and private homes in 2018 and 2019 and how many were planned for 2020.

The Leader provided a verbal response referring to 10 EVCPs being installed in the new homes at Heaton Court, a further 27 points at the new Council homes to be built in 2020 and the use of planning conditions to require EVCPs at all new private homes where practical.

- Councillor G Falconer asked about the number of residential properties where the Council had assisted in installing solar panels in 2018 and 2019 and how many were planned for 2020.

The Leader provided a verbal response referring to the most recent installation of solar panels at 383 Council homes in 2012 and further multi-million pound annual investments since then in energy saving and thermal efficiency measures in the Council's housing stock.

- Councillor Bingham asked about the Council's use of herbicides and pesticides which were harmful to the environment and pollinators.

The Leader provided a verbal response referring to the Council's introduction of revised grass cutting arrangements to allow wilder areas to grow and to measures being taken to minimize the use of chemicals.

- Councillor Rogers asked about plans to provide a permanent shelter for homeless people.

The Leader provided a verbal response referring to the Council's commitment to work for a second year with local authority partners, Derby City Mission and local churches to provide a winter night shelter for homeless people from 1 December to 31 March.

- Councillor Fordham asked about plans to deal with the trade waste bins outside the Crooked Spire.

The Leader provided a verbal response confirming that Council officers were actively working with the church and retailers to identify a suitable solution.

- Councillor Borrell asked about plans to phase out gas boilers in Council properties.

The Leader provided a verbal response referring to the multi-million pound annual investments that the Council had already made and would continue to make in improving the thermal efficiency of Council homes.

- Councillor S Niblock asked whether a wildflower garden could be provided outside the town hall.

The Leader provided a verbal response stating that such matters would be for the Climate Emergency Working Group to consider. An important element for inclusion in the climate change action plan would be carbon offsetting measures and Councillor Niblock's suggestion would be taken into account.

- Councillor Redihough asked when details of the Parks and Open Spaces Strategy review would be available for Members and when it would be implemented.

The Leader provided a verbal response referring to the Cabinet Member for Health and Wellbeing currently reviewing the work to date on the Strategy, and a revised timetable for handling publication of the Strategy would be shared in due course.

- Councillor Kellman asked whether the Council intended to apply for funding available through a government grants scheme to improve air quality.

The Leader provided a verbal response referring to the Council working with Derbyshire County Council and through the Climate Emergency Working Group to identify how best to address air quality issues locally.

- Councillor Snowdon asked about the Council's business case for bringing services currently provided by external providers in-house.

The Leader provided a verbal response referring to reports and business cases which had already been prepared evidencing the value for money case for bringing the services in-house and the

improved ability that future in-house provision will enable to better tailor services to the needs of customers.

32 TREASURY MANAGEMENT ANNUAL REPORT 2018/19 AND MONITORING REPORT 2019/20

Pursuant to Standards and Audit Committee Minute No. 14 the Chief Finance Officer submitted a report for Members to consider the Annual Treasury Management Report for 2018/19 and the treasury management activities for the first five months of 2019/20.

RESOLVED –

1. That the outturn Prudential Indicators for 2018/19 be approved;
2. That the treasury management stewardship report for 2018/19 be approved;
3. That the treasury management position for the first five months of 2019/20 be noted.

33 DELIVERY OF CHESTERFIELD'S GROWTH STRATEGY

Pursuant to Joint Cabinet and Employment and General Committee Minute Nos. 14, 16 and 18 the Chief Executive, Executive Director and Assistant Director – Economic Growth submitted a report seeking approval to establish a Joint Growth Board and a Joint Growth Unit with Derbyshire County Council to support the delivery of Chesterfield's Growth Strategy.

RESOLVED –

1. That the decisions of the Joint Cabinet and Employment and General Committee be noted:
 - 1.1 That an informal Joint Growth Board be established with Derbyshire County Council in order to provide improved focus on the delivery of key growth projects within Chesterfield borough;
 - 1.2 That a new Joint Growth Unit, with officer roles designed to focus on the delivery of key growth projects, be established

with additional provision for the commissioning of further specialist advice and support as required;

- 1.3 That a new Skills Delivery Officer post, be established in the Economic Development Service;
 - 1.4 That the Executive Director, in consultation with the Cabinet Member for Economic Growth, be granted delegated authority to approve the final job descriptions for the new posts and the final budget for the Joint Growth Unit.
2. That the costs of establishing the new Joint Growth Unit be met through the retained business rates income received from the Markham Vale Enterprise Zone.

34 EQUALITY AND DIVERSITY ANNUAL REPORT 2018/19

Pursuant to Cabinet Minute No. 25 the Policy Officer submitted the Equality and Diversity Annual Report 2018/19 to update members on the improvements and achievements made in delivering equality and diversity activities across all of the Council's services.

RESOLVED –

1. That the Equality and Diversity Annual Report 2018/19 be supported.
2. That the Equality and Diversity Annual Report 2018/19 be published on the Council's website and circulated to partners.

35 MINUTES OF COMMITTEE MEETINGS

RESOLVED -

That the Minutes of the following Committees be noted:

- Appeals and Regulatory Committee of 10, 17 and 24 July, 7 August and 4, 11, 18 and 25 September, 2019;
- Employment and General Committee of 8 July and 9 September, 2019;

- Planning Committee of 22 July and 12 August, 2019;
- Standards and Audit Committee of 17 July, 2019.

36 MINUTES OF CABINET

RESOLVED –

That the Minutes of the meetings of Cabinet of 16 July and 10 September, 2019 be noted.

37 MINUTES OF THE JOINT CABINET AND EMPLOYMENT AND GENERAL COMMITTEE

RESOLVED –

That the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 10 September 2019 be noted.

38 MINUTES OF THE OVERVIEW AND PERFORMANCE SCRUTINY FORUM

RESOLVED –

That the Minutes of the meeting of the Overview and Performance Scrutiny Forum of 4 July, 2019 be approved.

39 MINUTES OF THE COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE

RESOLVED –

That the Minutes of the meeting of the Community, Customer and Organisational Scrutiny Committee of 11 July, 2019 be approved

40 MINUTES OF THE ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE

RESOLVED –

That the Minutes of the meeting of the Enterprise and Wellbeing Scrutiny Committee of 18 July, 2019 be approved.

41 QUESTIONS UNDER STANDING ORDER NO. 19

Under Standing Order No. 19 Councillor Fordham asked the following questions:

- ‘With the winter Night Shelter in Chesterfield due to recommence, will the Council give the volunteer organisers and supportive churches access to storage facilities all year around and consider making a building available as an all year round drop-in-centre for shelter users?’

Councillor Ludlow provided a verbal response referring to the Council’s commitment to supporting rough sleepers, its close working with partners, including Derby City Mission, to identify suitable storage facilities, and through the North Derbyshire Homelessness Forum to develop the draft Rough Sleeper Strategy Action Plan, including exploring possibilities for provision of a year round drop-in-centre.

- ‘With new electric charging points being installed in car parks controlled by the Borough Council, will the Council actively promote their existence and publicly report on the usage and take up?’

Councillor Sarvent provided a verbal response referring to the Council working closely with the operator of the charging points to actively promote them and to monitor and openly report on their usage in order to inform further investment decisions.

COUNCIL**Monday, 18th November, 2019**

Present:-

Councillor Simmons (The Mayor)

Councillors	Bagshaw	Councillors	Holmes
	Barr		J Innes
	Bingham		P Innes
	Blakemore		Kellman
	Borrell		Ludlow
	Brady		Mannion-Brunt
	Brittain		Mann
	Callan		Miles
	Catt		A Murphy
	Caulfield		T Murphy
	D Collins		P Niblock
	L Collins		S Niblock
	Coy		Perry
	Davenport		Rayner
	Dyke		Redihough
	G Falconer		Rogers
	K Falconer		Sarvent
	Flood		Serjeant
	Fordham		Snowdon
	P Gilby		Thornton
	T Gilby		

42 **CONFERMENT OF THE TITLE OF HONORARY ALDERMAN OF THE BOROUGH OF CHESTERFIELD UPON FORMER COUNCILLOR STEPHEN BRUNT**

It was moved by Councillor Mannion-Brunt, and seconded by Councillor T Gilby:

"That in pursuance of the power conferred by Section 249(1) of the Local Government Act 1972, the Council do hereby confer the title of Honorary Alderman of the Borough of Chesterfield upon Stephen Brunt in

recognition of the eminent services which he has rendered to the Council."

On being put to the meeting, the motion was declared carried.

43 **CONFERMENT OF THE TITLE OF HONORARY ALDERMAN OF THE BOROUGH OF CHESTERFIELD UPON FORMER COUNCILLOR JOHN BURROWS**

It was moved by Councillor Callan, and seconded by Councillor Sarvent:

"That in pursuance of the power conferred by Section 249(1) of the Local Government Act 1972, the Council do hereby confer the title of Honorary Alderman of the Borough of Chesterfield upon John Burrows in recognition of the eminent services which he has rendered to the Council."

On being put to the meeting, the motion was declared carried.

44 **CONFERMENT OF THE TITLE OF HONORARY ALDERMAN OF THE BOROUGH OF CHESTERFIELD UPON FORMER COUNCILLOR RAY RUSSELL**

It was moved by Councillor P Gilby, and seconded by Councillor Holmes:

"That in pursuance of the power conferred by Section 249(1) of the Local Government Act 1972, the Council do hereby confer the title of Honorary Alderman of the Borough of Chesterfield upon Ray Russell in recognition of the eminent services which he has rendered to the Council."

On being put to the meeting, the motion was declared carried.

Annual Audit Letter

Chesterfield Borough Council

Year ending 31 March 2019





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Our reports are prepared in the context of the 'Statement of responsibilities of auditors and audited bodies' issued by Public Sector Audit Appointments Ltd. Reports and letters prepared by appointed auditors and addressed to members or officers are prepared for the sole use of the Council and we take no responsibility to any member or officer in their individual capacity or to any third party.

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1. EXECUTIVE SUMMARY

Purpose of the Annual Audit Letter

Our Annual Audit Letter summarises the work we have undertaken as the auditor for Chesterfield Borough Council for the year ended 31 March 2019. Although this letter is addressed to the Council, it is designed to be read by a wider audience including members of the public and other external stakeholders.

Our responsibilities are defined by the Local Audit and Accountability Act 2014 (the 2014 Act) and the Code of Audit Practice issued by the National Audit Office (the NAO). The detailed sections of this letter provide details on those responsibilities, the work we have done to discharge them, and the key findings arising from our work. These are summarised below.

Area of responsibility	Summary
Audit of the financial statements	<p>Our auditor's report issued on 31 July 2019 included our opinion that the financial statements:</p> <ul style="list-style-type: none">• give a true and fair view of the Council's financial position as at 31 March 2019 and of its expenditure and income for the year then ended; and• have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19.
Other information published alongside the audited financial statements	<p>Our auditor's report issued on 31 July 2019 included our opinion that:</p> <ul style="list-style-type: none">• The other information in the Statement of Accounts is consistent with the audited financial statements.
Value for Money conclusion	<p>Our auditor's report concluded that we are satisfied that in all significant respects, the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2019.</p>
Reporting to the group auditor	<p>In line with group audit instructions issued by the NAO, on 31 July 2019 we reported to the group auditor in line with the requirements applicable to the Council's WGA return.</p>
Statutory reporting	<p>Our auditor's report confirmed that we did not use our powers under s24 of the 2014 Act to issue a report in the public interest or to make written recommendations to the Council.</p>

2. AUDIT OF THE FINANCIAL STATEMENTS

Opinion on the financial statements

Unqualified

The scope of our audit and the results of our work

The purpose of our audit is to provide reasonable assurance to users that the financial statements are free from material error. We do this by expressing an opinion on whether the statements are prepared, in all material respects, in line with the financial reporting framework applicable to the Council and whether they give a true and fair view of the Council's financial position as at 31 March 2019 and of its financial performance for the year then ended.

Our audit was conducted in accordance with the requirements of the Code of Audit Practice issued by the NAO, and International Standards on Auditing (ISAs). These require us to consider whether:

- the accounting policies are appropriate to the Council's circumstances and have been consistently applied and adequately disclosed;
- the significant accounting estimates made by management in the preparation of the financial statements are reasonable; and
- the overall presentation of the financial statements provides a true and fair view.

Our auditor's report issued to the Council on 31 July 2019 stated that, in our view, the financial statements give a true and fair view of the Council's financial position as at 31 March 2019 and of its financial performance for the year then ended.

Our approach to materiality

We apply the concept of materiality when planning and performing our audit, and when evaluating the effect of misstatements identified as part of our work. We consider the concept of materiality at numerous stages throughout the audit process, in particular when determining the nature, timing and extent of our audit procedures, and when evaluating the effect of uncorrected misstatements. An item is considered material if its misstatement or omission could reasonably be expected to influence the economic decisions of users of the financial statements.

Judgements about materiality are made in the light of surrounding circumstances and are affected by both qualitative and quantitative factors. As a result we have set materiality for the financial statements as a whole (financial statement materiality) and a lower level of materiality for specific items of account (specific materiality) due to the nature of these items or because they attract public interest. We also set a threshold for reporting identified misstatements to the Standards and Audit Committee. We call this our trivial threshold.

The table below provides details of the materiality levels applied in the audit of the financial statements for the year ended 31 March 2019:

Financial statement materiality	Our financial statement materiality is based on 2% of Gross Revenue Expenditure at a Surplus/Deficit on Provision of Services level	£2,108k
Trivial threshold	Our trivial threshold is based on 3% of financial statement materiality.	£63k
Specific materiality	We have applied a lower level of materiality to the following areas of the accounts: - Officers remuneration (bandings) - Members allowances - Audit Fees	£5k £87k £10k

2. AUDIT OF THE FINANCIAL STATEMENTS

Our response to significant risks

As part of our continuous planning procedures we considered whether there were risks of material misstatement in the Council's financial statements that required special audit consideration. We reported significant risks identified at the planning stage to the Standards and Audit Committee within the audit Strategy Memorandum and provided details of how we responded to those risks in our Audit Completion Report. The table below outlines the identified significant risks, the work we carried out on those risks and our conclusions.

Identified significant risk	Our response	Our findings and conclusions
<p>Management override of controls</p> <p>Management at various levels within an organisation are in a unique position to perpetrate fraud because of their ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Due to the unpredictable way in which such override could occur there is a risk of material misstatement due to fraud on all audits.</p>	<p>We addressed this risk by:</p> <ul style="list-style-type: none"> • Documenting our understanding of the processes and controls in place to mitigate the risks identified, and walk through those processes and controls to confirm our understanding; • Testing the appropriateness of journal entries recorded in the general ledger and other material adjustments made in the preparation of the financial statements; • Evaluating the business rationale for any significant transactions outside the course of the business; • Understanding the oversight given by those charged with governance of management process over fraud; • Making enquiries of management and Internal Audit regarding actual or any suspicions of fraud; and • Considering whether the Council's accounting policies are consistent with industry standards. 	<p>There are no matters arising from our work on management override of controls</p>
<p>Valuation of property, plant and equipment (PPE) and investment properties</p> <p>The Council employs a valuation expert to provide information on revaluations, however there remains a high degree of estimation uncertainty associated with the revaluations of PPE and investment properties due to the significant judgements and number of variables involved.</p>	<p>We addressed this risk through performing the following audit work:</p> <ul style="list-style-type: none"> • Testing a sample of assets valued during the year to valuation reports; • Where material, testing the basis for impairment of assets, the value and correct accounting treatment; • Critically assessing the Council's valuer's scope of work and methodology used for a sample of valuations; and • Considering the impact of any assets not valued during the year. 	<p>We are satisfied the estimates were reasonable and materially correct.</p>

2. AUDIT OF THE FINANCIAL STATEMENTS

Our response to significant risks (continued)

Identified significant risk	Our response	Our findings and conclusions
<p>Valuation of defined benefit pension net liability</p> <p>The Council's accounts contain material liabilities relating to the Local Government Pension Scheme (LGPS). The Council uses an actuary to provide an annual valuation of these liabilities in line with the requirements of IAS 19 Employee Benefits. Due to the high degree of estimation uncertainty associated with this valuation, we have determined there is a significant risk in this area.</p>	<p>To address this risk we:</p> <ul style="list-style-type: none"> • Reviewed the appropriateness of the Pension Asset and Liability valuation methodologies applied by the Pension Fund Actuary, and the key assumptions included within the valuation. This included comparing them to expected ranges, utilising information provided by PWC, the consulting actuary engaged by the National Audit Office; • Agreed the data in the IAS 19 valuation reports provided by the Fund Actuary for accounting purposes to the pension accounting entries and disclosures in the Council's financial statements; • Critically assessed the competency, objectivity and independence of the Derbyshire Pension Fund's Actuary, Hymans Robertson; and • Liaised with the auditors of the Derbyshire Pension Fund to gain assurance that the controls in place at the Pension Fund are operating effectively. This included the processes and controls in place to ensure data provided to the Actuary by the Pension Fund for the purposes of the IAS 19 valuation is complete and accurate. 	<p>The Council obtained an updated IAS19 valuation report from the Actuary in July 2019, to take into account the implications of the GMP and McCloud judgments, which impacted on the estimated pension liabilities and had not been taken into account by the Actuary in their original report</p> <p>The report included non-material differences to the original report used to prepare the draft financial statements. Management chose to not amend the draft financial statements for these differences and we reported this finding in our Audit Completion Report to the Standards and Audit Committee.</p> <p>We are satisfied that the final estimates included in the financial statements are reasonable and materially correct.</p>

2. AUDIT OF THE FINANCIAL STATEMENTS

Internal control recommendations

As part of our audit we considered the internal controls in place that are relevant to the preparation of the financial statements. We did this to design audit procedures that allow us to express our opinion on the financial statements, but this did not extend to us expressing an opinion on the effectiveness of internal controls. The matters we report are limited to those deficiencies and other control recommendations that we have identified during our normal audit procedures and that we consider to be of sufficient importance to merit being reported. We have not identified any significant control deficiencies that we are required to report to you.

3. VALUE FOR MONEY CONCLUSION

Value for Money conclusion

Unqualified

Our approach to Value for Money

We are required to consider whether the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The NAO issues guidance to auditors that underpins the work we are required to carry out in order to form our conclusion, and sets out the criterion and sub-criteria that we are required to consider.

The overall criterion is that, 'in all significant respects, the Council had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people.' To assist auditors in reaching a conclusion on this overall criterion, the following sub-criteria are set out by the NAO:

- Informed decision making
- Sustainable resource deployment
- Working with partners and other third parties

Our auditor's report, issued to the Council on 31 July 2019, stated that, in all significant respects, the Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31st March 2019.

Significant Value for Money risks

The NAO's guidance requires us to carry out work to identify whether or not a risk to the Value for Money conclusion exists. Risk, in the context of our Value for Money work, is the risk that we come to an incorrect conclusion rather than the risk of the arrangements in place at the Council being inadequate. In our Audit Completion Report we reported that we had not identified any significant Value for Money risks but we set out our findings in relation to the following area which we had identified as needing to be kept under review:

- Financial sustainability - the 2020/21 onwards financial position is uncertain (common to all bodies in the sector) and the demands/funding assumptions indicate a likely shortfall in those years. The Medium Term Financial Plan (MTFP) identifies that a further £1m in savings is needed to be made to bridge the forecast deficit for that year. Savings are being achieved through a combination of efficiency targets, business transformation, reviewing reserve contributions and new income streams. We need to monitor the progress made and revisit the position in relation to this significant risk before forming our VFM conclusion.

Before forming our Value for Money Conclusion we:

- Reviewed the 2018/19 financial performance and forecasts during the year and considered the Council's financial outturn position as presented in the financial statements.
- Reviewed the 2019/20 Revenue and Capital budgets and Medium Term Financial Plan, Treasury Management Strategy, incorporating the Minimum Revenue Provision Policy and Capital and Investment Strategies
- Considered the Council's latest financial monitoring information and its updated medium term outlook.

The Council recognises the key issues are achieving efficiencies to balance its medium term financial plan, in the face of demand and cost pressures, and managing its general reserves to a level that ensures it remains financially resilient and able to deliver sustainable services. The MTFP sets out the key assumptions on both income and expenditure as well as the savings required over the period. The Council delivered a £0.4m surplus in 2018/19 and has set aside around £2.9m in reserves to cover medium term budget risks and support service improvements, innovation and redesign. The identification and delivery of savings will continue to be challenging and further work is in hand to firm up specific saving plans for 2020/21 and over the medium term. This is a priority area of focus for our 2019/20 conclusion and we will critically review the progress being made early and throughout our 2019/20 audit.

4. OTHER REPORTING RESPONSIBILITIES

Exercise of statutory reporting powers	No matters to report
Reporting to the NAO in respect of Whole of Government Accounts consolidation data	Assurance Statement submitted
Other information published alongside the audited financial statements	Consistent

The NAO's Code of Audit Practice and the 2014 Act place wider reporting responsibilities on us, as the Council's external auditor. We set out below, the context of these reporting responsibilities and our findings for each.

Matters on which we report by exception

The 2014 Act provides us with specific powers where matters come to our attention that, in our judgement, require reporting action to be taken. We have the power to:

- Issue a report in the public interest;
- make statutory recommendations that must be considered and responded to publicly;
- apply to the court for a declaration that an item of account is contrary to law; and
- issue an advisory notice under schedule 8 of the 2014 Act.

We have not exercised any of these statutory reporting powers.

The 2014 Act also gives rights to local electors and other parties, such as the right to ask questions of the auditor and the right to make an objection to an item of account. We did not receive any such objections or questions.

Reporting to the NAO in respect of Whole of Government Accounts consolidation data

The NAO, as group auditor, requires us to complete the WGA Assurance Statement in respect of its consolidation data. We submitted this information to the NAO on 31 July 2019.

Other information published alongside the financial statements

The Code of Audit Practice requires us to consider whether information published alongside the financial statements is consistent with those statements and our knowledge and understanding of the Council. In our opinion, the other information in the Statement of Accounts is consistent with the audited financial statements.

5. OUR FEES

Fees for work as the Council's auditor

We reported our proposed fees for the delivery of our work in the Audit Strategy Memorandum, presented to the Standards and Audit Committee in April 2019.

We have completed our work for the 2018/19 financial year, including the additional work required relating to the Pension estimates included in the Financial Statements as described at page 5. The final fee for the audit is subject to PSAA approval and has not been confirmed yet:

Area of work	2018/19 proposed fee	2018/19 final fee*
Delivery of audit work under the NAO Code of Audit Practice	£40,383	£40,383

* the final fee for the 2018/19 audit has not been confirmed yet.

Fees for other work

We confirm that we have not undertaken any non-audit services for the Council in the year.

6. FORWARD LOOK

Audit Developments

Code of Audit Practice

The Code of Audit Practice sets out what local auditors of relevant local public bodies are required to do to fulfil their statutory responsibilities under the Local Audit and Accountability Act 2014. We have responded to the National Audit Office's consultation on the content of the Code (<https://www.nao.org.uk/code-audit-practice/about-code/>)

A new Code will be laid in Parliament in time for it to come in to force no later than 1 April 2020.

Financial Resilience

Fair Funding Review

The Council will need to incorporate the outcome of the Spending Review, due in the latter half of 2019, into its Medium Term Financial Plan. The Spending Review will set out the department allocations for 2020/21 and potentially beyond. Regardless of the timing and period covered by the Spending Review, the Council recognises the key issue is the management of general reserves to a level that ensures it remains financially resilient and able to deliver sustainable services. It must, therefore, ensure it clarifies and quantifies how it will bridge the funding gap through planned expenditure reductions and/ or income generation schemes.

Local Authority Financial Resilience Index

CIPFA is moving forward with its financial resilience index, which it believes will be a barometer on which local authorities will be judged. We would expect the Council to have at least considered the index once it is formally released.

Commercialisation

The National Audit Office will be publishing a report on Commercialisation during 2019. Depending on the Council's appetite for Commercialisation, we would expect the Council to consider the outcome of the report and ensure any lessons learnt are incorporated into business practice.

Further, the UK Debt Management Office's Annual Report, published on 23 July 2019, reported that, as at 31 March 2019, the Public Works Loan Board's loan book was £78.3 billion with 1,308 new loans totalling £9.1 billion advanced during the year. As a result, we expect local authorities to clearly demonstrate:

- the value for money in the use of Public Works Loan Board funds to acquire commercial property
- the arrangements for loan repayment through the updated Statutory Guidance on Minimum Revenue Provision in 2019/20, 2020/21 and beyond.

Financial Reporting

UK Local Government Annual Accounts

The CIPFA/LASAAC Local Authority Code Board specifies the financial reporting requirements for UK local government. A consultation is underway to inform the direction and strategy for local government annual accounts. We will be submitting our response and suggest practitioners also voice their opinion.

Lease accounting

The implementation of IFRS 16 Leases in the Code is delayed until 1 April 2020. The Council will need a project plan to ensure the data analysis and evaluation of accounting entries is completed in good time to ensure any changes in both business practice and financial reporting are captured.

6. FORWARD LOOK

Financial outlook

It is clear that the Council faces some of the most difficult decisions it has ever faced in balancing the budget going forwards. Although the Council does have reserves available to minimise the immediate impact these are a temporary or transitional cushion while the savings needed are identified and delivered.

In addition, the reserves available to support the budget are reducing and the available balances will soon reach the minimum needed to deal with unforeseen circumstances and risk, and will not be available to support the revenue budget in the way that they have in recent years. The key message from those councils that have already faced a financial crisis, such as Northamptonshire and others, is the importance of taking early action to secure financial sustainability before the position becomes unmanageable.

The position beyond 2019/20 is very uncertain as much depends on the outcome of the comprehensive spending review, fair funding review and the measures that will be taken in relation to the future operation of the business rates system. However, it seems unlikely that the overall financial position for the Council will improve sufficiently to allow it to defer any of the difficult decisions that are now needed.

Decisive action to bridge the budget gap over the medium term is a key priority for the Council.

How we will work with the Authority

We will focus our work on the risks that your challenges present to your financial statements and your ability to maintain proper arrangements for securing value for money.

In the coming year we will continue to support the Council by:

- continued liaison with the Council's Internal Auditors to minimise duplication of work;
- attending Standards and Audit Committee meetings and presenting an Audit Progress Report including updates on regional and national developments; and
- hosting events for staff, such as our Local Government Accounts workshop.

We will meet with key Council officers to identify any learning from the 2018/19 audit and will continue to share our insights from across local government and relevant knowledge from the wider public and private sector.

In terms of the technical challenges that officers face around the production of the statement of accounts, we will continue to work with them to share our knowledge of new accounting developments and we will be on hand to discuss any issues as and when they arise.

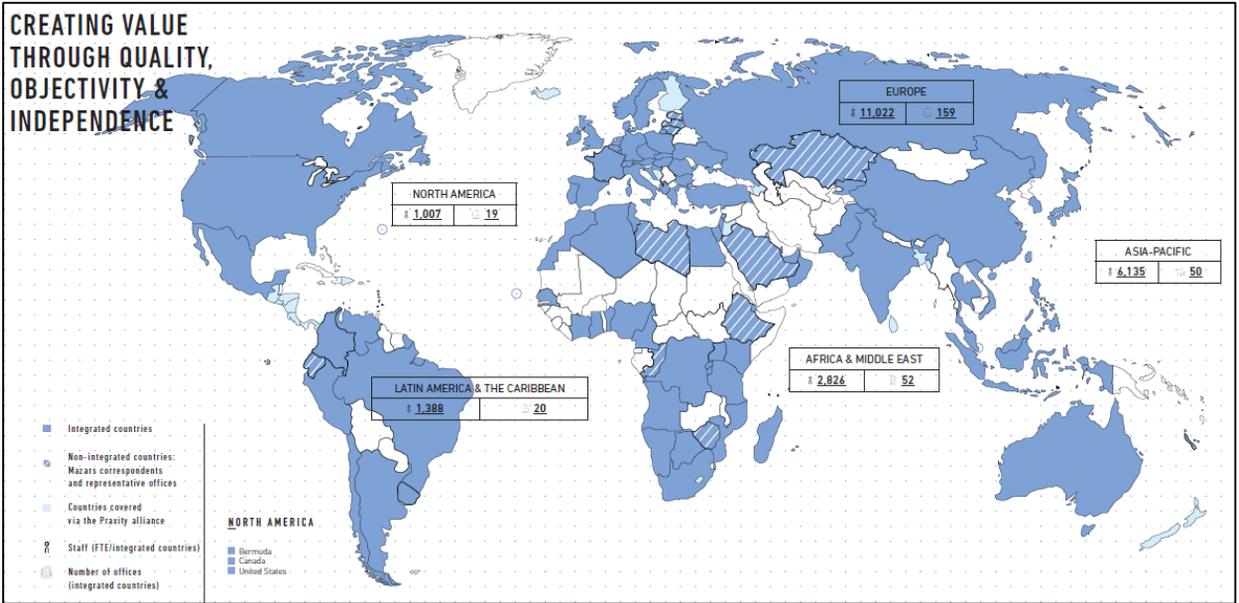
The Council has taken a positive and constructive approach to our audit and we wish to thank Members and officers for their support and co-operation during our audit.

MAZARS AT A GLANCE

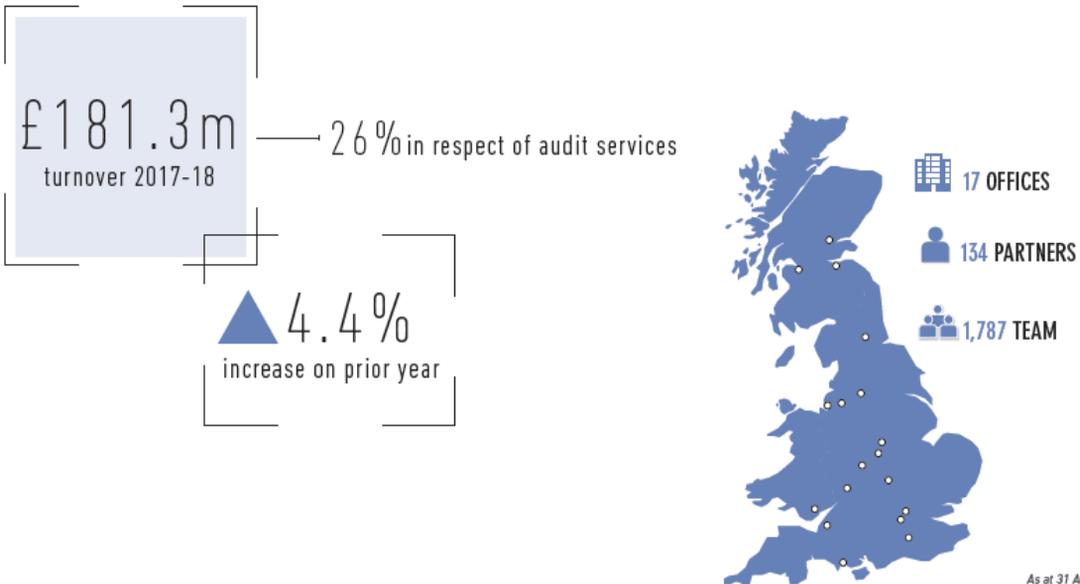
Mazars LLP

- Fee income €1.6 billion
- Over 86 countries and territories
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Mazars Internationally



Mazars in the UK



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For publication

Independent Remuneration Panel on Members' Allowances

Meeting: Council

Date: 18 December, 2019

Report by: Senior Democratic and Scrutiny Officer

For publication

1.0 Purpose of report

- 1.1 To enable Full Council to consider the recommendations of the Independent Remuneration Panel (IR Panel) following its recent review of the Members' Allowances Scheme.
- 1.2 This report is due to be considered by the Cabinet at its meeting on 17 December, 2019.

2.0 Recommendations

- 2.1 That Full Council considers the report of the IR Panel and determines whether or not to approve some or all of the Panel's recommendations.
- 2.2 That Full Council considers any recommendations that the Cabinet might make following their consideration of the IR Panel report.

- 2.3 That the IR Panel's report be published in the press and on the Council website as set out at paragraph 6.
- 2.4 That a supplementary estimate to meet the additional costs outlined in para 5.1 is approved.
- 2.5 That Full Council expresses both its appreciation and thanks to the members of the IR Panel for the thorough and efficient way in which they carried out the review.
- 2.6 That the basic allowance, special responsibility allowances, **subsistence allowance** and Mayoral Allowance are updated annually in line with the annual percentage pay increase given to Chesterfield Borough Council employees as agreed for each financial year by the National Joint Council for Local Government Staff until 31 March, 2023 unless the Council has before then sought a further recommendation from its IR Panel on their application in this scheme.

3.0 **Report details**

- 3.1 The Council has appointed an IR Panel to consider members' allowances. This is a statutory requirement of the Local Government Act 2000 (the 2000 Act).
- 3.2 The Panel comprises Andy Watterson (Chesterfield resident and local businessman) who chairs the Panel, Nick Chischniak (East Midlands Chamber of Commerce) and Tim Nye (former police officer in the Derbyshire Constabulary).
- 3.3 In accordance with the 2000 Act all local authorities are required to consult with their panel and to have regard to its recommendations before amending any existing Scheme of Allowances or introducing a new scheme. Only Full Council can approve a new or amended scheme of allowances.

2015 IR Panel Review

- 3.4 The Panel last carried out a comprehensive review in 2015. The previous review in 2011 had concluded that the basic allowance was lower than expected for an authority of the size and status of Chesterfield Borough Council however, due to the financial climate, the Panel recommended that there be no net increase to the basic allowance at that time.
- 3.5 The reconvened Panel in 2015 noted that there had been virtually no growth in members' allowances for seven years which, through evidence provided to the panel, was seen as a disincentive to underrepresented groups from becoming (or remaining) a councillor. The Panel also found that the demands on councillors had increased, particularly around partnership working and regulatory responsibilities, and therefore the Panel recommended an increase to the basic allowance as well as to the following special responsibility allowances (SRAs):
- 3.5.1 Cabinet member with portfolio
 - 3.5.2 Assistant Cabinet member
 - 3.5.3 Chair of Scrutiny Committee
 - 3.5.4 Chair of Planning Committee
 - 3.5.5 Chair of Appeals and Regulatory Committee
 - 3.5.6 Vice Chair of Scrutiny Committee
 - 3.5.7 Chair of Standards and Audit Committee
 - 3.5.8 Chair of Employment and General Committee.
- 3.6 The Panel also recommended that the following SRAs be introduced:
- 3.6.1 Vice Chair of Appeals and Regulatory Committee
 - 3.6.2 Vice Chair of Planning Committee
- 3.7 Due to the reduction in size of the opposition group, the Panel recommended that the SRA for the Deputy Leader of the

Opposition be discontinued along with the SRA for the Cabinet member without portfolio whilst the position was held by the leader of the main Opposition party.

- 3.8 No changes were recommended to the telecommunications allowance or dependent carers allowance.
- 3.9 The Panel also recommended that the allowances be increased annually in line with the annual percentage pay increase given to Chesterfield Borough Council employees as agreed for each financial year by the National Joint Council for Local Government staff.

Protocol for member representations to the IR Panel

- 3.10 At a meeting of Council on 28 September, 2011, members approved a written protocol for the IR Panel to consider member representations to the Panel at times of future reviews of the Members' Allowances Scheme. A copy of the Protocol is attached at Appendix A.
- 3.11 In summary, the Protocol provides that:
 - 3.11.1 Consultees can make written representations, and if appropriate oral representations, to the IR Panel about any aspects of the Council's Members' Allowances Scheme;
 - 3.11.2 Any comments made to it will be considered by the IR Panel before finalising its report;
 - 3.11.3 The Chair of the IR Panel may discuss matters further with the Leader of the Council, the Leader of the Minority Group and the Monitoring Officer if appropriate.

2019 IR Panel Review

- 3.12 For the 2019 review, a meeting of the IR Panel was held on 21 October 2019. Under the provisions of the Protocol all members were invited to be interviewed by the IR Panel at their review meeting. Members were also invited to submit written representations to the IR Panel before the October meeting date. Some members took the opportunity to be interviewed and/or to submit written representations.
- 3.13 In accordance with the Protocol a copy of the IR Panel's draft report was sent to all members and any comments subsequently received have been conveyed to the Panel.

4.0 Recommendations of the 2019 IR Panel

- 4.1 The IR Panel's full report is attached at Appendix B. The Panel's recommendations can be summarised as follows:-

4.1.1 The **Basic Allowance** should be increased from £5,998 to £6,118.

4.1.2 The following **Special Responsibility Allowances (SRAs)** should be increased:

SRA	Current	Proposed
Chair of Planning Committee	£4,754	£5,754
Vice Chair of Planning Committee	£2,377	£2,877
Chair of Appeals and Regulatory Committee	£4,754	£5,754
Vice Chair of Appeals and Regulatory Committee	£2,377	£2,877
Chair of Standards and Audit Committee	£2,377	£4,754

4.1.3 The following **Special Responsibility Allowances (SRAs)** should be introduced or re-introduced:

SRA	Proposed
Chair of Licensing Committee	£4,754
Vice Chair of Standards and Audit Committee	£1,585
Deputy Leader of the main opposition group	£1,585

4.1.4 The following **Special Responsibility Allowances (SRAs)** be maintained at the current level:

SRA	Proposed
Leader	£28,343
Deputy Leader	£15,592
Cabinet member	£7,779
Assistant Cabinet member	£3,889
Leader of the minority group	£8,861
Chair of Employment and General Committee	£3,565
Chairs of Scrutiny Committees	£4,754

4.1.5 That the **Special Responsibility Allowances (SRAs)** for the Vice Chairs of Scrutiny Committees be reduced to £1,585.

Other recommendations

4.1.6 That only one Special Responsibility Allowance can be given at any time and that if a Councillor is entitled to more than one SRA the higher allowance shall be paid.

- 4.1.7 That the allowances for co-optees', dependent carers, subsistence, telecommunications be maintained at current levels.
- 4.1.8 That the Mayoral Allowance be increased from £5,810 to £6,045.
- 4.1.9 That a Special Responsibility Allowance can be extended to any member substituting for another member whilst on parental leave providing it is limited to the duration of the parental leave or the period of substitution, whichever is shortest; and the only one SRA rule will continue to apply.

5.0 Financial considerations

- 5.1 The additional costs of approving the IR Panel's recommendations in full in a full financial year are set out below:

Basic allowance 48 no.	£5,760
Assistant Executive (Cabinet) member (reduced from 5 to 3)	(£7,778)
Deputy Leader of main minority political group	£1,585
Chair of Planning Committee	£1,000
Vice-Chair of Planning Committee	£500
Chair of Appeals and Regulatory Committee	£1000
Vice-Chair of Appeals and Regulatory Committee	£500
Chair of Licensing Committees	£4,754
Chair of Standards and Audit Committee	£2,500
Vice Chair of Standards and Audit Committee	£1,585
Vice Chair of Scrutiny Committees x2	(£1,584)
Mayoral Allowance	£235
Total cost	£10,057*

***which reduces to £5,303 variance when Chair of App & Regs also chairs Licensing (due to 1-SRA rule)**

5.2 Since these additional costs could not be funded from existing budgets, a supplementary estimate would be required to meet these costs.

6.0 **Publication of Recommendations**

6.1 In accordance with the 2000 Act and enabling Regulations, a summary of the IR Panel's recommendations needs to be published in at least one local newspaper as soon as reasonably practical after the report has been received. This publicity should also state that the report is available for public inspection. The report and recommendations will also be published on the Council's website.

7.0 **Members' Interests (Code of Conduct)**

7.1 Members may speak and vote on matters to do with their allowances. This is because under the Code of Conduct Council business is not a form of employment, office, trade, profession or vocation carried on for "profit or gain".

8.0 **Recommendations**

8.1 That Full Council considers the report of the IR Panel and determines whether or not to approve some or all of the Panel's recommendations.

8.2 That Full Council considers any recommendations that the Cabinet might make following their consideration of the IR Panel report.

8.3 That the IR Panel's report be published in the press and on the Council website as set out at paragraph 6.

- 8.4 That a supplementary estimate to meet the additional costs outlined in para 5.1 is approved.
- 8.5 That Full Council expresses both its appreciation and thanks to the members of the IR Panel for the thorough and efficient way in which they carried out the review.
- 8.6 That the basic allowance, special responsibility allowances, **subsistence allowance** and Mayoral Allowance are updated annually in line with the annual percentage pay increase given to Chesterfield Borough Council employees as agreed for each financial year by the National Joint Council for Local Government Staff until 31 March, 2023 unless the Council has before then sought a further recommendation from its IR Panel on their application in this scheme.

9.0 **Reason for recommendations**

- 9.1 To enable the Council's Members' Allowances Scheme to be reviewed as required by the Local Government Act 2000 and The Local Authorities (Members' Allowances) (England) Regulations 2003.

Glossary of Terms	
SRA	Special Responsibility Allowance
IR Panel	Independent Remuneration Panel

Decision information

Key decision number	N/A
Wards affected	All wards
Links to Council Plan priorities	This report links to all the Council Plan priorities

Document information

Report author	Contact number/email
Rachel Appleyard	01246 345277 rachel.appleyard@chesterfield.gov.uk
Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
Appendices to the report	
Appendix A	Protocol for Independent Remuneration Panel Arrangements for Consulting Members
Appendix B	Report of the Independent Remuneration Panel

Protocol For
Independent Remuneration Panel
Arrangements for Consulting Members

1. The Independent Remuneration Panel (IRP) will produce a draft report and a final report.
2. At least three weeks before the date of the IRP's first meeting, the Democratic Services Manager, or a Committee and Scrutiny Co-ordinator nominated by the Democratic Services Manager (DSM) will (by email if possible) notify the following people (the Consultees) of the date of that meeting, and of Consultees' right to have the IRP consider their written or oral comments on any aspect of the Council's Scheme of Members' Allowances:

Consultees:

- a. each elected member of Chesterfield Borough Council
- b. the Council's Monitoring Officer

The DSM will also prepare a report for consideration by Cabinet in this period to enable any relevant issues to be raised.

3. Any written consultation response must be received by the DSM at least one week before the IRP's first meeting.
4. Any Consultee wishing to make an oral comment to the IRP must tell the DSM of their wish to do so at least one week before the IRP's first meeting.
5. The DSM will arrange for the IRP at the IRP's first meeting to consider all Consultees' written comments that are received in accordance with this protocol.
6. The DSM will arrange for the IRP at the IRP's first meeting to consider all Consultees' oral comments that have been requested in accordance with this protocol, subject to the IRP's rulings as to procedure and as to time and content of Consultees' oral comments.
7. The DSM will send the IRP's draft report to all Consultees, by email where possible.

8. Any comments from any Consultee on the IRP's draft report, which are received within one week of that draft being sent to all Consultees, will be considered by the IRP.
9. The DSM will send the IRP's final report to all Consultees, as soon as practicable after the DSM has received that final report.
10. Once the full Council has considered the IRP's final report, the DSM will notify all Consultees and the IRP of the outcome of Council's consideration of that report, and of the outcome of the full Council's review of its Scheme of Members' Allowances.
11. At the request of:
 - the Chair of the Panel or
 - the Leader of the Council or
 - the Leader of the Council's Minority Group or
 - the Council's Monitoring Officer

those persons will meet to discuss any item of concern, following any review of the Scheme of Members' Allowances

12. The content of any Consultee's written or oral comment to the IRP including the name of the Consultee, may be made publicly available. The IRP will consider keeping the identity of any Consultee or the content of any comment confidential only if requested in advance by that Consultee and only if the IRP considers that there are legitimate grounds for such confidentiality.

A Review of Members' Allowances
For
Chesterfield Borough Council

A Report by the
Independent Remuneration Panel

Andy Watterson (Chair)

Tim Nye

Nick Chischniak

November 2019

Foreword

This latest review of the Chesterfield Borough Council Scheme of Member Allowances has taken place against a backdrop of the need for all local authorities to continue finding savings, in the context of an ongoing reduction in centralised funding for local authorities.

It has therefore been of paramount importance that the Panel avoids any recommendations which would make it more difficult for the Council to manage within its limited resources. It is also acknowledged that Allowances serve to support the roles and responsibilities undertaken by Members and, should these be seen as a barrier to public service, then the Panel is failing in its core objective.

Finally, the Panel is keen to emphasise its independence, none of the Panel Members have any direct association with the Council

EXECUTIVE SUMMARY

Introduction

This report is a synopsis of the deliberations and recommendations made by the statutory Independent Remuneration Panel ('IRP' or 'Panel') appointed by Chesterfield Borough Council to advise the Council on its Members' Allowances Scheme.

The Panel was convened in accordance with a resolution adopted by Council on Tuesday 1 October 2019, in which it was agreed to hold a full review to report back to Council.

The Panel was given terms of reference, and asked to make recommendations on:

- a) The amount of Basic Allowance
- b) The roles for which a Special Responsibility Allowance (SRA) will be payable and the amount of such allowances;
- c) Any Dependent Carers Allowances
- d) Travelling and subsistence allowances;
- e) Co-optees' Allowances
- f) Pensions for Members

In undertaking the review, the Panel would be expected to take into account:

- a) Allowances schemes from authorities that are comparable to Chesterfield Borough Council which may include neighbouring authorities and other councils of similar size and characteristics (Family Group).
- b) The views of Members, both written and oral
- c) Any other consideration as directed by the Council or brought to the Panel's attention through Member representations
- d) Any other matters that the Council obliges the IRP to take into account
- e) The current financial constraints facing the Council and a general expectation that the recommendations will not be financially arduous

And ensure that the Panel operates effectively with mutual trust and in a way that secured and maintained public confidence in its impartiality.

The Panel

Chesterfield Borough Council reconvened its Panel and the following Members were appointed to carry out the independent review of allowances, namely:

- Andy Watterson** (Chair) A resident of Chesterfield, and a Director of three Chesterfield-based businesses, who was previously a Member of the Independent Remuneration Panel for Leicester City Council.
- Tim Nye** A retired Police Officer in the Derbyshire Constabulary
- Nick Chischniak** Policy Manager at the East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire), and also a Member of the Independent Remuneration Panel for Amber Valley District Council.

The Basic Allowance

The Basic Allowance set after the 2015 Review was £5,880. By 2017 it had increased to its current level of £5,998 through indexation. Thereafter, the council has taken the decision to forego further index-linked increases. Had the Council applied the recommended indexation (the 'NJC' index), it would produce a Basic Allowance of £6,241

Benchmarking shows that the mean Basic Allowance in the Derbyshire group of comparative authorities is £5,858 and, in the Family Group Comparator data the mean £4,775. Indicating that Chesterfield's Basic Allowance is at the upper end of the average range paid to peers.

The 2006 Statutory Guidance (paragraph 67) states: *"Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, councillors ought to be remunerated"*. The Statutory Guidance (paragraphs 68-69) expands on the above by breaking it down to three variables - time, public service and worth of remunerated time:

Time to fulfil duties for which the Basic Allowance is paid

After considering representations from councillors, where it was reported that the time commitment required to undertake council duties ranged from 8 hours per week to 20 hours per week, it was deemed that the mean time commitment for councillors was around 14 hours per week (728 hours or 91 days per year - based on an 8-hour working day).

The Public Service Discount (PSD)

This recognises the principle that not all of what a Councillor does should be paid, due to an element of public service. The normal range for public service discount is 33%-40%.

The rate for remuneration

According to the 2019 Office of National Statistics (ONS) Annual Survey of Hourly Earnings (ASHE - 2019), the mean gross weekly salary for all full-time employee jobs within the area of the Chesterfield Borough Council was £488.60, yielding an average daily rate of £97.72.

By following the methodology as set out in the 2006 Statutory Guidance with the updated variables to take into account the most recent data available, and applying a 33% Public Service Discount, it produces the following Basic Allowance of £5,958.

Setting the Basic Allowance

Given the previous panel's recommendations, and the fact that the Members have forgone their annual NJC index linked increases for the past two years, the Panel was minded, if at all possible, to try and find a way of increasing the Basic Allowance, if savings could be found within the wider scheme.

Bearing in mind the NJC adjusted Basic Allowance (£6,241) sits significantly above both the current level and the figure set by applying the 2006 Statutory Guidance (£5,948), it is difficult to recommend the increase of the Basic Allowance to such an extent. However, had a 1% annual increase been applied since 2017/2018, the resulting Basic Allowance would stand at £6,118.

The panel felt that the use of this figure would be a suitable compromise, as it offers a small increase over the current Basic Allowance, whilst meeting the Panels guiding principles.

The Panel recommends setting the Basic Allowance at £6,118

Special Responsibility Allowances

The Panel reviewed the suitability of SRAs payable to various roles across the Council, gave consideration to the levels thereof, and made the recommendations set out below:

Executive Leader & Deputy Leader of the Council

The panel recommends that these SRAs be maintained at their current levels.

Executive Member with portfolio and Assistant Executive Member

The panel recommends that these SRAs be maintained at their current levels.

Chairs and Vice Chairs

Since the last review, the role played by some of the committees has evolved, so a one-size-fits-all approach to SRAs does not acknowledge the differing workloads or levels of responsibility of the various committees. Therefore, the Panel reviewed evidence from Officers and Members, along with benchmarking data from comparator authorities, and arrived at the following recommendations:

Chair of Planning Committee and Chair of Appeals & Regulatory Committee

These two committees stood out as being more arduous than the rest, due to the quasi-judicial nature of their work, so the Panel recommends increasing the SRA for the Chairs of the Planning Committee and the Appeals & Regulatory Committee to **£5,754** and the SRAs for the Vice-Chairs of those Committees to **£2,877**.

Chair of the Standards & Audit Committee

Since the Panel meeting, the role of the Standards and Audit Committee has changed significantly, with it playing a more crucial role in the oversight of the council's governance.

Therefore, the Panel recommends that the SRA for the Chair be increased in line with the Chairs of the Scrutiny Committees (**£4,754**) and recommends the introduction of a Vice Chair SRA, at a level similar to that of the other scrutiny committees (**£1,585**).

Chair of the Licensing Committee

When the 2015 Panel met, the same councillor held the roles of Chair of Appeals & Regulatory Committee and Chair of Licensing Committee, creating an anomaly whereby, should the incumbent of those roles relinquish one or both of these Chairs, there was no provision for an SRA under this scheme.

The Panel recommends the introduction of separate SRAs for the Chairs of Appeals & Regulatory and Licensing Committees, with the latter being set at the same level as the Scrutiny Committees (**£4,754**) – the former having already been reviewed.

Chair of the Employment & General Committee

The Panel recommends maintaining this SRA at its current level of **£3,565**.

Chairs of the Scrutiny Committees

The Panel recommends maintaining the SRA for Scrutiny Committees at **£4,754**.

Vice Chairs of Committees

Benchmarking shows that some authorities do not remunerate the role of Vice-Chair. Of the Comparator Authorities which do remunerate Vice-Chair's, the mean value is around 35% of the corresponding Chair's SRA.

After reviewing the number of occasions on which the Vice-Chairs deputised for their respective Chairs, the Panel felt that the level of SRA merited review, as it is evident that, between May 2018 and April 2019 (with the exception of the Appeals & Regulatory and Planning committees mentioned) not a single meeting was chaired by the Vice-Chair of that committee. Therefore, the Panel felt that the current level of allowance was too high and recommends that the Vice-Chair SRAs, for committees other than the Planning Committee and the Appeals & Regulatory Committee, be set at **33% of their corresponding Chair**.

Leader of the minority political group

The Panel recommends that the SRA for the Minority Group Leader remain at **£8,861**.

Deputy Leader of the minority political group

The 2015 Panel discontinued the SRA for the role of Deputy Leader of the minority political group based on the small number of opposition councillors. However, it recommended that this should be reconsidered, should this number rise in future.

Having heard that there has been a significant increase in the number of main opposition councillors (from 9 to 17), the Panel recommends that, by applying the same logic, the SRA for the deputy leader of the opposition group be reinstated and that the level should be equivalent to that of a Committee Vice-Chair.

The Panel also recommends that a qualification limit be introduced whereby, should the main opposition group constitute less than 20%, the Deputy Leader SRA would be suspended until that figure rises.

The Panel also recommends:

Maintaining the One SRA only rule

The Council continues to adopt an across the board 'One SRA only' rule, in that, regardless of the number of remunerated posts a Member may hold, they are only able to receive one SRA (excluding Civic Allowances).

Other Allowances

The conditions and maximum rates of the following allowances are maintained:

- Travel & Subsistence Allowance
- The Dependants' Carers' Allowance (DCA)
- Telecommunications Allowance

The **Mayoral Allowance be set at £6,045** to offset any real terms increases in expenses since it was frozen in 2017.

Confirmation of indexing

The following allowances are indexed for 4 years from 2019/20 to 2022/23, the maximum period permitted by legislation, without reference to the Panel as follows:

Basic Allowance, SRAs, Subsistence and Mayoral Allowances

Updated annually in line with the annual percentage pay increase given to Chesterfield Borough Council employees (and rounded to the nearest £, as appropriate) as agreed for each year by the National Joint Council for Local Government Staff

Mileage Allowance

Indexed to the HMRC AMAP (Authorised Mileage Allowance Payments) approved mileage rates.

Dependants' Carers' Allowance

The maximum hourly rates to be indexed to the government's national living wage applicable to the age of the carer (childcare) and Council's own hourly rate for a Home Care Assistance (care of other dependants).

Implementation

The new scheme of allowances based on the recommendations contained in this report is adopted from 1 April 2019 or any date thereafter as agreed by the Council.

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Independent Remuneration Panel: A Review of Members' Allowances For Chesterfield Borough Council

November 2019 Report

1. Introduction: The Regulatory Context

This report is a synopsis of the deliberations and recommendations made by the statutory Independent Remuneration Panel ('IRP' or 'Panel') appointed by Chesterfield Borough Council to advise the Council on its Members' Allowances Scheme.

The Panel was convened under The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021) (the 2003 Regulations). These regulations, arising out of the relevant provisions in the Local Government Act 2000, require all local authorities to maintain an independent remuneration panel to review and provide advice on the Council's Members Allowances.

This is in the context whereby full Council retains powers of determination in setting Members' Allowances, including both levels and scope of remuneration and other allowances/reimbursements.

In particular the Panel was convened in accordance with a resolution adopted by Council at a Cabinet meeting on Tuesday 1 October 2019, in which it was agreed to hold a full review to report back to Council.

2. Terms of Reference

The Panel was given terms of reference: Namely, to make recommendations on:

- a) The amount of Basic Allowance
- b) The roles for which a Special Responsibility Allowance (SRA) will be payable and the amount of such allowances;
- c) Any Dependent Carers Allowances
- d) Travelling and subsistence allowances;
- e) Co-optees' Allowances

In undertaking the review, the Panel would be expected to take into account:

- f) Allowances schemes from authorities that are comparable to Chesterfield Borough Council which may include neighbouring authorities and other councils of similar size and characteristics (Family Group).
- g) The views of Members, both written and oral
- h) Any other consideration as directed by the Council or brought to the Panel's attention through Member representations

- i) Any other matters that the Council obliges the IRP to take into account
- j) The current financial constraints facing the Council and a general expectation that the recommendations will not be financially arduous

And ensure that the Panel operates effectively with mutual trust and in a way that secured and maintained public confidence in its impartiality.

3. The Panel

Chesterfield Borough Council reconvened its Panel and the following Members were appointed to carry out the independent review of allowances, namely:

Andy Watterson (Chair) A resident of Chesterfield, and a Director of three Chesterfield-based businesses, who was previously a Member of the Independent Remuneration Panel for Leicester City Council.

Tim Nye A retired Police Officer in the Derbyshire Constabulary

Nick Chischniak Policy Manager at the East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire), and also a Member of the Independent Remuneration Panel for Amber Valley District Council.

4. Process and Methodology

4.1 Evidence Reviewed by the Panel

The Panel met at Chesterfield Town Hall on 21 October 2019 to consider the evidence and hear representations, including factual briefings on the Council by Officers.

All Members were invited to make written submissions to the Panel and all Members who wished to meet with the Panel were accommodated as far as practically possible.

The Panel also reviewed relevant written information, such as council and committee meetings schedules, benchmarking data, statutory guidance, etc.

The Panel meetings were held in private session to enable it to meet with Members and Officers and consider the evidence in confidence.

4.2 Benchmarking: Derbyshire and Family Group Comparator Authorities

In accordance with the factors the Panel was asked to consider in making recommendations regarding its terms of reference, the Panel has benchmarked the scope and levels of allowances paid to Chesterfield Councillors against two groups of councils:

- Family Group Comparator Authorities: These councils formed the core benchmarking group in that they are the most similar in size, functions and governance model to Chesterfield and therefore are the most relevant comparators for comparing remuneration of similar roles and responsibilities
- Derbyshire Councils: The allowances paid (2018/19) in the 9 Derbyshire councils.

While it can be difficult to make systematic comparisons consistently, the Panel has undertaken benchmarking, where relevant figures can be obtained, against these two groups of councils to provide a more balanced perspective.

The Panel has not been driven by Allowances paid across the comparator authorities, but it was concerned to understand how the issues under review have been addressed elsewhere, i.e. what is the most common and good practice.

Moreover, it was important to place the Chesterfield Borough Council Allowances Scheme in a comparative perspective. Leaving aside the fact that this only gives relative values and is less of a guide to the real worth of a councillor's work, it informs elected Members on the wider picture, and assists in highlighting any anomalies in Chesterfield's remuneration and support scheme.

4.3 Benchmarking: 2006 Statutory Guidance

Whilst comparing the Basic Allowance with comparable authorities helps to demonstrate where it lies within the context of similar and neighbouring authorities, it does not always give transparency in regard to how that level of remuneration has been arrived at. By benchmarking the current Basic Allowance against the 2006 Statutory Guidance, the panel has sought to ensure that the level of remuneration sits broadly in line with the Statutory Guidance, and helps to demonstrate a clear rationale behind how the level of remuneration has been determined

5. Principles and Key Messages

To ensure that its recommendations are on a sound footing the Panel adopted a number of common principles of remuneration. By bearing these principles in mind the Panel has sought to bring consistency and robustness to its recommendations.

5.1 Transparency

Members' allowances and support should be transparent in that the basis of remuneration and support should be understood by both Members and Officers and importantly, the public. In addition, the allowances and support that Members receive should be apparent and readily understood by both Members and the public.

5.2 Straightforward to administer

Members' allowances and support should not be administratively burdensome to claim by Members nor costly to manage.

5.3 Equity

Members' allowances and support should be fair in that it provides a degree of recompense for workload and responsibility yet not create too many differentials in remuneration. Allowances should also be equitable when compared to peers in the two groups of council utilised for benchmarking purposes.

5.4 Accountability

It is important in the post MPs expenses scandal that Members are able to give account of their remuneration and support. Public perception should not be negative. As Members ultimately determine their own allowances and support, on advice from the Panel, they should be able to justify to the public their remuneration and support in terms of their own workloads and responsibility and in a comparative context.

5.5 Reduce barriers to public service

In setting remuneration and support for employees a standard principle is that it should encourage recruitment and retention. The policy intention behind the requirement to establish a Members' Allowances scheme for all English councils is to enable and facilitate Members' roles and responsibilities as far as practically possible, while taking into account such factors as the nature of the council, local economic conditions and good practice.

The Panel also observed that members' allowances schemes are not intended to be paid at full 'market rates', as allowances would have to be at a level so high as not to be publicly acceptable or in accordance with the terms of reference.

The desire to serve local communities and residents is the prime motive for being a Councillor. For Members, remuneration should not be seen as a driver in citizens putting themselves forward to stand for council, as it negates the public service principle that is inherent in a Member's role. Yet, nor should remuneration be at a level that excludes many underrepresented groups from standing for Council because it would impose undue financial pressures on them.

As such the Panel is keen to ensure that allowances and support enable Members and potential Members to undertake their duties without having to personally subsidise their public service.

5.6 Value for Money

This principle has already been put in place by the Panel as it has to take into account the current financial constraints facing the Council. In addition, this principle is built into the process by legislation. Moreover, the Panel is the means by which periodic public scrutiny is brought to bear on Members' allowances and support. It is incumbent upon the Panel to ensure that its recommendations represent value for money.

6. Recommendations - the Basic Allowance

6.1 Benchmarking the Basic Allowance against comparable authorities

Benchmarking shows that the mean Basic Allowance in the Derbyshire group of comparative authorities is £5,858 with a median Basic Allowance of £5,223.

The Family Group Comparator data shows that the mean Basic Allowance was £4,775 - see table 1 below. This shows that the Chesterfield Borough Council Basic Allowance (£5,998) is at the upper end of the average range paid to peers.

Table 6.1: Benchmarking the Basic Allowance
Benchmarking Group & Year Measure Basic Allowance

Derbyshire Authorities (18/19) Mean	£5,858
Derbyshire Authorities (18/19) Median	£5,223
Family Group Comparator Authorities (18/19) Mean	£4,775

6.2 Indexing the Basic Allowance

The basis of the current Basic Allowance goes back to the 2015 Review, which recommended it be set at £5,880, which the Council accepted. By 2017 it had increased to its current level through indexation. Thereafter, the council has taken the decision to forego further index-linked increases, resulting in a current allowance of £5,998

Whilst the panel appreciates that comparison against the benchmarking data may be seen as a sufficient reason to recommend a continued freeze to the Basic Allowance, the Panel acknowledges that it has been frozen since 2017, contrary to the recommendation of the 2015 Panel. Furthermore, whilst higher than the mean, this figure is still within acceptable range, and is less than some Derbyshire and Family Group authorities.

Had the Council applied the recommended indexation, namely the same percentage annual salary increase that staff have received since deciding to forego these increases in 2017, as agreed each year by the National Joint Council for Local Government Staff (the 'NJC' index), it would produce a Basic Allowance of £6,241 - see table 6.2 below:

Table 6.2: Applying the NJC Index to the Basic Allowance
Applicable year NJC index Indexed Basic Allowance

	% NJC increase	SRA
2015/16		£5,880
2016/17	1%	£5,939
2017/18	1%	£5,998 – current level
2018/19	2%	£6,118
2019/20	2%	£6,241

6.3 Benchmarking the Basic Allowance in line with the 2006 Statutory Guidance

In arriving at recommendations, the Panel is required to pay regard to the 2006 Statutory Guidance. In considering the Basic Allowance the Guidance (paragraph 67) states:

Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, councillors ought to be remunerated.

The Statutory Guidance (paragraphs 68-69) expands on the above statement by breaking it down to three variables - time, public service and worth of remunerated time.

Time to fulfil duties for which the Basic Allowance is paid

The Basic Allowance is primarily a time-based payment (see 2006 Statutory Guidance paragraph 10). It is paid to compensate for workload. Obviously, Members work in different ways and have varying commitments and the time spent on council duties varies. Yet, the Basic Allowance is a flat rate allowance that must be paid equally to all Members, so the time assessment is typically taken as the average to carry out all those duties for which the Basic Allowance is paid, including preparing for and attending meetings of the Council and its committees/panels (formal and informal), addressing constituents' concerns, representing and engaging with local communities, external appointments and other associated work including telephone calls, emails and meetings with Officers.

Having heard representations from councillors during the sitting, the Panel felt that the above statement holds true in Chesterfield, with councillors reporting that the time commitment required to undertake council duties ranged from 8 hours per week to 20 hours per week. After consideration, and following conversations with Officers, it was deemed that the mean hourly requirement, to adequately discharge council duties was approximately 14 hours per week. For the purposes of benchmarking the Basic Allowance against the 2006 Statutory Guidance, the Panel has equated this to an average 728 hours per year or 91 days per year, based on an 8-hour working day, as the expected time input from Members for their Basic Allowance.

The Panel recognises that some Members who hold no positions do put in more than 14 hours per week. However, the point is that the Panel is explicitly recognising that being an elected Member is not required to be full time, indeed there is no legislative basis for such a view, and the Basic Allowance is not designed to support full time Members at this level.

The Public Service Discount (PSD)

The Public Service Discount (PSD) recognises the principle that not all of what a Councillor does should be remunerated – there is an element of public service. Typically, this voluntary principle is realised by discounting an element of the expected time inputs associated with the Basic Allowance. The normal range for this public service discount is between 33% - 40%, largely on the basis this is broadly in line with the proportion of time backbenchers spend dealing with constituents, surgeries and general enquiries from citizens. If the Panel were to opt for the most generous level of voluntary discount of 33%, of the expected time input of 91 days per year. 33% of that time (30.03 days per year) are deemed to be public service and not paid, leaving 60.97 remunerated days per year.

The rate for remuneration

According to the 2019 Office of National Statistics (ONS) Annual Survey of Hourly Earnings (ASHE - 2019), the mean gross weekly salary for all full-time employee jobs within the area of the Chesterfield Borough Council was £488.60, yielding an average daily rate of £97.72.

Table 6.3: Weekly pay - Gross (£) - For full-time employee jobs: United Kingdom by Parliamentary Constituency, 2019 (ASHE 2019 - Table 10.1a)

Constituency	Code	Jobs (,000)	Median	% change	Mean	% change
East Midlands	E12000004	1,895	451.7	5.7	527.1	3.3
Amber Valley	E14000533	39	455.2	11.1	513.6	6.6
Bolsover	E14000577	39	406.8	5.7	479.2	8.1
Chesterfield	E14000632	36	402.7	0.5	488.6	8.4
Derby North	E14000662	37	455.0	-2.9	549.7	1.4
Derby South	E14000663	42	477.8	7.5	563.8	11.3
Derbyshire Dales	E14000664	29	437.4	5.7	591.6	7.1
Erewash	E14000695	42	443.7	-0.1	507.9	2.3
High Peak	E14000748	40	432.9	-2.9	491.2	-4.6
Mid Derbyshire	E14000814	37	548.9	1.4	605.6	0.3
North East Derbyshire	E14000843	34	475.5	15.2	520.4	9.4
South Derbyshire	E14000935	49	517.5	3.1	584.1	0.4

By following the methodology as set out in the 2006 Statutory Guidance with the updated variables to take into account the most recent data available, it produces the following recalibrated Basic Allowance:

Table 6.4: Benchmarked Basic Allowance – 2006 Statutory Guidance

Remunerated Days per year (as determined above)	91 days per year
Less 33% Public Service Discount	30.03 days
Remunerated days per year	60.97 days per year
Day rate	£97.72
Benchmarked Basic Allowance	£5,957.99

The panel felt this figure demonstrates the validity of the level of the current Basic Allowance.

6.4 Setting the Basic Allowance

The panel acknowledges the recommendations of the previous panel, which recommended that the Basic Allowance be increased annually in line with the pay awards made to council staff, and the fact that the Members have forgone their annual NJC index linked increases for the past two years.

For these reasons, the Panel was minded, if at all possible, to try and find a way of increasing the Basic Allowance, if savings could be found within the wider scheme.

Bearing in mind the NJC adjusted Basic Allowance (£6,241) sits significantly above both the current level and the figure set by applying the 2006 Statutory Guidance (above), it is difficult to recommend the increase of the Basic Allowance to such an extent.

However, had a 1% annual increase been applied since 2017/2018, the resulting Basic Allowance would stand at £6,118.

Table 6.5: Applying a 1% increase to the Basic Allowance

	% increase	SRA
2017/18	1%	£5,998
2018/19	1%	£6,058
2019/20	1%	£6,118

The panel felt that the use of this figure would be a suitable compromise, as it offers Members a small increase over the current Basic Allowance, whilst also meets a number of the Panels guiding principles:

- Transparency: the basis of the increase is benchmarked against publicly available information and readily understood
- Accountability: it is readily defensible and robust, in that it is less than actual cost of living increases since 2017
- Value for money: the revised Basic Allowance is broadly in line with the averages of the benchmarking group of Derbyshire councils (£5,858) and the 2006 Statutory Guidance (£5,948).

The Panel recommends setting the Basic Allowance at £6,118

7. Special Responsibility Allowances

The Panel reviewed the suitability of SRAs payable to various roles across the Council, gave consideration to the levels thereof, and made the recommendations set out below:

7.1 Executive Leader & Deputy Leader of the Council

When the panel was last convened, Chesterfield sat in two LEP and Combined Authority areas. Whilst the political landscape has changed over recent years, with Chesterfield opting to remain in the D2N2 LEP area, the economic geography of Chesterfield remains the same.

Having heard testimony from the Leader, the Panel appreciates that the postholders continue to work closely with their counterparts in the Sheffield City Region LEP area and the Mayoral Combined Authority, in addition to their D2N2 commitments. Therefore, the Leader and Deputy Leader's SRAs were considered commensurate with their roles.

The panel recommends that these SRAs be maintained at their current levels.

7.2 Executive Member with portfolio and Assistant Executive Member

After considering the evidence, the Panel felt that the duties associated with these roles had not materially changed since the date of the previous Panel's review of their SRAs.

Moreover, the Panel heard no testimony in regard to any dissatisfaction with the current level of remuneration for Executive Members or their Assistants. However, it was noted that the number of Assistant Executive Members has been reduced from five to three.

Representation was heard that the Special Responsibility Allowance for Assistant Executive Members was lower than other Committee Chairs. However, the panel felt that the purpose of an assistant cabinet member role was to prepare the incumbents for a higher post in the future. Therefore, the remuneration should reflect the developmental nature of this role.

The Panel has been informed that the number of Assistant Executive Members has been reduced from five to three, yielding a saving of £7,778 per annum.

The panel recommends that these SRAs be maintained at their current levels.

7.3 Chairs and Vice Chairs

Previous panels had sought to harmonise the SRAs paid to the various committees. However, since the last review, the role played by some of the committees has evolved, with certain committees becoming more influential.

Similarly, this one-size-fits-all approach to SRAs does not acknowledge the differing workloads or levels of responsibility of the various committees.

7.3.1 Chair of Planning Committee and Chair of Appeals & Regulatory Committee

There was a general consensus among all parties consulted that, in particular, these two committees stood out as being more arduous than the rest, due to the quasi-judicial nature of their work.

The panel heard evidence that, due to the nature of these committees, the decisions taken by them are held to much higher scrutiny than others. Furthermore, the impact of any successful appeal would be more detrimental to the council, in terms of financial and reputational damage.

When coupled with the higher volume of work necessary, it was felt by all concerned that the Chairs and Vice Chairs of these committees warranted higher remuneration.

The Panel noted that, in April 2016 a Vice-Chair SRA has been introduced for the Appeals & Regulatory Committee, which had not existed previously.

The Panel recommends increasing the SRA for the Chairs of the Planning Committee and the Appeals & Regulatory Committee to £5,754 and the SRAs for the Vice-Chairs of those Committees to £2,877

7.3.2 Chair of the Standards & Audit Committee

When the previous Panel was convened, the Standards and Audit Committee met relatively infrequently and was of limited scope. Therefore, the Chair's SRA was benchmarked against the Vice Chairs of other committees and did not warrant an SRA for the Vice Chair.

However, the Panel heard that, in the intervening period, the role of the Standards and Audit Committee has changed significantly, with it playing a more crucial role in the oversight of the council's governance. It also heard that this committee played a similar role to the other scrutiny committees in holding the council to account and, therefore, if the Panel was to achieve its aim of a fair and equitable scheme, warranted the same level of remuneration for both the Chair and the Vice Chair as for the other scrutiny committees

Therefore, the Panel recommends that the SRA for the Chair be increased in line with the Chairs of the Scrutiny Committees (£4,754) and the introduction of a Vice Chair SRA, at a level similar to that of the other scrutiny committees (£1,585).

7.3.3 Chair of the Licensing Committee

At the time of the 2015 Panel, the same councillor held the roles of Chair of Appeals & Regulatory Committee and Chair of Licensing Committee, and there was no Vice-Chair SRA.

The 2015 IRP did not make any recommendation in regard to separate allowances for these roles, should the posts be held by separate individuals. This created an anomaly whereby, should the incumbent of those roles relinquish one or both of these Chairs, there was no provision for an SRA under this scheme.

The Panel were of the view that, as the Council observed the "One SRA only" rule, any member holding both offices would be unable to claim an SRA for both.

The Panel heard no evidence from members regarding whether a Vice-Chair SRA for the Licensing committee is warranted, so has not included this as part of this review.

The Panel recommends the introduction of separate SRAs for the Chairs of Appeals & Regulatory and Licensing Committees, with the latter being set at the same level as the Scrutiny Committees (£4754) – the former having already been reviewed.

7.3.4 Chair of the Employment & General Committee

No evidence was received to indicate that the current SRA for the Chair of the Employment & General Committee merited revision, as it sits broadly on a par with peers in the benchmarking authorities.

The Panel also observed that, on a number of occasions during the past year, this committee met jointly with the Cabinet and, from the testimony received, remain of the opinion that the role of Chair of the Employment & General Committee is less arduous than the other committees.

The Panel recommends maintaining this SRA at its current level of £3,565.

7.3.5 Chairs of the Scrutiny Committees

Benchmarking shows that the mean SRA paid to Chairs of equivalent posts in the Derbyshire authorities is £4,451, although this data is skewed by a very high allowance (£9,249) in South Derbyshire. The median value in Derbyshire Authorities is £3,798.

In the Family Group Comparator Authorities, the mean SRA is £4,638, with only Mansfield having a higher SRA.

The Panel recommends maintaining the SRA for Scrutiny Committees at £4,754.

7.3.6 Vice Chairs of Committees

Benchmarking shows that some authorities do not remunerate the role of Vice-Chair. However, the mean SRA paid to Vice-Chairs in those Derbyshire Authorities which do offer an allowance represents between 25% (Derby City, South Derbyshire) and 50% (High Peak, Bolsover) of the Corresponding Chair's SRA, with a mean value of 40%.

In Family Group Comparator Authorities which remunerate Vice-Chairs, this ranges from 17% (Wyre Forest) to 40% (Newcastle-Under-Lyme) of the Chair's SRA, with a mean of 35%.

After observing the job description of the Vice-Chair, which indicates that their primarily role is to deputise in the absence of the Chair, and reviewing the number of occasions on which the Vice-Chairs deputised for their respective Chairs (May 2018 to April 2019) (shown in Table 7.1), the Panel felt that the level of allowance warranted review.

Table 7.1: Meeting frequency and chairing responsibility

May 2018 to April 2018	Total	Chair	%	Vice	%
Appeals & Regulatory Committee	44	30	68.2%	14	31.8%
Community, Customer & Organisational Scrutiny Committee	6	6	100.0%	0	0.0%
Employment & General Committee (when not held jointly with Cabinet)	6	6	100.0%	0	0.0%
Enterprise & Wellness Scrutiny Committee	6	6	100.0%	0	0.0%
Licensing Committee	6	6	100.0%	0	0.0%
Planning Committee	14	13	92.9%	1	7.1%
Standards & Audit Committee	9	9	100.0%	0	0.0%

Information laid out in Table 7.1, supports the Panel's recommendation to uplift the SRAs paid to the Chairs and Vice-Chairs of, as it highlights the significantly high workload undertaken by these Chairs, when compared to other Chairs.

Most markedly, it demonstrated that between May 2018 and April 2019, with the exception of the two committees mentioned above, not a single meeting was chaired by the Vice-Chair of that committee.

The job description for Vice-Chairs highlights that their main contribution is to support their Chairs as appropriate and act as a sounding board and source of advice. As such the Panel is content that there is a role for Vice-Chairs that merits an SRA but, as demonstrated in Table

7.1, their workload and, therefore, their responsibility is demonstratively less than 50% of their respective Chairs.

The Panel felt that reducing the Vice-Chair SRA to 25% of the corresponding Chair’s SRA may act as a disincentive to taking on the responsibility of Vice-Chair and would stand little chance of being adopted by the Council. However, the Panel felt that the current level of allowance was too high.

The Panel recommends that the Vice-Chair SRAs, for committees other than the Planning Committee and the Appeals & Regulatory Committee, be set at 33% of their corresponding Chair.

7.3.7 Leader of the minority political group

The Chesterfield Allowances scheme provides for an SRA (£8,861) for the Majority Opposition Group Leader at a slightly higher level than that paid to Cabinet Members.

The Panel felt that, whilst this SRA is higher than the average across both the Derbyshire Authorities and the Family Group Comparator Authorities, it recognises that the Minority Group Leader, as the only non-majority party member on Cabinet, plays an important role.

Since no evidence was heard to demonstrate any dissatisfaction at the level of this SRA, the Panel did not see any requirement to recommend a change.

The Panel recommends that the SRA for the Minority Group Leader remain at £8,861.

7.3.8 Deputy Leader of the minority political group

When the Panel was convened in 2015, it discontinued the Special Responsibility Allowance for the role of Deputy Leader of the minority political group, having felt that *“as a result of the significant decrease in size of the main opposition group (now nine, which is less than 20% of the total number of councillors), it could now no longer be justified to allocate an SRA to the position of deputy leader”*, yet stated that *“if the size of the principal minority group were to increase significantly in future, the case for re-instating the SRA for deputy leader would need to be reconsidered by the panel”*.

The panel received written and oral representations from members of the opposition group as to whether the SRA previously paid to the deputy leader of the opposition should be reinstated, in view of a significant increase in the number of main opposition councillors.

Table 7.2: Council representation by party: 2015 v 2019

2015		2019	
Labour Party	38 (79%)	Labour	28 (58.5%)
Liberal Democrats	9 (19%)	Liberal Democrats	17 (35.5%)
UKIP	1 (2%)	Independent	3 (6%)

Having considered representations against, in the context of other allowances, the Panel recommends the reinstatement of the SRA for the deputy leader of the opposition group.

This decision applies the same logic as that of the previous Panel to rescind the allowance, i.e. as a result of the increased size of the minority group.

The value added by the post holder, however, is less well made. However, the Panel heard representation that the reintroduction of this SRA would assist the opposition group to become a better coordinated and stronger opposition, enabling them to provide enhanced democratic accountability and enabling greater representation on key issues.

Furthermore, the Panel heard that a strong opposition is essential in the context of succession planning, particularly in a volatile political climate, when considering the possibility that an opposition party might soon become the majority.

Benchmarking shows that some authorities pay Leader and Deputy SRAs on a per-head basis. However, the Panel felt that, if the opposition group fell to particularly small numbers, the SRA would fall below a level suitable for that role.

The Panel recommends that the SRA for Deputy Leader of the Opposition Group should be reinstated and that the level should be equivalent to that of a Committee Vice-Chair.

The Panel also recommends that a qualification limit be introduced whereby, should the main opposition group constitute less than 20%, the Deputy Leader SRA would be suspended until that figure rises.

7.4 The “One-SRA only” rule

The 2003 Regulations do not prohibit the payment of multiple SRAs to Members. However, most Councils have adopted the 'One-SRA only' rule. In other words, regardless of the number of remunerated posts individual Members may hold they can only be paid one SRA.

Moreover, this cap on the payment of SRAs to Members means that posts are not simply sought out for financial reasons; i.e. collecting remunerated posts does not enhance remuneration. Indeed, the logic of the One-SRA only rule is that it helps to spread such posts around more. It also makes for a more transparent allowances scheme and acts as a brake on the total paid out each year in SRAs, as in practice it will be highly unusual if all SRAs are paid out annually, resulting in a saving to the Council.

Chesterfield has adopted a version of the One-SRA which states that a Councillor can only receive one SRA at any given time and that if a Councillor is entitled to more than one SRA the higher allowance shall be paid.

The Panel recommends that this rule continues to be observed

8. Other Allowances

8.1 Co-optees' Allowances

No evidence was heard in relation to the Co-optees' Allowances.

The Panel recommends these be maintained at current levels

8.2 Travel & Subsistence Allowance

Currently, Members are required to make claims for travel and subsistence costs which are capped at rates specified in schedule 2 of the allowances scheme. This approach does not

impose excessive administrative costs as it is claimed by fewer Members on limited occasions. The Panel received no evidence to change this approach or the rates claimable.

The Panel recommends that the conditions and maximum rates under the Travel and Subsistence Allowance are maintained.

8.3 The Dependants' Carers' Allowance (DCA)

Currently, Chesterfield Borough Council pays a DCA to qualifying Members on a basis whereby it equates with the National Living Wage, up to a maximum of £10 per hour. The Panel supports the continuation of the DCA; it helps to reduce barriers to public service for traditionally underrepresented groups.

No evidence was heard to lead the Panel to believe that this allowance was considered inadequate or merited review.

The Panel recommends that the DCA is maintained at its current level.

8.4 Telecommunications and Support Allowance

Currently, all Members receive an allowance of £10 per month towards the cost of telecommunication fees. Members are also provided with a Council-owned iPad, to assist them in carrying out their duties.

The Panel heard representation from two councillors, who felt that the amount of the Telecommunications Allowance was too low. Both of these councillors stated that, were it not for their council duties, they would have no need for a broadband connection at all. While the Panel sympathised with those concerned, it felt that the vast majority of councillors would ordinarily have this service and, as is the nature of the allowances scheme, needs to cater for the majority of councillors. Therefore, was of the opinion that this allowance should be seen as a contribution to costs, rather than payment in full.

Furthermore, the Panel felt that the telecommunications market was a very competitive one and this has helped to suppress increases in calls and broadband packages over recent years, so there has been negligible cost rises since the previous Panel met.

The Panel recommends that the Telecomms Allowance is maintained at its current level.

8.5 Mayoral Allowance

Civic Allowances are paid under the Local Government Act 1972 (sections 3.5 and 5.4) to meet the expenses of holding civic offices, such as that of Mayor. As such, it is not remuneration. The Mayoral Allowance is designed to meet out of pocket expenses that arise during the course of mayoral duties including, but not limited to:

- Offertories at all church and other religious services
- Purchases and donations at bazaars, fairs and fetes
- Appropriate clothing
- Hairdressing, manicure, pedicure, etc
- Cost of hospitalities not administered by the Mayor's office

Having heard representation from the current incumbent, who expressed no dissatisfaction with the current level or scope of this allowance, the Panel felt that it did not require substantive review.

However, the Panel observed that the current level of Mayoral Allowance has, similar to the Basic and Special Responsibility Allowances, been frozen since 2017 and, as this allowance is intended to reimburse out of pocket expenses, has lagged behind inflation since then.

Had the Council applied the recommended indexation, namely the same percentage annual salary increase that staff have received since deciding to forego these increases in 2017, as agreed each year by the National Joint Council for Local Government Staff (the 'NJC' index), it would produce a Mayoral Allowance of £6,045 - see table 8.1 below:

Table 8.1: Applying the NJC Index to the Mayoral Allowance
Applicable year NJC index Indexed Mayoral Allowance

	% NJC increase	Allowance
2015/16		£5,696
2016/17	1%	£5,753
2017/18	1%	£5,810 – current level
2018/19	2%	£5,927
2019/20	2%	£6,045

The Panel recommends setting the Mayoral Allowance at £6,045

9. Other Issues

The Panel were asked to consider the following additional issues:

9.1 Secretary of Minority Political Group

The Panel heard representation from Members of the Minority Political Group regarding the desire for an SRA to be paid to the Secretary of their Group, but felt that, whilst the role of secretary can be arduous, on occasion, the introduction of an SRA for the Deputy Leader of the Minority Political Group would provide a mechanism for adequate support.

9.2 Parental Leave

The Panel was briefed on the Council's policy for Parental Leave and given a written copy for its information. The Panel heard that there was currently no provision for extending SRAs to Member is covering the responsibilities of another, when they were on Parental Leave.

Following consideration, the Panel felt that the existing provisions of the Members' Allowances Scheme was not compatible with the Policy, and it may be seen as a barrier to both retaining experienced councillors and making public office more accessible to individuals who might otherwise feel excluded from it.

The Panel also felt that, due to the fact that instances of Parental Leave would be a comparatively infrequent occurrence, in the broader context of the Allowances Scheme, it would not be financially burdensome for the Council.

The Panel recommends extending an SRA to any Member, whilst substituting for another Member, whilst on Parental Leave, under the following conditions:

- **It is limited to the duration of the Parental Leave or the period of substitution, whichever is shortest**
- **The One SRA only rule will apply**

10. Confirmation of indexing

The Panel confirms and recommends that the following allowances are indexed for 4 years from 2019/20 to 2022/23, the maximum period permitted by legislation, without reference to the Panel as follows:

Basic Allowance, SRAs, Subsistence and Mayoral Allowances: updated annually in line with the annual percentage pay increase given to Chesterfield Borough Council employees (and rounded to the nearest £ as appropriate) as agreed for each year by the National Joint Council for Local Government Staff.

Travel Allowance: indexed to the HMRC AMAP (Authorised Mileage Allowance Payments) approved mileage rates, or reimbursement of actual costs taking into account the most cost-effective means of transport available.

Dependants' Carers' Allowance: the maximum hourly rates to be indexed to the government's national living wage applicable to the age of the carer (childcare) and Council's own hourly rate for a Home Care Assistance (care of other dependants).

11. Financial Considerations

11.1 Variance against current budget

As stated from the outset, the Panel were keen to ensure that Members' efforts were suitably remunerated and did not serve as a barrier to public service, whilst also bearing in mind the financial restrictions faced by the Council.

Therefore, the Panel sought to review the allowances paid in such a way that it rewards Members' efforts, acknowledges their selfless decision to freeze allowances since 2017, yet stayed within suitable limits, in terms of increases to the overall cost of the Scheme.

A breakdown of the variances against the current scheme is laid out in Table 11.1

Table 11.1: Financial Variance of recommendations

Allowance	Current	Proposed	Variance	No of recipients	Total Variance
Basic Allowance	£5,998	£6,118	£120	48	£5,760
Mayoral Allowance	£5,810	£6,045	£235	1	£235
Leader	£28,343	£28,343	Nil	1	0
Deputy Leader	£15,592	£15,592	Nil	1	0
Executive Member	£7,779	£7,779	Nil	5	0
Assistance Exec Member	£3,889	£3,889	Nil	3 (prev 5)	(£7,778)
Leader of minority political group	£8,861	£8,861	Nil	1	0
Deputy Leader of minority political group	Nil	£1,585	£1,585	1	£1,585
Chair of Planning Committee	£4,754	£5,754	£1,000	1	£1,000
Vice-Chair of Planning Committee	£2,377	£2,877	£500	1	£500
Chair of Appeals & Regulatory Committee (when held by same councillor as the Chair of Licensing Committee)	£4,754	Nil	(£4,754)	1	(£4,754)
Chair of Appeals & Regulatory Committee	Nil	£5,754	£5,754	1	£5,754
Vice-Chair of Appeals & Regulatory Committee	£2,377	£2,877	£2,877	1	£500
Chair of Licensing Committee	Nil	£4,754	£4,754	1	£4,754*
Chair of Standards & Audit C'ttee	£2,254	£4,754	£2,500	1	£2,500
Vice-Chair of Standards & Audit C'ttee	Nil	£1,585	£1,585	1	£1,585
Chair of Employment & General Committee	£3,565	£3,565	Nil	1	0
Chair of Community, Customer & Organisational Scrutiny C'ttee	£4,754	£4,754	Nil	1	0
Vice-Chair of Community, Customer & Organisational Scrutiny Committee	£2,377	£1,585	(£792)	1	(£792)
Chair of Enterprise & Wellbeing Scrutiny Committee	£4,754	£4,754	Nil	1	0
Vice-Chair of Enterprise & Wellbeing Scrutiny Committee	£2,377	£1,585	(£792)	1	(£792)
			Total Variance		£10,057*

*£5,303 variance when Chair of App & Regs also chairs Licensing (due to 1-SRA rule)

11.2 Summary of variance

The total variance of £10,057 can be attributed to four key areas:

- The increase in the Basic Allowance = £5,760
- **The increase in SRAs for Standards & Audit = £4,085**
- Uplift in SRA for quasi-judicial Committee Chairs & Vice-Chairs = £3,000
- Individual SRAs for Appeals & Regulatory and Licensing Committees = £6,254*

* Offset by the One-SRA only rule when the same councillor holds both Chairs

These increases have been offset by savings made by the reduction in the number of Assistant Executive Members from 5 to 3 (saving £7,778)

12. Other Considerations

12.1 Terms of Reference

The current IRP Terms of Reference include the review of pensions for Members. Due to the withdrawal by Government in 2014 of the ability of Members to participate in the Local Government Pension Scheme (LGPS) means that Members now have to make their own pension provision. Therefore, the Panel recommends the removal of this element of the Terms of Reference.

Also, paragraph three of the section: “Make up and Terms of Office” states that a member of the Panel may not reapply after having served two consecutive terms, unless that restriction is lifted to allow a third term if no one suitable can be found.

Given that this was one panellist’s third term and another’s second, the Panel felt that this clause of the Terms of Reference may merit review as, should the other panellist not wish to return to the panel next time around, the 2023 Panel could conceivably consist entirely of new members, who have never participated in such a review before.

With succession planning in mind, and the panel consisting of only three members, it is suggest that the Council give consideration to increasing the maximum term to three sessions and implementing a rolling one-in, one-out system whereby panel members could be brought in on a general understanding that (subject to external factors) they will serve at least two terms.

13. Implementation

The Panel recommends that the new scheme of allowances based on the recommendations contained in this report is adopted from 1 April 2019 or any date thereafter as agreed by the Council.

Appendix One

Members and Officers who met with the Panel Members

Cllr P. Gilby – Leader of the Council

Huw Bowen – Chief Executive

Cllr G. Simmons – Vice-Chair of the Planning Committee & Mayor

Cllr K. Falconer – Secretary of Liberal Democrat Group

Cllr T. Snowdon

Cllr P. Holmes – Leader of Liberal Democrat Group

Cllr T. Murphy – Chair of Employment & General Committee

Written Submissions - Elected Members

Cllr P. Gilby

Cllr P. Holmes

Officers who briefed the Panel

Rachel Appleyard - Senior Democratic and Scrutiny Officer

Appendix Two

Information Received by the Panel

1. Current Member's Allowance Scheme
2. CBC Member Allowances 2018/19
3. Comparison with other authorities
 - a. Overall comparison with other authorities
 - b. Comparison of basic and special responsibility allowances with Derbyshire authorities
 - c. Comparison of basic and special responsibility allowances with family group authorities
 - d. Comparison of timings of meetings with other authorities
4. Role Profiles
 - a. Leader of the Council
 - b. Deputy Leader of the Council
 - c. Leader of an Opposition Group
 - d. Deputy Leader of an Opposition Group
 - e. Cabinet Member
 - f. Chair of Overview and Performance Scrutiny Forum
 - g. Chair of Appeals and Regulatory Committee
 - h. Chair of Licensing Committee
 - i. Chair of Planning Committee
 - j. Chair of Standards and Audit Committee
 - k. Vice Chair of a Committee
 - l. Ward Councillor
5. Previous IR Panel report 2015:
 - a. Covering report for Full Council
 - b. IRP report for Full Council

Appendix Three: Benchmarking Allowances for Chesterfield Borough Council

BM1 Chesterfield Borough Council Derbyshire Authorities Data (18/19): BA & Main Regulatory SRAs

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	Basic	Leader	Deputy Leader	Cabinet Member	Chair of Planning Committee	Chair of Standards and Audit Committee	Chair Scrutiny Committees	A&R/ Licensing Chair	Chair of Employment and General Committee	Leader Minority Group	Deputy Leader Minority Group	Notes
	£	£	£	£	£	£	£	£	£	£	£	
Chesterfield	5,998	28,343	15,592	7,779 (Assist. 3,889)	4,757 (VC 2,377)	2,377	4,754	4,754	3,565	8,861	0	Currently no assistant cabinet members
Amber Valley	3,800*	11,390	5,700	3,990	2,280	1,710	1,710	1,710	-	2,850	-	*includes travel expenses outside of the scheme
Bolsover	9,902	14,672	9,781	4,891	4,891 (VC 2,445)	Co-optees: 1,222 (Standards) 1467 (Audit)	3,260 (VC 1,630)	1,630	-	4,891	-	
Derby City	10,076	30,229	22,672	15,115	7,557 (VC 3,779)	5,290	7,557 (VC 1,889)	7,557 (VC 3,779)*	5,290	7,557 (if group more than 4)	3,779 (if group more than 10)	*Members of the General and Taxi Licensing and Appeals Committee all receive £1,889)

	Basic	Leader	Deputy Leader	Cabinet Member	Chair of Planning Committee	Chair of Standards and Audit and Committee	Chair Scrutiny Committees	A&R/ Licensing Chair	Chair of Employment and General Committee	Leader Minority Group	Deputy Leader Minority Group	Notes
	£	£	£	£	£	£	£	£	£	£	£	
Derbyshire Dales	4,416	13,020	6,510	*	4,416 (VC 733)	-	-	1,325 (VC 663)	-	£225 per member (also for 2 nd Opposition Group Leader)		* Committee system operated rather than Executive/Cabinet
Erewash	4,132	13,697	8,218	6,164	3,627	3,627	3,627	3,627	3,627	5,337	788,10	
High Peak	3,002	9,905	5,942	4,456	2,970 (VC 1,485)	1,980 (Audit) 989 (Standards)	1,485	600 (VC 300)	-	1,980		
North East Derbyshire	5,223	18,134	13,031	8,311	7,936 (VC 1,320)	3,968 (VC 1,320) (Standards)	3,968 (VC 1,320)	-	-	5,014	-	
South Derbyshire	6,175	18,518	10,178	*	9,249 (VC 2,312)	2,240 (Standards - Indep. Chair)	9,249 (VC 2,312)	4,630	-	9,249	2,312	* Committee system operated rather than Executive/Cabinet
Average (inc. CBC)	5,858	17,545	10,847	7,244	5,298 (VC 2,064)	Not possible to directly compare	4,451 (VC 1,787)	3,229 (VC 1,581)	4,161	5,107	3,046*	*Or leader of second minority group

BM2 Chesterfield Borough Council Family Group Comparative Authority Data (18/19): BA & Main Regulatory SRAs

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	Basic	Leader	Deputy Leader	Cabinet Member	Chair of Planning Committee	Chair of Standards and Audit Committee	Chair Scrutiny Committees	A&R/Licensing Chair	Chair of Employment and General Committee	Leader Minority Group	Deputy Leader Minority Group	Notes
	£	£	£	£	£	£	£	£	£	£	£	
Chesterfield	5,998	28,343	15,592	7,779 (Assist. 3,889)	4,757 (VC 2,377)	2,377	4,754 (VC 2,377)	4,754 (VC 2,377)	3,565	8,861	-	Currently no assistant cabinet members
Bassetlaw	4,674	13,231	8,888	5,656	3,131 (VC 1,111)	3,131* (VC 606)	3,131 (VC 606)	2,121 (VC 404)	-	4,260 <i>Cabinet Minority Group Liaison</i>	-	*Audit scrutiny committee
Boston	4,400	13,464	6,732	5,610	4,488 (VC 2,244)	1,224	1,224	1,224	-	100 (per member of each Group excluding the Leader of the Group)	-	Up to 2 SRA allowances can be claimed with the exception of the Leader and Deputy Leader who may not claim a Cabinet Members Allowance in addition to the Leader and Deputy Leader Allowance
Cannock Chase	5,554*	18,884	9,636	8,349	4,496	1,929	2,081	1,929	-	7,066	-	* includes sum of 1,224 for purchase of consumables

	Basic	Leader	Deputy Leader	Cabinet Member	Chair of Planning Committee	Chair of Standards and Audit Committee	Chair Scrutiny Committees	A&R/ Licensing Chair	Chair of Employment and General Committee	Leader Minority Group	Deputy Leader Minority Group	Notes
	£	£	£	£	£	£	£	£	£	£	£	
Carlisle	4,887	17,967	11,229	6,735	4,497	510 (Standards) 4,497 (Audit)	4,497	1,128	-	0* 2,247* 3,375* 4,497*	-	* Based on no. of minority group - Less than 5, 5-9, 10-14, over 14
Copeland	3,094	50,000*	15,000	6,359	2,000	2,000	2,000	1,000	-	4,000 3,000 2,000**	-	*Elected Mayor **15+ Members, 10-14 Members, 2,000 5-9 Members.
Gloucester	5,827	20,803	13,374	10,402	4,755 (VC 1,189)	2,972	3,566	2,972	5,94	5,944	1,486	
Llpswich	4,211	11,790	8,253	7,832	3,916	3,916	3,916	3,916	-	3745	(Leader of other opp group – 1,937)	
Lincoln	4,905	10,428	6,747	5,520	4,296	1,227	4,296	1,227* 2,454**	-	2,454	-	* Housing or Personnel Appeals **Licensing Committees
Mansfield	6,386	54,863*	18,547**	15,364	10,653	2,121 (Audit) 1,631 (Standards)	7,690	8,339	-	1,098 + group leaders £355 per member	-	* Executive Mayor ** Deputy Mayor

	Basic	Leader	Deputy Leader	Cabinet Member	Chair of Planning Committee	Chair of Standards and Audit Committee	Chair Scrutiny Committees	A&R/ Licensing Chair	Chair of Employment and General Committee	Leader Minority Group	Deputy Leader Minority Group	Notes
	£	£	£	£	£	£	£	£	£	£	£	
Newcastle Under Lyme	4,250	13,600	9,510	5,800	4,500 (VC 1,800)	3,000	3,000	4,500 (VC 1,800)	-	5,000	-	
Redditch	4,437	19,967	14,421	6,656	4,437	1,109	6,656*	3,328	-	1,109	-	*Chair's of scrutiny task and finish groups receive 1.109
Worcester	4,386	10,965	8,772	-	4,386	2,632 (Audit) 1,097 (Standards)	-	3,290	1,097	1097	-	*operates as committee system
Wyre Forest	4,626	13,882	8,097	6,941	4,626 (VC 1,156)	1,156 (Audit) 1,156 (Standards)	6,941 (VC 1,156)	3,471	-	1,156*	-	*subject to a minimum of 4 members
Average (inc. CBC)	4,775	16,110	10,481	7,616	4,638 (VC 1,646)	Not possible to directly compare	3,925 (VC 1380)	3,111 (VC 1527)	2,331	4,063*	Not possible to directly compare	*Not included authorities which have a progressive amount

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For publication

Quarter 2 Budget Monitoring 2019/20 & Updated Medium Term Financial Forecast

Meeting:	Council
Date:	18 th December 2019
Cabinet Portfolio	Deputy Leader
Report by:	Acting Chief Finance Officer

For publication

1.0 **Purpose of report**

1.1 To provide Council with an update on the budget position at the end of the second quarter, covering:

- General Fund Revenue Account
- General Fund Capital Programme
- Housing Revenue Account

1.2 To meet the requirement in the Financial Procedure Rules to provide Council with regular updates on the Council's financial position.

2.0 Recommendations

- 2.1 That the financial performance in the first half of the financial year and the new Medium Term financial forecast be noted (Sections 4 and 6).
- 2.2 That the changes to the Medium Term financial forecast outlined in Section 4 and Section 6 be approved.
- 2.3 That the proposed use of reserves as set out in Section 5 of the report be agreed and the new applications for funding as set out in para. 5.2 be approved.
- 2.4 That the updated capital programme outlined in Section 7 be noted.
- 2.5 That the additions to the capital programme as set out in para 7.2 be approved.
- 2.6 That the position of the Housing Revenue Account budgets be noted (Section 8).
- 2.7 That the budget preparation guidelines as set out in para. 9.1 be approved.
- 2.8 That the planned approach to budget consultation be considered (para. 9.3).

3.0 Background

- 3.1 The Council approved the original budget for 2019/20 on 27th February 2019. The Band 'D' Council Tax was set at £164.89. The original budget for 2019/20 was established forecasting a deficit of £202k.
- 3.2 All of the indications are that the medium term outlook will continue to be challenging. The Medium Term financial

forecast approved by full Council on 27th February 2019 showed increasing deficits of £803k in 2020/21 rising to £1.1m by 2021/22.

3.3 A revised deficit of £203k for 2019/20 was reported to members as part of the Quarter 1 Budget Monitoring 2019/20 & Updated Medium Term Financial Forecast report.

3.4 This report was considered at the Cabinet meeting on 22 October, 2019, where it was resolved that the recommendations at paragraphs 2.1 – 2.8 be approved by full Council.

4.0 Current Year's Budget

4.1 The Council started quarter 2 of this year with a forecast deficit of £203k. At the end of the second quarter this position had significantly improved to an anticipated surplus of £52k at year end. A summary of the key variances is provided in the table below:

2019/20 UPDATED BUDGET FORECAST – TO END OF QUARTER 2		
	£000	Total £000
Deficit at the start of the year		202
Changes reported at quarter 1		1
Deficit forecast at the start of quarter 2		203
<u>Budget Saving - increased income:</u>		
Derbyshire Building Control Partnership Ltd	(44)	
Economic Development Joint Delivery Unit – EZ Funding	(31)	
Town Hall Rental Income (EU Election)	(6)	
Industrial Unit Rental Income	(2)	(83)

<u>Budget Saving - reduced expenditure:</u>		
Spirepride Vacant Posts	(90)	
Increase Staff Vacancy Allowance	(50)	
Remove Electricity Inflation Allowance	(50)	
Building Cleaning Vacant Posts	(20)	
Community Halls	(8)	(218)
<u>Budget Increase - reduced income:</u>		
Parks – football on grass pitches	9	9
<u>Budget Increase - increased expenditure:</u>		
Venues Business Plan (*)	20	
Banking Charges – Capita Income System	11	
Town Hall – Office Moves	4	
Tapton House – Utilities	2	37
Updated Surplus Forecast		(52)

(* The Venues Business Plan will deliver £346k of savings between 2020/21 and 2023/24)

4.2 Changes to Approved Budgets

4.2.1 Vacant posts in both Spirepride and Building Cleaning will cumulatively deliver non-recurring savings of £110k in 2019/20.

4.2.2 The Medium Term financial forecast approved in February 2019 included a Staff Vacancies Allowance of £100k; in previous years this allowance was set at £150k. At the end of quarter 2, £71k of this saving has been achieved therefore the Staff Vacancies Allowance has been restored to £150k.

4.2.3 The Medium Term financial forecast also included an allowance of £50k for additional cost pressures expected from the retendering of the electricity contract. Spend at the end of quarter 2 on electricity suggests that this allowance is not required.

4.2.4 Additional income of £44k from the Derbyshire Building Control Partnership company has been included in the latest forecast. This comprises a £24k recharge to the company in respect of the Assistant Director for Economic Growth carrying out Managing Director duties on behalf of the company and £20k dividend income to be paid from profits generated by the company in 2018/19.

4.2.5 An updated business plan for Venues was considered by the Finance and Performance Board in September which will deliver savings of £346k over five years.

4.2.6 ICT savings delivery – the savings target for 2019/20 is £227k. At quarter 2, £207k of this saving has been achieved.

5.0 Reserves

5.1 In addition to the General Working Balance, which is maintained at £1.5m, the Council operates a number of other reserves. Many of the reserves are earmarked and committed for specific purposes, such as property repairs and vehicle & plant replacements. There are two major reserves where the Council has wider discretion on how they are used – the Budget Risk Reserve and the Service Improvement Reserve.

5.2 **Budget Risk Reserve** – the Council maintains this reserve as a supplement to the Working Balance. It is also used to finance the severance costs arising from voluntary staffing reductions and the outcomes of service restructuring exercises. The table below shows the opening balance in the reserve at the start of the financial year and the currently approved or anticipated movements on the reserve. A number of new applications for funding have been received:

1. Feasibility study for the refurbishment of Stephenson Memorial Hall
2. Preparation for phase 2 of refurbishment of Town Hall

3. Project manager to lead on transition of Arvato/Kier contract
4. Assistance with delivery of climate change action plan

Budget Risk Reserve	Updated Forecast £'000
Balance b/fwd 1st April	1,240
Feasibility study – Stephenson Memorial Hall	(50)
Town Hall – Phase 2	(20)
Arvato Transition Project Manager	(66)
Climate Change	(100)
<u>Less Approved Commitments:</u>	
18/19 carry forward – Generation of capital receipts	(100)
Health & Safety training	(25)
Tourism	(3)
Extension of industrial property portfolio	(20)
Feasibility study – Peak Resort	(22)
Domestic Homicide investigation	(1)
Redundancy provision	(64)
D2N2 – enterprise advisor network	(5)
IDOX – reimbursement	9
Uncommitted Balance	773

- 5.3 **Service Improvement Reserve** – The table below shows the opening balance in the reserve at the start of the financial year and the currently approved or anticipated movements on the reserve.

Service Improvement Reserve	Updated Forecast £'000
Balance b/fwd 1st April	315
<u>Less Approved Commitments:</u>	
Tendering of waste contract	(58)
TPIC/DIC - Reimbursement	43
Uncommitted Balance	300

- 5.4 The uncommitted balances in these two major reserves now stand at £1.073m. There will be significant demands on these

reserves to fund investment in transformation projects and to pay for severance costs from staffing restructures. The Council should, therefore, continually review the planned commitments against these finite financial resources to ensure that they are used in the most effective way.

6.0 Medium Term Outlook

6.1 The latest Medium Term financial forecast indicates a much improved position in 20/21 but increasing deficits in future years. The table below compares the latest forecasts with the original budget forecasts noted on 27th February 2019:

	Budget Forecasts				
	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
February 2019 budget Deficit / (Surplus)	202	803	1,125	1,196	1,311
Increase / (Decrease) Quarter 1	1	44	(4)	0	6
Increase / (Decrease) Quarter 2	(255)	(706)	(219)	(264)	(314)
Latest Forecasted Deficit / (Surplus) Quarter 2	(52)	141	902	932	1,003

6.2 The Medium Term financial forecast is based on the best available information but inevitably there is a degree of risk and uncertainty in some of the assumptions made. The most significant risks and pressures are outlined below:

- **Delivering budget savings** at the required level and at the right time continues to be a challenge. The Council has a good track record of tackling budget deficits and delivering savings although it has become more difficult to achieve as easier options are exhausted. Future budget savings proposals are now focused on a number of larger savings programmes rather than those delivering smaller savings. Significant savings from the

ICT Digital Innovation Programme have been included within the Medium Term financial forecast and timely delivery of this element of the savings plan is fundamental to achieving a balanced budget in future years.

- **Fees and charges** income may be affected by the state of the economy particularly with the continuing uncertainty around Brexit. This may have a significant impact on the substantial income generated from car parks, leisure, cultural events and planning fees.
- **Property rents** from our industrial, commercial and retail units are also affected by the state of the economy. Current occupancy levels remain high and the Council continues to invest in its rental properties. However, income from retail property continues to decline and provides an adverse pressure on the Medium Term financial forecast.
- **Pay award** uplifts of 2.5% for 2020/21 and future financial years are included in the Medium Term financial forecast. The pay award for 2020/21 has not yet been agreed. Each 1% increases the costs to the General Fund by £216k per annum.
- **A programme of capital receipts** from the sale of surplus assets has been a significant source of funding for the capital programme. The pipeline of assets sales is reducing which will mean that future capital projects will have to be funded from borrowing. The costs of servicing this borrowing would create further pressure on the Medium Term financial forecast.
- **Borrowing costs** on all new loans from PWLB were increased by 1% across the board without warning on 9th October. This will increase the costs of new borrowing

going forward which will have an impact on both the General Fund and HRA and are not included in current budget figures.

- **New homes bonus** payments will more than likely come to an end with a one-off payment for 2020/21. There will be no further legacy payments for 4 financial years and the baseline above which payments are triggered could also be adjusted upwards negating the benefits of new housebuilding taking place across the borough.
- **The Council tax referendum limit** for 2020/21 may be capped at 1.99%. This contrasts with the position in recent years where district councils have been able to increase council tax by 2.99% or £5. A 1% reduction in council tax equates to £48k per annum.

7.0 General Fund Capital Programme

7.1 **Capital Receipts** - To date, £100k of capital receipts have been received during 2019/20. The original forecast for the year was £4.1m and included capital receipts for the second instalment of land at Poolsbrook, land at Whitebank Close and land at Linacre. The current forecast of capital receipts for the year is £4.5m due to rephasing of the receipt for the Garage Site at Chester Street. Further large capital receipts need to be identified by the Council beyond 2020/21 when the 'pipeline' declines, otherwise the Council's borrowing will increase to fund further capital projects, putting more pressure on the General Fund revenue budget.

7.2 **General Fund Capital Spend** –the original capital budget for 2019/20 was £8.5m, this was increased to £14.0m in July 2019. The revised position now stands at £12.5m (see appendix A for details). Recent adjustments to the capital programme include:

- Changes to the timing of delivery of the Public Realm and Enterprise Centre elements of the Northern Gateway Scheme;
- Works to Stand Road Bowls Pavilion (£70k) to be fully funded from grant;
- Approval granted to build new Commercial Business Units at Calow Lane (£367k), Cabinet decision on 1st October 2019.
- Provision for Town Hall Alterations Phase 2 Preliminary Works (£145k). These works are required to prepare the ground floor former members' office space to enable staff from the upper floors to be decanted during the Phase 2 works.
- Access to D2N2 LEP pre-compliance funding (£1,000k) to progress a series of enabling projects around Chesterfield railway station such as ground investigation, preliminary scheme designs and land assembly. A full business case will be submitted to D2N2 LEP's Investment Board by March 2020.

7.3 Net Capital Financing – The 2019/20 month 2 revised capital programme assumed a break even position and was approved by Council on 17th July 2019. Total borrowing of £3.2m is required in 2019/20 (including £3.0m in respect of Saltergate Multi-Storey Car Park) and £2.0m in 2020/21 to fund the reprofiled Northern Gateway scheme and the increased capital programme. Repayment of prudential borrowing in respect of the Town Hall Restack has been deferred in order to utilise the Government's capital receipts flexibility scheme to support delivery of the Council's Digital Innovation Programme to fund the increased capital programme. An updated capital programme will be reported to members at full Council in February 2020.

8.0 Housing Revenue Account (HRA)

8.1 **Housing Revenue** - At the end of the second quarter all major income sources, including housing rents, were on target. Expenditure was also on target, except for Housing Repairs where an increase in Responsive and Change of Tenancy work has led to an overspend.

8.2 **Housing Capital Programme** - At the end of month 5 there was an underspend of £1.6 million on the HRA Capital Programme. It is, however, currently forecast that most of the £26.5 million capital budget will be spent by the year end. The exception is the Barrow Hill Environmental Scheme where an underspend of £1 million is anticipated due to planning issues with Derbyshire County Council relating to highways. However, some of this underspend may be offset by bringing forward structural works to balconies.

8.3 **HRA Business Plan** - The 30 Year HRA Business Plan is due to be reviewed shortly to recognise for changes since the last version was presented to Cabinet. This includes accounting for capital underspends in 2018/19, approved revenue carry forwards, right to buy sales, updates to the capital programme and reviewing the assumptions made in respect of bad debts, voids, inflation rates etc. The revised Business Plan will be presented to Cabinet at a future date.

9.0 2020/21 Budget Preparation Process

9.1 The budget preparation process started in September when budget working papers and guidelines were issued to budget holders. The budgets are prepared on an 'incremental' basis i.e. taking last year's budget as the base and making adjustments for the following:

- Variances that have been reported to and approved by Cabinet.

- Pay inflation – an allowance of 2.5% per annum each year.
- Energy and property maintenance inflation as advised by the Facilities Maintenance Manager.
- Contract inflation as specified within contracts – assuming
 - RPI of 3.0% in 2020/21 and 3.5% in future years; and
 - CPI of 2.5% per annum.
- Business rates are based on the CPI in the previous September – a rate of ??% (tbc) for 2020/21 and 2.5% in subsequent years is assumed.
- No inflation on other general items of expenditure including grants to voluntary organisations.
- Fees and charges increases – an average increase of 3% per annum for the period of the MTFP but only where it is considered that the market will bear such an increase. Annual Fees and Charges reports will be submitted to Cabinet on 12th November 2019.

These budget assumptions will be revised on a continual basis as the Councils moves through the budget process and as more up-to-date information becomes available. Cabinet is asked to approve the budget setting guidelines.

9.2 In terms of the Member reporting process:

- a) Quarter 2 budget monitoring and updated Medium Term financial forecast report for Cabinet (October) and full Council (December).
- b) Approval of the Localised Council Tax Support Scheme for 2020/21 at full Council in December.
- c) The Cabinet will consider the first draft budget for 20/21 in mid-December and the final budget report in February 2020.
- d) The full Council will approve the final budget and council tax for 20/21 at the end of February 2020.

Updates will also be provided to the Overview and Performance Scrutiny Forum at key stages in the process.

- 9.3 Consultation with the public – it is proposed that we hold a one-off community assembly in January to facilitate consultation with the public applying a similar format to previous years.

10.0 Risk Management

- 10.1 Budget forecasting, particularly over the medium term, and in the current economic climate is not an exact science. Assumptions have to be made at the time of writing, but the final outcome could be very different e.g. government grants, pay awards, investment returns, etc. A full budget risk assessment will be included in the budget setting reports later in the financial year.

11.0 Legal Considerations

- 11.1 There is a legal requirement for the Council to set a balanced budget before the start of each financial year and for the Chief Finance Officer to report on the robustness of the estimates and the adequacy of the reserves. Clearly, there is still work to be done over the coming months to be in a position to set a balanced budget for 2020/21 in February 2020.

12.0 Conclusions

- 12.1 Work continues to identify savings and to raise income. We are still forecasting a small budget deficit in the coming financial year and escalating deficits in the years ahead. Officers and members will have to agree plans to reduce the deficits as under the Local Government Act 2012 the Council must set a balanced budget. The Council will have to take decisions on where costs/services have to be reduced, investment focused and income raised. At the same time

there are a number of risks that could add further pressure to the forecast deficits in future years e.g. Business Rates income, Universal Credit, Fair Funding, retail rents, inflation and the economy (Brexit).

13.0 Recommendations

- 13.1 That the financial performance in the first half of the financial year and the new Medium Term financial forecast be noted (Sections 4 and 6).
- 13.2 That the changes to the Medium Term financial forecast outlined in Section 4 and Section 6 be approved.
- 13.3 That the proposed use of reserves as set out in Section 5 of the report be agreed and the new applications for funding as set out in para. 5.2 be approved.
- 13.4 That the updated capital programme outlined in Section 7 be noted.
- 13.5 That the additions to the capital programme as set out in para 7.2 be approved.
- 13.6 That the position of the Housing Revenue Accounts budgets be noted (Section 8).
- 13.7 That the budget preparation guidelines as set out in para. 9.1 be approved.
- 13.8 That the planned approach to budget consultation be considered (para. 9.3).

14 Reasons for recommendations

- 14.1 To actively manage the Council's finances in the current financial year and forecast forward the emerging budget position to future financial years.

Decision information

Key decision number	895
Wards affected	All
Links to Council Plan priorities	To become financially self-sufficient

Document information

Report author	Contact number/email
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Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
Appendices to the report	
Appendix A	Revised 2019-20 Capital Programme

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For publication

Business Rates policy for Markham Vale Enterprise Zone

Meeting:	Council
Date:	18 December 2019
Cabinet portfolio:	Deputy Leader and Cabinet Member for Economic Growth
Report by:	Executive Director; Assistant Director – Economic Growth

For publication

Purpose of report

- 1.1 To revise the Council's policy with regards to Business Rates income from the Markham Vale Enterprise Zone (MVEZ).
- 1.2 To propose that the retained Business Rates income be re-invested locally to support the delivery of local economic priorities in and around Chesterfield.
- 1.3 This report was considered at the Cabinet meeting on 3 December, 2019, where it was resolved to recommend to full Council that the recommendations at paragraphs 2.1 – 2.4 below be approved.

2.0 **Recommendations**

- 2.1 That the Business Rates income from the Markham Vale Enterprise Zone (MVEZ) be retained by the Council from 1 April 2020 and re-invested locally to support the delivery of local economic priorities.
- 2.2 That the change in Business Rates policy for MVEZ be applied annually for the remaining 17 years of allowable business rates retention up to 2036/37.
- 2.3 That approval is given to the proposal for three key programme areas for investment: key projects delivery, economic growth activities and skills activities; and that the funding should be particularly targeted at unlocking and accelerating key developments and sites and delivering better outcomes for local communities.
- 2.4 That detailed programmes of investment are developed, with a particular emphasis on the key growth projects being progressed through the Joint Growth Board, with Derbyshire County Council (DCC); and recommendations made to Cabinet and Council as appropriate to ensure the programmes and associated spending are approved in line with the Council's constitution.

3.0 **Report details**

Retained Business Rates Policy

- 3.1 At its meeting on 17 December 2014, Council agreed for the retained business rates from MVEZ to be paid to the Sheffield City Region (SCR) Local Enterprise Partnership (LEP), in line with Government policy at that time. It also agreed that this arrangement would be reviewed in the future should there be a change in Government policy or a change to the Council's membership of the SCR LEP.

- 3.2 Since its designation in 2014, MVEZ has proved to be an attractive location for business and the site is today nearing full capacity. Over time, the business rates generated on site have increased and for 2019/20 are projected to be circa £1.9 million.
- 3.3 Due to a change in Government policy the Council has had to review its membership of the SCR LEP. In July 2019 Council received a report from the Leader of the Council advising members that the Council would not be able to retain membership of both the SCR and D2N2 LEPs, and for a range of reasons recommending that the Council align itself from 1 April 2020 with the D2N2 LEP. As such it is now appropriate to review the Council's policy relating to the retained business rates income from MVEZ.
- 3.4 The Council has sought and received advice from the Government's Cities and Local Growth Unit on what should happen with the business rates that are currently pass-ported to SCR LEP. The advice confirms that Markham Vale's standing as an EZ endures, as primary legislation would be required to change its designation, and therefore as billing authority the Council ultimately has the right to determine how the retained business rates income from MVEZ is allocated post 1 April 2020 through 31 March 2037.
- 3.5 The Council, however, must have regard to the Government's original EZ policy, which states that ... *"all Enterprise Zone business rates growth should be retained by the local area, to support local economic priorities and ensure that Enterprise Zone growth is reinvested locally"*.
- 3.6 On the basis of this advice it is recommended to Cabinet and Council that the Council now retains the business rates income associated with the MVEZ, but that the retained

funding be exclusively targeted at projects, initiatives and activities that support the delivery of local economic priorities.

- 3.7 The Council remains committed to working in partnership with DCC and the D2N2 LEP in determining appropriate programmes for investment to support the delivery of local economic priorities and improved outcomes for local communities and businesses.

Proposals to support the delivery of local economic priorities

- 3.8 As set out in the Council’s Growth Strategy (2019-23) approved by Council in December 2018, there are currently a number of significant growth and regeneration projects underway in the borough. Collectively, these projects provide an opportunity to put Chesterfield on a higher growth trajectory and redress the deficit in local job creation that arose from economic restructuring during the 1980s and 1990s.
- 3.9 The retention of the business rates income arising from MVEZ provides the Council and its partners with the opportunity to accelerate the delivery of these significant growth and regenerations projects and, in particular, ensure that the Council achieves the desired outputs and outcomes to time and budget.
- 3.10 The Council’s Growth Strategy sets out a strategic framework for the delivery of a range of programmes that are grouped under three thematic headings and seven key objectives, as set out in Table 1.

Table 1 Economic Growth Strategy - Strategic Framework

Themes	Objectives
Supporting business growth and investment	1. Work to increase business start-ups and support the expansion of the existing business base.

	2. Undertake a range of marketing activities to raise the profile of the borough as a business location and attract new business investment.
A great place to live, visit and do business	3. Secure investment in infrastructure that enables employment and housing growth and delivers a high quality of place. 4. Strengthen the distinctive role of Chesterfield town centre to ensure its longer term vitality and viability. 5. Support the growth of Chesterfield as both a visitor destination and hub.
An inclusive approach to growth	6. Work to raise the level of workforce skills to support future business growth. 7. Ensure that all local people are in a position to benefit from the growth which takes place in the borough.

- 3.11 Some of these programmes can be classed as “business as usual” and will continue to be delivered by the existing Economic Development Team.
- 3.12 However, three key programme areas have been identified as priorities for investment for the retained MVEZ business rates income: key projects delivery, economic growth activities and skills activities. At this stage, indicative annual allocations to the three key programme areas are presented for consideration, as shown in Table 2 below; whilst Table 3 shows the current list of key growth projects where it is envisaged that the majority of the available funding will be targeted.
- 3.13 In October 2019, Council approved the establishment of a Joint Growth Board and Joint Growth Unit, in partnership with DCC, to ensure that the borough’s key growth projects would be expedited and their economic benefits realised. Council also agreed that the Joint Growth Unit would be funded from the retained MVEZ business rates income, subject to the Council also agreeing to the change of policy recommended in this report.

3.14 The additional staff resources that will be available post the establishment of the Joint Growth Unit will enable the development of detailed programmes of investment, with a particular emphasis on the key growth projects being progressed through the Joint Growth Board, with DCC; and recommendations made to future meetings of Cabinet and Council as appropriate to ensure the programmes and associated spending are approved in line with the Council's constitution.

Table 2 Proposals for allocation of retained MVEZ business rates funding

Key investment area	Detail/ description	Indicative annual funding
Key projects delivery (see Table 3)	<ul style="list-style-type: none"> Joint Growth Unit – funding to cover the annual net staffing costs (as approved at Council on 9 October 2019). 	£500,000
Sub-total - £1.55m	<ul style="list-style-type: none"> Accelerated project delivery capital resource – over a 17-year period this amount of revenue funding could resource up to £10m capital borrowing, enabling activity to remove barriers to project delivery and providing match funding for new government funding rounds; if managed as a revolving fund, where possible, then this resource could be available for re-investment beyond 2036/37. 	£850,000
	<ul style="list-style-type: none"> Accelerated project delivery revenue resource – allocation of revenue funding to pay for feasibility work, specific technical advice etc. 	£200,000
Economic growth activities	<ul style="list-style-type: none"> A targeted programme of support for local businesses e.g. business grants or loans targeted at job creation and climate change adaptation measures. 	£200,000
Sub-total -	<ul style="list-style-type: none"> Initiatives and activities to achieve a 	

£200k	vibrant town centre and visitor economy, and support economic growth across the borough.	
Skills activities	<ul style="list-style-type: none"> Skills post - funding for specific skills post to expand the coordination of outreach work with partners across the borough (as approved at Council on 9 October 2019). 	£50,000
Sub-total - £150k	<ul style="list-style-type: none"> Additional resources to support delivery of the Council's skills action plan, including extending the reach of the 'Made in Chesterfield', 'HS2 and You' and Apprentice town initiatives. 	£100,000
Retained reserve	Any funding not spent or allocated within a financial year would be set aside within a specific reserve for future allocation and investment. This reserve to maintain a minimum balance of £100,000 to manage fluctuations in the level of business rates collected in any one year.	
Total		£1,900,000

Table 3 Key Growth Projects

Scheme	Headline outcomes	Current activities	Total estimated investment
Chesterfield Waterside	1,500 residential units, 30,000sqm office, 22,000sqm commercial/leisure/ community uses, 2,500 jobs	Avant Homes on site, delivering 180 residential units; Bridge works complete to residential site; Planning permission obtained for office development with construction to start on site March 2020; Developer currently finalising proposals for Multi Storey Car Park (MSCP), build to rent	£340m

		apartments and hotel at Basin Square.	
Peak Resort	90,000sqm commercial floor space, 1,200 jobs	Footpath and bridleway works completed and adopted; Roundabout and access road completed and adopted; Planning permission achieved for first element of Phase 1 – David Lloyd Adrenaline World, with construction to start on site March 2020.	£400m
HS2 (station and town centre)	1,450 residential units, 40,000sqm office, 38,000sqm ancillary development, 3,200 jobs	HS2 Town Centre Masterplan in development; Housing Infrastructure Fund application submitted – currently being assessed; Negotiations with other landowners for strategic acquisitions on-going; CBC progressing full business case for Local Growth Fund funding.	£420m construction cost
Staveley corridor	1,500 residential units, 120,000sqm B1/B2/B8 floor space plus Infrastructure Maintenance Depot, 2,900 jobs £90m Chesterfield-Staveley Regeneration Route (CSRR)	Bid submitted to Large Local Majors for funding of CSRR); Planning permission submitted for housing scheme (up to 1000 residential units); Liaising with HS2 re IMD; Exploring linkages with Staveley Town Deal opportunity from	£290m construction cost

		expanded geography.	
A61 growth corridor	Hollis Lane extension, Lordsmill roundabout improvements, 21 st century corridor Smart Signalisation and Wayfinding project.	DCC planning application submitted for Hollis Lane Link Road; DCC progressing full business case for LGF funding; CBC supporting site acquisition to enable site assembly.	£9m
Town Centre	Northern Gateway Phase 1 16,200sqm development (Co-op, enterprise centre, MSCP), 320 jobs; Northern Gateway Phase 2 – outputs tbc; Market Place Reconfiguration.	MSCP complete; Elder Way hotel complete and operational (37 jobs); Construction of Enterprise Centre due to commence on site February 2020; Public Realm Traffic Regulation Order consultation completed; Commercial space below hotel being marketed and interest shown. Revitalising the Heart of Chesterfield project funding secured – project scoping underway in advance of consultation with stakeholders.	£35m
Housing Delivery	1500 residential units – Walton Works, Dunston, Mastin Moor, Spire	Housing Delivery Manager in post; Housing Delivery Strategy being developed and a range of schemes being	Tbc

	Neighbourhoods.	advanced; Business Plans being developed for Town Centre residential schemes.	
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4.0 **Communications and consultation**

4.1 It is not proposed to carry out proactive external communications with regards to the policy change recommended in this report.

4.2 Productive discussions on the Council’s proposal to use the retained business rates income from MVEZ to support the delivery of local economic priorities have, however, been held with key partners at Derbyshire County Council, D2N2 and SCR LEPs and the Government’s Cities and Local Growth Unit.

5.0 **Human Resources**

5.1 There are no direct human resource implications arising from the policy change recommended in this report. The human resource implications associated with the establishment of the Joint Growth Unit were considered as part of the ‘Delivery of Chesterfield’s Growth Strategy’ report at Council on 1 October 2019.

6.0 **Financial considerations**

6.1 The suggested budgets for the three key programme areas can be met from the current levels of business rates income generated from MVEZ.

6.2 It is, however, considered prudent to establish a reserve to assist with the management of this income as spend will vary from year to year; also to ensure that this reserve retains a minimum balance of £100,000 to deal with any in-year

fluctuations arising from voids or successful business rates appeals. It is also the case that the level of business rates income available each year is not known with certainty until the end of the financial year.

- 6.3 The proposed flexible use of this new and additional source of funding resource to cover capital and revenue spending, grant payments, loan arrangements and the financing of commercial deals, will require significant financial input and oversight to ensure that the funding is managed effectively and efficiently for the benefit of the local community.

7.0 Legal, governance and information assurance considerations

- 7.1 The Localism Act 2011 provides the Council with the so called power of competence, which allows a local authority to do anything which an individual may generally do. Whilst the decision to designate parts of Markham Vale as an EZ is a Government decision there is no legal requirement in place to force Chesterfield Borough Council as the billing authority to transfer EZ business rates growth to the D2N2 LEP. Such a decision is a budget policy matter and therefore a decision for this Council.

8.0 Equality and diversity considerations

- 8.1 A preliminary equality impact assessment has been undertaken. No disproportionately negative impacts are anticipated as a result of the proposed policy change recommended in this report. It is anticipated that there would be a number of positive impacts for residents and businesses through an improved focus on delivery of the borough's key growth projects. Accelerating the delivery of these growth projects would start to redress the deficit in local job creation, deliver positive benefits in terms of community impact and contribute towards the financial sustainability of the council, given the shift away from Government grant funding towards

council tax, business rates and income from facilities and services.

9.0 Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Risk of businesses leaving Markham Vale and EZ business rates income decreasing	High	Medium	Key Account Management is in place with businesses at Markham Vale and demand is good for any space that becomes available. Funding and spend will be carefully managed to ensure that the risks of reduced income from business rates is managed effectively. A reserve will also be established with a minimum balance of £100k.	High	Low
Change in legislation or Government policy around EZ business rates collection and retention	High	Low	Unspent balances would be used to meet established funding commitments for as long as possible.	High	Low
D2N2 LEP challenge the Council's position on retaining all of the business rates income from MVEZ to defray on activity to support the delivery of	High	Low	The Council has sought advice which has confirmed that it is for the Council to determine the use of the retained MVEZ business rates funding. The proposals in this paper comply with the requirement to ensure that funding is spent on the delivery of local economic priorities and	Low	Low

local economic priorities.			that EZ growth income is re-invested locally. The Council has also discussed its intentions with D2N2 LEP and the Government's Cities and Local Growth Unit.		
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10.0 Alternative options and reasons for rejection

- 10.1 Alternative options considered include: (a) do nothing; b) pass-port the retained Business Rates funding from MVEZ to D2N2 LEP rather than retaining to spend on the delivery of local economic priorities; c) allocating all of the funding to one programme area.
- 10.2 A do nothing option has been rejected since it would mean the Council continuing to pass-port business rates income from MVEZ to the SCR LEP. This makes little sense when the Council has already resolved to discontinue its membership of SCR LEP from 1 April 2020. The Council would effectively be pass-porting £1.9m of funding each and every year through 2036/37 to an organisation over which it would no longer have influence.
- 10.3 The option of pass-porting the retained MVEZ business rates to the D2N2 LEP has been considered. However, the Council would immediately lose the ability to: (a) resource the Joint Growth Unit that it is committed to establishing with DCC, and (b) accelerate delivery of the borough's key growth projects as referenced in the Council's growth strategy. It is also the strongly held view of DCC that the retained MVEZ business rates income should be re-invested locally and in support of the delivery of local economic priorities. The Council will, however, continue to work in partnership with the D2N2 LEP and is committed to ensuring that the delivery of the borough's local economic priorities is wholly in line with the

LEP's Strategic Economic Plan and the emerging Local Industrial Strategy.

- 10.4 An option of allocating all of the funding to one key programme area has also been considered. However, this would limit the scope of investments that the Council and its partners might wish to make through 2036/37. The key is flexibility, i.e. being able to apply a range of funding tools and solutions to the economic opportunities that arise over the lifetime of the Government's EZ programme.

11.0 Recommendations

- 11.1 That the Business Rates income from the Markham Vale Enterprise Zone (MVEZ) be retained by the Council from 1 April 2020 and re-invested locally to support the delivery of local economic priorities.
- 11.2 That the change in Business Rates policy for MVEZ be applied annually for the remaining 17 years of allowable business rates retention up to 2036/37.
- 11.3 That approval is given to the proposal for three key programmes of investment: key projects delivery, economic growth activities and skills activities; and that the funding should be particularly targeted at unlocking and accelerating key developments and sites and delivering better outcomes for local communities.
- 11.4 That detailed programmes of investment be developed, with a particular emphasis on the key growth projects being progressed through the Joint Growth Board, with Derbyshire County Council; and recommendations made to Cabinet and Council as appropriate to ensure the programmes and associated spending are approved in line with the Council's constitution.

12.0 Reasons for recommendations

- 12.1 To revise the Council's policy with regards to the retained business rates income from MVEZ, following the Council's decision to discontinue its membership of the SCR LEP.
- 12.2 To ensure that the retained business rates income is re-invested locally and used to support the delivery of local economic priorities in and around Chesterfield.

Decision information

Key decision number	901
Wards affected	ALL
Links to Council Plan priorities	1) Making Chesterfield a thriving borough 2) Improving the quality of life for local people 3) Delivering value for money services

Document information

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For publication

Local Council Tax Support Scheme 2020/21

Meeting:	Council
Date:	18 th December 2019
Cabinet portfolio:	Business Transformation & Customers
Report by:	Acting Chief Finance Officer

For publication

1.0 Purpose of report

- 1.1 To gain approval for the Local Council Tax Support (LCTS) scheme to apply in 2020/21.

2.0 Recommendations

- 2.1 That Council agrees to continue with the current Local Council Tax Support scheme for 2020/21. The scheme is based on The Council Tax Reduction Scheme England Regulations 2012 amended to reflect the following local decisions concerning the key principles of the scheme:

- For those of working age the maximum amount of Council Tax that will be eligible for reduction is 91.5% of their full Council Tax Liability

- The Council continues its policy of disregarding war pensions for the purposes of calculating income in respect of the Local Council Tax Support scheme
- The 'taper', i.e. the rate at which support is withdrawn as income increases be maintained at 20%

2.2 That the Chief Finance Officer in conjunction with the Cabinet Member for Business Transformation be granted delegated powers to update the 2020/21 scheme to reflect such up-ratings of premiums, allowances and non-dependent deductions as may be determined by the Department of Work and Pensions, and for other minor technical changes which may be required.

2.3 That the current local council tax discounts, which were originally implemented in 2013/14, be continued (para. 3.4).

3.0 **Background**

3.1 Prior to April 2013 central government funded the actual cost of the Council Tax Benefit scheme (CTB). In the 2010 Spending Review the Government announced its intention to introduce a Localised Council Tax Support Scheme (LCTSS) from April 2013 to replace the national CTB scheme.

3.2 The Council implemented a local scheme in respect of 2013/14 which required property occupiers of working age to pay at least the first 8.5% of the Council Tax liability for their property. Those of pensionable age continued to receive up to 100% support.

3.3 Under the localised arrangements local councils were required to manage a 10% reduction in government support and in future years to absorb the burden of any additional funding required should caseloads and costs increase. These additional financial costs are shared between the precepting authorities through the mechanisms of the Collection Fund, which based

on the 2019/20 precepts gives the following shares: Derbyshire County Council (73.7%), the Borough Council (9.2%), the Police Authority (12.1%), Fire and Civil Defence (4.2%) and Parish Councils (0.8%).

3.4 To help mitigate the 10% funding reduction, the Council agreed a number of changes to other Council Tax discounts and exemptions from April 2013. The changes included:

- A local discount of 100% for vacant properties, which would previously have qualified for an exemption under class C, for periods of up to three months. A three month discount (reduced from six months) was agreed to avoid having to collect small amounts of debt which would arise as residents sold or moved property. In a situation where a property becomes occupied or furnished for a period of 6 weeks or less it will only be eligible to receive discount for any of the original three month period which remains
- A local discount of 100% for properties which are uninhabitable due to them requiring or undergoing major structural repairs or alterations that would have previously qualified for exemption under class A for a period of up to 12 months was also agreed. While this exemption is unchanged it has now become a locally determined discount
- Removal of the residual 10% discount for second homes
- A 150% charge for property empty for more than 2 years

3.5 This report was considered at the Cabinet meeting on 3 December, 2019, where it was resolved to recommend to full Council that the recommendations at paragraphs 2.1 – 2.3 above be approved.

4.0 **Previous Years' Schemes**

4.1 The key statistics to note include:

- The number of working age people receiving support has reduced from 6,438 on 1st April 2013 to 5848 as at 30th September 2019; a reduction of 590 or 9.2%
- The number of pensioners receiving support has reduced from 5,342 on 1st April 2013 to 3,727 as at 30th September 2019; a reduction of 1,615 or 30.2%
- The number of households receiving support has reduced from 13,925 in 2013/14 to 11,493 in 2018/19 (a reduction of 2,432 or 17.5%)
- The collection rate for the element of tax that is payable by those who previously received 100% Council Tax Benefit was 71% for 2013/14. This has slowly risen to 88.3% for 2018/19 and 61.4% to date for 2019/20

4.2 The collection rates achieved to date, whilst in excess of the 67% collection rate forecast originally assumed when the local scheme was first introduced, is nevertheless well below the rate for the other Council Tax payers of above 97%.

5.0 **Proposed Scheme for 2020/21**

5.1 Welfare Reform changes to the benefits and tax credits people can receive continues. There is a four year freeze on working age benefit increases that started in April 2016. Because the allowances and premiums used to assess Council Tax Support for working age claimants mirror those in Housing Benefit, this freeze also applies to working aged Council Tax Support recipients. The Government have recently announced that there will be an increase in 2020/21 of 1.7%.

5.2 The extension of the benefit cap to more households from 7th November 2016 means that currently 38 households in Chesterfield are subject to Housing Benefit restrictions compared to 12 cases before the 7th November 2016. Because of the roll out of Universal Credit there will also be households affected by the benefit cap within their Universal

Credit award. The implication on Council Tax Support expenditure of other benefit reductions is being monitored. It is difficult to forecast what the financial impact on the CTSS would be and what mitigating actions might be required.

- 5.3 Universal Credit went Full Service for the Chesterfield Jobcentre on 29th November 2017. This has impacted on Chesterfield residents and may impact on Council Tax collection. The Council is working with partners and the Department for Work and Pensions (DWP) to mitigate the risks. The Council's benefit service continues to encourage Council Tax Support take-up and there are concerns that the separation of Housing Benefit from Council Tax Support is having an impact on people claiming Council Tax Support. Between 1st April and 31st October 2019, the Benefits Service issued 1,089 letters inviting council tax payers that were claiming Universal Credit to also make a claim for Council Tax Support. At the 2nd September 2019 there were 2,012 live in payment Council Tax Support claims for households receiving Universal Credit.
- 5.4 If the Council plan to make any significant changes to the scheme there is a legal duty to consult stakeholders and to undertake further equalities analysis and update the equality impact assessment. This exercise would take a minimum of 12 weeks. In view of these uncertainties and constraints it is proposed to leave the scheme unchanged for 2020/21.
- 5.5 The experience of the schemes in previous years has also been a key consideration in arriving at the recommendation to continue with the current scheme for 2020/21. The collection rate at 31st March 2019 at 88.3% has surpassed our initial forecast of 67% when the scheme was first introduced. If the minimum contribution rate is increased above the current 8.5% level the contributions would inevitably become more difficult to collect and could become uneconomic to recover.

- 5.6 The operation of the scheme depends upon the premiums, allowances and non-dependent deductions for the elderly being uprated in accordance with figures provided by the DWP. For working age claimants, the premiums and allowances are uprated in accordance with those provided by the DWP for Housing Benefits and the non-dependent deductions are the same as those for elderly cases. It is recommended that delegated powers are granted to the Chief Finance Officer in conjunction with the Cabinet Member for Business Transformation to amend the 2020/21 local scheme with the relevant details. In addition to these specific delegations it is considered appropriate that the delegation should be extended to cover other minor technical changes where amendment of the scheme may be necessary during the course of the financial year in order to ensure that the local scheme reflects accepted practice and DWP guidance.
- 5.7 Given the continued financial pressures on the Council's finances it is also recommended that the Council Tax Discounts and Exemptions outlined in paragraph 3.4 be maintained at their current levels. While these measures do create an added financial burden for the tax payers affected they do, nevertheless, act as incentives to bring property into use.
- 5.8 The Council will continue to work with individuals and the local advice agencies to ensure that those experiencing difficulties paying will receive appropriate advice and support.
- 5.9 The impact of the welfare, tax and living wage changes will be monitored throughout 2020/21 to enable a review of the options in good time for setting the scheme for 2021/22.
- 6.0 **Financial Considerations**
- 6.1 Local Council Tax Support will be calculated using 91.5% of the Council Tax liability, leaving residents of working age to pay a minimum of 8.5% themselves. Assuming they were living in a

Band A property then the Council Tax liability would be in the region of £100.90 per annum (£1,187.06 x 8.5%) for a couple or £75.67 per annum (£100.90 less 25% discount) for a single person, before any award of CTS. Those of pensionable age will be eligible for CTS of up to 100% of their council tax liability.

- 6.2 A key factor in this decision has been that if the full cost of the reduction in Central Government support were passed on to claimants the amount due may well become uncollectable. On the basis of evidence to date a Council Tax liability of 8.5% for those of working age is a collectable amount in most cases, with a recorded collection rate of 88% in previous financial years.
- 6.3 If Council adopts the recommended approach then the income that will be generated from charging a minimum of 8.5% Council Tax to those of working age on benefits is estimated to be some £587k after an assumed non-collection rate of 15%. The income will be shared amongst the precepting authorities.
- 6.4 It is not possible to quantify precisely what the LCTSS costs because the major element of funding, government grant, is no longer separately identified but is now combined into the overall funding settlement. In the first year of the scheme (2013/14), when the funding was separately identified, it was estimated that the net cost of the scheme, after government funding, was £1.1m. Of the £1.1m, it was estimated that the changes to other discounts and the requirement to pay the first 8.5% would reduce the net cost down to £0.4m which was then to be shared amongst the precepting authorities through the mechanics of the Collection Fund. It should also be noted that as case load decreases, which has happened each year since 2013/14, this will increase the Tax Base and increase the overall tax raising capacity. It is estimated that by 2019/20, 1,096 Band 'D' equivalent properties will have been added to the Tax Base

since the first year of the CTSS (2013/14), potentially generating over £1.9m additional income to the collection fund.

6.5 In 2013/14, £66k of the CTS funding which the Council received was earmarked as relating to the parish councils and this amount was paid over to the parishes. In setting the Budget it was agreed that the parish funding would be phased out over a period of ten years to reflect the fact that the Council's funding was being reduced.

7.0 **Legal and data protection implications**

7.1 Sections 9 to 12 of the Local Government Finance Act 2012 give the Council the necessary legal powers to implement the proposals made in this report regarding the Local Council Tax Support Scheme and other Council Tax discounts.

7.2 The Council Tax Support Scheme will need to be adopted by 31st January each year and will be required to meet the requirements as set out by legislation.

7.3 The Local Council Tax Support Scheme and changes to council tax discounts must be advertised within 21 days of the decision to adopt them being made.

8.0 **Equalities Issues**

8.1 Council tax support is intended to provide financial support to some of the most vulnerable groups in society. The Government has already given a commitment to protect those of state pension age but does not intend to prescribe in statute which other vulnerable groups must be protected. Instead, local authorities are expected to take into account existing duties in relation to vulnerable groups in designing their schemes. The following duties must therefore be considered:

- The public sector Equality Duty

- The duty to mitigate the effects of child poverty
- The duty to prevent homelessness

A full Equalities Impact Assessment (EIA) was prepared prior to the implementation of the original scheme in 2013/14 and this was reported to the Council as part of the process of adopting the scheme.

9.0 Risk management

9.1 The key risks are summarised in the table below:

Description of Risk			Mitigating Actions	Residual	
	Impact	Likelihood		Impact	Likelihood
Government funding is fixed but demand for support could increase from: <ul style="list-style-type: none"> • Pensioners as the stigma of 'benefit' removed. • Job shock in the local economy e.g. major employer goes out of business. • Pensioners because they are living longer • Other welfare reforms affect the incomes of those in receipt • Higher levels of Council Tax required to achieve a balanced budget 	High	Possible	Prudent assumptions about take-up.	Medium	Possible
Reduced demand for support from: <ul style="list-style-type: none"> • Working age claimants as the economy recovers and more people 	Medium	Possible	Monitor trends	Medium	Likely

move into work; • Declining pensioner caseloads.					
Difficulties in collecting the amounts due.	Medium	Definite	Flexible recovery procedures. Spread the risk by funding the grant cut from a variety of measures.	Medium	Likely
Tax avoidance	Medium	Possible	Rigorous and adequately resourced validation and recovery procedures.	Low	Possible

10.0 Recommendations

10.1 That Council agrees to continue with the current Local Council Tax Support scheme for 2020/21. The scheme is based on The Council Tax Reduction Scheme England Regulations 2012 amended to reflect the following local decisions concerning the key principles of the scheme:

- For those of working age the maximum amount of the Local Council Tax that will be eligible for reduction is 91.5% of their full Council Tax Liability
- The Council continues its policy of disregarding war pensions for the purposes of calculating income in respect of the Council Tax Support scheme
- The 'taper', i.e. the rate at which support is withdrawn as income increases be maintained at 20%

10.2 That the Chief Finance Officer in conjunction with the Cabinet Member for Business Transformation be granted delegated powers to update the 2020/21 scheme to reflect such up-

ratings of premiums, allowances and non-dependent deductions as may be determined by the Department of Work and Pensions, and for other minor technical changes which may be required.

10.3 That the current local council tax discounts, which were originally implemented in 2013/14, be continued (para. 3.4).

11 Reasons for recommendations

11.1 To ensure that the Council can continue to operate a localised scheme providing council tax support from April 2020.

Decision information

Key decision number	905
Wards affected	All wards
Links to Council Plan priorities	To improve the quality of life for local people.

Document information

Report author	Contact number/email
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Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	

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For publication

Housing Strategy 2019-2023 (H000)

Meeting:	Council
Date:	18 th December 2019
Cabinet portfolio:	Housing
Report by:	Assistant Director - Housing

For publication

1.0 Purpose of report

- 1.1 To seek Council approval of the Chesterfield Housing Strategy 2019-2023.

2.0 Recommendation

- 2.1 That the Chesterfield Housing Strategy 2019-2023 be adopted by the Council.

3.0 Background

- 3.1 The purpose of the Housing Strategy 2019-2023 (attached as **Appendix A**) is to provide a framework for the delivery of housing related programmes and initiatives where the Council can play an active role.

- 3.2 The draft Housing Strategy 2019-2023 was considered at Cabinet at its meeting on the 10th September 2019 where it was resolved that the draft Housing Strategy 2019-2023 be approved for wider consultation.
- 3.3 This report was considered at the Cabinet meeting on 3 December, 2019, where it was resolved to recommend to full Council that the recommendation at paragraph 2.1 above be approved.

4.0 Housing Strategy

- 4.1 The Housing Strategy 2019-2023 will play a key role in helping deliver the Council Plan vision of 'putting our communities first' and the priorities of 'making Chesterfield a thriving borough' and 'improving the quality of life for local people'.
- 4.2 The strategy details the housing and housing related activity of the Council in response to the national and local strategic context, local issues affecting demand for housing and housing services locally.
- 4.3 The strategy sets this out under an overall aim and three key objectives:

Aim

'To enhance Chesterfield's housing offer so that people of all ages of life can find and live in a quality home they can afford'

Objectives

- **Delivery** – ensuring that increased new housing provision meets the needs of current and future residents of Chesterfield to provide homes for every stage of life

- **Quality** – to utilise internal and external resources to ensure that as many homes as possible in all tenures are of decent quality
- **People** – ensuring that the needs of all groups to be able to access and sustain housing appropriate for their needs in Chesterfield

5.0 Housing Strategy 2019- 2023 Consultation

5.1 Following the Cabinet decision a consultation programme on the draft Housing Strategy 2019-2023 took place during September and October 2019. This programme included:

- An online survey for members of the public to respond
- A session with tenant representatives
- A session with managers across the Council
- Circulation to neighbouring local authorities and active housing associations and housing support providers within Derbyshire.

5.2 Eleven responses to the online consultation were received. The comments and responses are set out in **Appendix B**.

5.3 The session with the tenants identified a number of ideas for the Housing Service to progress around tenant involvement in the service and a desire to increase the environmental sustainability of the Council stock. These will be addressed as policy issues by the Housing Service.

5.4 The consultation with managers across the Council enabled further discussion on the issues identified within the strategy and where work across the Council could help achieve the aims of the Housing Strategy. These are set out in **Appendix C**.

- 5.5 Responses were received from officers at two local authorities – neither sought to amend the Housing Strategy but to acknowledge that they thought it covered all the relevant issues.
- 5.6 Whilst there have been no substantive changes to the strategy as a result of the consultation a small number of amendments have been made. The sessions with the tenants and managers within the Council identified opportunities for closer working which has led to the development and completion of the action plan.

6.0 Financial considerations

- 6.1 The Housing Strategy 2019-2023 provides the overall strategic framework for housing and housing related activities by the Council. As such, the preparation of the Housing Strategy has no direct financial implications for the Council, although new activities brought forward under the action plan may require resourcing in the future.

7.0 Risk management

- 7.1 The main risks associated with not adopting the Housing Strategy 2019-2023 are shown in the table below:

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
A risk of duplication or less effective service delivery between partner organisations in delivering housing objectives	M	M	The Housing Strategy clearly sets out the role of the Council in supporting housing and housing related activities within the Borough	L	L
There is a risk that the Council's approach to	L	L	The Housing Strategy provides a clear link between	L	L

supporting housing growth and investment in new and existing stock will lack focus and be fragmented in the absence of a Housing Strategy			housing issues and the Council's policy/action response. The Strategy provides a framework for the development of new programmes and initiatives		
The ability of the Council to make the case for housing investment is reduced in the absence of a Housing Strategy	M	L	The Housing Strategy ensures demonstration of a strategic fit when preparing business cases for funding	L	L

8.0 Equalities Impact Assessment (EIA)

8.1 An Equalities Impact Assessment has been produced and is attached at Appendix D.

9.0 Recommendation

9.1 That the Chesterfield Housing Strategy 2019-2023 be adopted by the Council.

10.0 Reasons for recommendations

10.1 To secure the adoption of the Housing Strategy 2019-2023.

Decision information

Key decision number	902
Wards affected	ALL
Links to Council Plan priorities	The Housing Strategy outlines how housing can play a role in delivering the following Council Plan objectives: Making Chesterfield a thriving borough

	<ul style="list-style-type: none"> • Enabling the completion of 1000 homes • As a partner in Waterside enable 314 apartments • Increase the number of residents living in our town centres <p>Improving quality of life for local people</p> <ul style="list-style-type: none"> • Build or acquire a minimum of 100 new council homes • Ensure 100% of our council homes continue to meet decency • Identify and reduce the number of poor quality private sector houses • Explore policy changes which could reduce the number of empty homes • Support 1,450 vulnerable people a year to maintain independent living via our Careline and Neighbourhoods Services • Increase homeless prevention <p>Providing value for money services</p> <p>Work with partners to enable more efficient use of the Council's properties and land</p>
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Document information

Report author	Contact number/email
James Crouch Housing strategy and enabling manager	<u>James.crouch@chesterfield.gov.uk</u>
Appendices to the report	
Appendix A	Housing Strategy 2019-2023
Appendix B	Online consultation responses

Appendix C	Managers seminar responses
Appendix D	Equality impact assessment

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Chesterfield Borough Council

Housing Strategy 2019-2023

Logo / photos

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Foreword

The Chesterfield Borough Council Housing Strategy 2019-2023 will play a key role in helping deliver the Chesterfield Borough Council Plan's vision of *'putting our communities first'* and the priorities of *'making Chesterfield a thriving borough'* and *'improving the quality of life for local people'*.

The council acknowledges housing is more than bricks and mortar and its ability to drive economic growth. The council supports independent healthy living that enables people to reach their full potential, seeks to support to local residents to make positive housing choices to improve their health and wellbeing as well as providing services to ensure the quality of existing stock. The council is also committed to working closely with partners including Derbyshire County Council, developers, registered providers, local enterprise partnerships and support providers to shape a positive future for all residents.

To achieve this, we have set the strategy aim and three key objectives as follow:

Aim:

'To enhance Chesterfield's housing offer so that people of all ages of life can find, and live in a quality home they can afford'

Objectives:

- **Delivery** - ensuring that increased new housing provision meets the needs of current and future residents of Chesterfield to provide homes for every stage of life
- **Quality** – to utilise internal and external resources to ensure that as many homes as possible in all tenures are of decent quality
- **People** – Ensuring that the needs of all groups to be able to access and sustain housing appropriate for their needs in Chesterfield

The strategy aims to be concise and accessible to a wide audience. It highlights in broad terms what the council considers to be the key issues and what it can do to tackle them. In taking the strategy forward these matters can be explored further with partners and other stakeholders in order to share ideas and ensure a common understanding of expectations and responsibilities.

The following pages will set out the objectives in more detail and identify the key actions to deliver them. You can find out more about the strategies and documents referred to in the strategy by following the links provided.

(Photo)

Councillor Chris Ludlow - Cabinet Member for Housing

Strategic context

The key legislation, strategies and documents that influence housing in Chesterfield are set out below. These documents provide the context for the council's direct role in providing housing and housing related services and its indirect role enabling the provision of new housing and new housing services locally.

National

Planning policy framework

The [National Planning Policy Framework](#) (NPPF) sets out the Government's planning policies for England and how these should be applied. It provides a framework within which locally-prepared plans for housing and other development can be produced. The revised NPPF introduced a standardised housing needs calculation and a new housing delivery test

Housing and Planning Act (2016)

The [Housing and Planning Act 2016](#) introduced new measures that will impact on the social rented sector and introduce the Right-to-Buy to the Housing Association sector.

Welfare Reform Act 2012 and Welfare Reform and Work Act 2016

The [Welfare Reform Act 2012](#) introduced Universal Credit, the benefit cap and introduced the 'bedroom tax' amongst a number of changes

The [Welfare Reform and Work Act 2016](#) reduced the maximum amount of benefits that could be paid to a family household to £20,000 and fixed the benefit amounts for four years. These changes to welfare policy will disproportionately affect larger households and could increase housing affordability issues for families claiming benefits.

Homeless Reduction Act 2017

The [Homelessness Reduction Act](#) made changes to homelessness legislation placing new duties on local authorities to intervene at an earlier stage to prevent homelessness and take reasonable steps to secure accommodation for the household.

Fixing our broken housing market

The Government's white paper '[Fixing our broken housing market](#)' (2017) sets out plans to reform the housing market and boost the supply of new homes. The paper seeks to increase the average build rate of 160,000 homes a year to between 225,000 and 275,000 to keep up with population growth and to tackle years of under supply. It includes measures that aim to: plan for the right homes in the right places; build homes faster; diversify the housing market; and help people buy their own homes.

Homes Fit For Human Habitation Act 2018

This new [Act](#) amends the Landlord and Tenant Act 1985 to require that any property let by a landlord (private or social) is fit for human habitation when a tenancy is granted and remains so for its duration. The Act came into force from 20 March 2019 and covers all tenancies less than seven years in length in both the social and private rented sectors. The act outlines fitness for habitation by virtue of what constitutes a property unfit for human habitation.

A new deal for social housing green paper

On 14 August 2018 the Government published the green paper '[A new deal for social housing](#)' – [A consultation](#). The consultation sought views on making sure that social housing provides safe and secure homes that help people get on with their lives. The consultation was split into five parts:

- Part 1; Ensuring homes are safe and decent
- Part 2: Effective resolution of complaints
- Part 3: Empowering residents and strengthening the regulator
- Part 4: Tackling stigma and celebrating thriving communities
- Part 5: Expanding supply and support home ownership

The areas covered by the green paper indicate the areas the council as a landlord will have to respond to and ensure services meet any new requirements set out by Government.

Regional

Local enterprise partnerships

Chesterfield is a member of – the '[D2N2](#)' ([Derbyshire and Nottinghamshire Local Enterprise Partnership](#)) and a non-constituent member of the Sheffield City region Mayoral Combined Authority. From April 2020 Chesterfield Borough Council will only be a member of D2N2.

Through these partnerships the council has been successful in drawing down funding for infrastructure investment for regeneration projects in the borough. Both LEP's identify Chesterfield and the A61 corridor as a priority for housing and employment growth.

Local

Council Plan 2019-2023

The Council Plan 2019-2023 ([insert link not published yet](#)) sets out the council's priorities. It is set out over three priorities with housing related objectives under each:

Making Chesterfield a thriving borough

- Enabling the completion of 1000 homes
- As a partner in Waterside enable 314 apartments
- Increase the number of residents living in our town centres

Improving quality of life for local people

- Build or acquire a minimum of 100 new council homes
- Ensure 100% of our council homes continue to meet decency
- Identify and reduce the number of poor quality private sector houses
- Explore policy changes which could reduce the number of empty homes
- Increase homeless prevention

Providing value for money services

- Work with partners to enable more efficient use of the council's properties and land

Revised Chesterfield Local Plan

Planning policy is currently set out in Chesterfield Borough Local Plan Core Strategy (2013) and the saved policies of the Replacement Chesterfield borough Local Plan (2006). These set a target of 380 net new dwellings a year. The council has consulted on a new [Local Plan \(2018\)](#) which updates and identifies new site allocations for the period 2018 to 2033. In June 2019 the

proposed submission Local Plan was submitted for inspection. The submission version of the Local Plan makes provision for a minimum additional 4,374 homes at an average build rate of 292 homes per year.

Strategic housing market assessment update (2017)

The [Strategic housing market assessment update 2017](#) (SHMA) is a piece of evidence used in the development of the local plan. The updated assessment identified a need for 265 additional properties a year over the local plan period to 2031. A new Local Housing Need (LHN) methodology was subsequently published in the revised NPPF. This methodology gave a LHN figure of 248 for the borough, lower than the SHMA figure of 265. Government concerns that their LHN methodology would not deliver sufficient housing nationally, preparation of the Local Plan continued on the basis of the higher SHMA.

Growth strategy (2019-2023)

The [Growth strategy](#) sets out the role of the council in supporting the growth and regeneration of Chesterfield Borough. A significant part of this is the role of housing in making Chesterfield a great place to live, visit and do business.

North Derbyshire homelessness strategy (2016)

The [North Derbyshire homelessness strategy](#) sets out how we will work with our neighbouring authorities to tackle homelessness locally. Following the introduction of the Homelessness Reduction Act in 2017 the strategy and action plan will be updated to ensure we are meeting the requirements of the Act.

Tenancy strategy and tenancy policy (2019)

Following the Government confirming that a requirement to introduce fixed term tenancies in the Housing and Planning Act 2016 would not be enacted an updated tenancy strategy and tenancy policy will both be produced in 2019/20.

Joint strategic needs assessment

The [Joint strategic needs assessment](#) (JSNA) reports on the health and wellbeing of people in Derbyshire – including those in Chesterfield Borough. This information then guides the future planning and commissioning of health and wellbeing services within Derbyshire. The first JSNA was developed in 2008 and is reviewed and refreshed annually to take into account the latest evidence and data, including work on specific topics or themes.

Derbyshire older persons housing vision (2018)

[Housing and accommodation for an ageing population](#): a strategic vision for Derbyshire to 2035. This Derbyshire County Council document outlines the strategic vision for a range of housing and accommodation choices and support to meet the requirements of an ageing population. The document provides an overarching vision for Derbyshire and more localised objectives for the district and borough councils.

Housing in Chesterfield - Key facts (as infographics)

Increasing numbers of households

104,500 people live in Chesterfield Borough in around 47,500 households

The population is expected to rise to between 110,000 to 113,500 by 2035

The number of households is expected to rise to between 51,800 and 53,400 over the same period.

The number of older persons over 75 in Chesterfield is expected to increase by 57.6%

2018	2020	2025	2030	2035
9,900	10,600	12,800	14,200	15,600

To meet this increasing population the council has a target in the local plan of an additional 240 properties per annum.

Cost of housing in Chesterfield:

Median house prices (September 2018)

Chesterfield £150,000 5.3% increase from £142,500 in September 2018

National average £232,500 3.3% increase from £225,500 in September 2018

Please select this link for up-to-date house price data from the [Office for National Statistics](#).

Affordability of owner occupied housing (2018)

	Entry Level house price	Increase in entry level price 2008-2018	Affordability Ratio			Approx Deposit required
			Average Income	Bottom 25% income	Bottom 20% income	
Chesterfield	£113,080	0.2%	3.0	5.1	6.3	£15,928

Rents

The average rents for different elements of the rental sector and incomes needed to access without using subsidy (local housing allowance) are set out below.

	Private rents			Affordable rents		Social rents	
	Entry level per month	Income needed	%rents at or below Local Housing Allowance	Average per month	Income needed	Average per month	Income needed
Chesterfield	£472	£18,125	6.9%	£444	£16,517	£414	£15,416

Local housing stock and supply

There are around 49,500 properties in Chesterfield. As shown in the house prices the local housing market is valued significantly lower than national averages and this is reflected in the council tax banding of properties in the borough with the vast proportion in the lowest council tax band's A and B.

Council Tax Band	Number (%)	Council Tax Band	Number (%)
A	26,645 (53.8%)	E	1,881 (3.8%)

B	10,227 (20.7%)	F	542 (1.1%)
C	6,192 (12.5%)	G	220 (0.4%)
D	3,757 (7.6%)	H	23 (0.04%)
		Total	49,485 (100%)

Of the 49,500 dwellings around 10,500 (21%) are affordable properties owned either by Chesterfield Borough Council or registered providers.

At any one time there are typically around 500 properties that have been empty over 6 months.

Stock Condition

In 2008/09 78.1% Private Properties meet decency standards compared to 62.5% nationally*

100% Council properties meet decent homes

*Last comparable year available

RTB - 400% increase in RTB since 2012

Average number per annum 2008-2012 – 14.5 per annum

Average number per annum 2013-2018 – 72 per annum

Council lettings –

Number of households on housing register 1636

Number of lettings to CBC properties 2018/19 851

New build housing supply

Chesterfield has been low in recent years and well under the proposed local plan target of 292 dwellings per annum. Completion improved to 212 in 2019/20.

Net Housing Completions

2014/15 - - 184

2015/16 – 206

2016/17 – 123

2017/18 – 110

2018/19 - 212

Homelessness

The council accepted as homeless and in priority need 23 households in 2017/18 and 7 in 2018/19

The council worked to prevent homelessness in over 800 instances in both of the past two years.

Homelessness Prevention	2016-17	2017-18	2018-19
Able to remain in existing home	536	848	621
Assisted to obtain alternative accommodation	97	43	201
Total	633	891	822

Rough sleeper count autumn 2018 – 18

Challenges for 2019-2023

Through reviewing the key facts and context in which the local authority operates there are a number of areas where the council will need to focus its efforts over the four years.

New housing supply

The key challenge remains increasing and sustaining higher levels of housing delivery within the borough. Despite granting a large number of new planning permissions and being able to demonstrate a five year supply of deliverable housing sites as required by the National Planning Policy Framework, housing delivery remains below target.

The government announced a new Housing Delivery Test in July 2018. Authorities where housing delivery over a three year period is below 95% of the OAN, which will include Chesterfield, are required to prepare and publish an [action plan demonstrating how housing delivery will be increased](#). This is being prepared and put in place by August 2019 as required.

The borough's objectively assessed need (OAN) for housing - calculated using the standard methodology from February 2019 - is 240 net new dwellings per year. This is lower than the Local Plan target (292) that includes meeting the shortfall of earlier years in its calculation.

A significant amount of new housing is expected to come from large, complex brownfield sites primarily [Chesterfield Waterside](#) and [Staveley Corridor](#) which are expected to deliver the majority of their housing towards the middle, end and beyond the local plan period.

Affordable housing supply

Whilst the council has started to develop its own homes through the Housing Revenue Account - successes so far include a new older person's scheme and beginning to build out the sites of former sheltered housing schemes - the overall supply of new affordable homes has been low. This is linked to the limited new market supply meaning fewer s106 agreements providing new affordable homes. Efforts to drive up supply will be linked to increasing market delivery.

Investment locally through Homes England, or its predecessor the Homes and Communities Agency, has also been limited. Taking better advantage of the funding streams made available will be crucial in delivery both of more homes and more affordable homes.

The council plan has an objective to develop or acquire 100 council homes by 2023. As overall development numbers increase opportunities for affordable housing delivery through section 106 agreements will also increase.

Improving quality of homes in the social and private rented sector

Although dated the last private sector stock condition survey identified that the private sector stock in Chesterfield is in better condition than the national average. There is still work to do and some areas of the borough where the prevalence of private renting is highest are linked to poorer housing conditions. Ensuring that the council plays an active role in standards in the private sector will have benefits for the overall health and wellbeing of the residents.

As the implementation and awareness of the Homes (Fitness for Human Habitation) Act 2018 takes place, the council's role will be to ensure its own stock meets the standards but can also deal with a potentially increase in workload in offering and giving advice to tenants seeking to use the Act.

Housing and Health

The links between housing and health are well proven. A home that offers security, safety and is of the right size and connectivity can offer enormous health benefits. Whilst the housing stock in the borough is of a higher standard than many areas the [indices of deprivation 2019](#) indicated that health deprivation within Chesterfield is amongst the worst in the country. Housing has a critical role in improving local health outcomes.

Tackling homelessness including rough sleeping

In response to the Homelessness Reduction Act 2017 the council reviewed all of its homeless policies and working practises and increased resources to meet the new duties. An increase from 12 to 18 in the rough sleeper count indicates a growing issue locally. There is a challenge to ensure services are available to assist those at risk of homelessness or sleeping rough into more permanent and secure accommodation.

Housing to meet specialised need

Whilst there are a number of supported housing schemes for a variety of groups operating within the borough, the cuts to adult care budgets may mean that resources for supported housing are tight and could reduce further. To offset the loss of DCC funded provision, changes to the intensive housing management element within Housing Benefit has led to a recent increase in speculative enquiries for new supported housing supply. Ensuring that both the existing and new supply of supported housing and supported housing services continues to meet the needs of those in Chesterfield will be crucial to ensure that vulnerable groups can maintain their homes and improve health outcomes.

Housing an ageing population

Derbyshire County Council's 'Derbyshire older persons housing vision' examined the housing requirement of an ageing population in Derbyshire. Those aged over 75 will increase from 9,900 to 15,600 within the borough by 2035. The work identified that whilst there was likely to be adequate provision of rental properties for older persons, there was little availability and choice in the sale market. For housing with care there is a shortfall in both new rental and sale properties to meet the demand from the increasing older population

Implementing social housing reform

The Government will follow up the social housing green paper with a package of reforms for the social rented sector. Potential changes to the decent homes standard and regulation of the sector will mean the council's housing service has to be ready to implement reform as legislative change is introduced. This will have significant impact on the expected standards of both services to tenants and the properties the council owns.

Climate change

Climate change has risen up the political agenda. The council has declared a [climate emergency](#) and has established a working group to respond to the emergency with a shared purpose of enabling Chesterfield to become a low carbon, resilient and sustainable borough.

Objectives 2019-2023

1. Delivery

The Council Plan 2019-2023 emphasises the importance of new supply in meeting the council's ambitions. It includes targets to enable both the completion of 1000 homes, and 314 apartments at the Waterside development – of which the council is a partner, to increase the number of residents living in our town centres and build a minimum of 100 new council homes.

Increasing delivery and making development viable

The supply of new housing has been on a gradual upward trajectory following the collapse in new build activity due to the global financial crisis in 2008. Completions per annum fell to a low of 24 in 2009 but have reached 212 in 2018/19 – still below the local plan target of 292. The undersupply of new homes in recent years has been caused by a variety of factors but key to this has been low local viability levels in comparison to other areas.

As at April 2019 the [Authority Housing Supply Position Statement](#) showed that over the next five years there was potential for 1,982 dwellings to be constructed in the borough. Nearly all of these properties had a planning permission for residential development highlighting the council's positive approach to supporting housing development via the planning process.

Despite the council's positive approach to planning permissions many other varied factors can influence the rate of housing delivery at the local level including levels of local employment growth, the delivery strategies of regional housing developers and landowner expectations of the value of potential housing sites in their ownership.

The council is committed to increasing the rate of housing delivery and maintaining a five year land supply of available housing sites. To achieve this:

- We will continue to ensure the provision of a sufficient range of housing sites in the borough and seek to positively enable growth through the local planning framework
- As a partner in the [Chesterfield Waterside Ltd](#), we will support the delivery of the first phases of residential and commercial development
- We will work with landowners, developers and [Homes England](#) to accelerate the delivery of housing development of key sites across the borough such as Chesterfield Waterside, [Staveley Corridor](#), [Northern Gateway](#) and the proposed area for HS2 station and masterplan.
- The council has appointed a housing delivery manager to facilitate and drive new developments in the borough
- We will enact commitments made in the Housing Delivery Action Plan such as development briefs and increasing engagement with developers and stakeholders
- We will make best use of public sector land assets to deliver new housing

Community Infrastructure Levy

The council has operated a Community Infrastructure Levy (CIL) since April 2016. The aim of this levy will be to support both future employment and housing growth in the borough. Effective use of the CIL will help fund the key infrastructure needed to support further new development in the borough, although for major infrastructure additional funding may need to be levered. The CIL priorities will be determined in line with Core Strategy (2013) and draft local plan (2018) priorities once adopted.

Affordable housing

[The council's local plan policy CS11 states](#) that on sites totalling 15 or more dwellings and where there is evidence of need and subject to viability assessment, up to 30% of affordable and, where appropriate, special needs housing, will be sought by negotiation accepting up to 30% affordable housing on site subject to viability'. The Submission Local Plan adjusts this target that up to 20% of affordable housing and 25% of adaptable and accessible housing on applications of 10 or more dwellings – subject to viability.

Once the revised local plan is adopted preparation for an affordable housing SPD to support emerging local plan policy and expand on the approaches to commuted sums, tenures and delivery will be developed. This will ensure that the council can continue to actively seek developer contributions on and off site affordable housing.

The council's internal housing service is working to meet the council plan target of a minimum of 100 council properties by 2023. A number of sites already have planning permission granted and start on site has commenced. The council's housing service will set out a new build strategy to sit alongside the housing strategy to facilitate this development.

Older persons housing

Derbyshire County Council's '[Older persons housing vision](#)' document outlines the strategic vision for a range of housing and accommodation choices and support to meet the requirements of an ageing population. In Chesterfield the provision of older person's accommodation for rent will meet demand until 2035 but there will be a need to ensure an increase in provision for older person's properties for sale and an increase in care home provision.

Through 2019 Derbyshire County Council is working on developing a specialist accommodation and support strategy for those with a variety of specialist support needs. Chesterfield Borough Council will need to play an active role in supporting Derbyshire County Council to meet the housing requirements of vulnerable groups

Custom and self-build housing

The council maintains a register of individuals and groups with an interest in plots for [Custom and self-build projects](#) within the borough. The Housing Delivery Action Plan seeks to support self and custom build and the housing delivery manager will be tasked with looking at ways to increase the contribution of custom and self-build to housing delivery numbers in the borough.

Gypsies and Traveller

The council met the requirements identified in the previous countywide [Gypsy and traveller needs assessment](#) that was published in 2015. This countywide piece of work is due for renewal and will be led by Derbyshire County Council during 2019/20. We will seek to implement any needs outcomes from this study.

Student housing

Derby University do not have any short-term plans to provide purpose built or University owned accommodation for their students. The University currently use DASH (Decent and Safe Homes) to signpost students to accommodation. If their aspiration changes the Council will work in collaboration to assist in the provision of accommodation to meet student need.

2. Quality

As the condition of housing has a direct impact on the health of residents in the borough, the strategy's second objective aims to make the best use of and increase the quality of Chesterfield's housing stock. The council plan contains objectives that directly link to housing quality: Ensure 100% of our council homes continue to meet decency, to identify and reduce the number of poor quality private sector houses and explore policy changes which could reduce the number of empty homes. The council wants to ensure that the use of the housing stock is optimised and housing standards continue to grow.

New homes

In order to ensure that high standards of design and quality are key to the development of new homes the council has an adopted Supplementary Planning Document on Residential Design – [‘Successful Places, a Guide to Sustainable Housing Layout and Design’](#), which is used in assessing planning applications for development. By ensuring quality design is built in upfront there will be less need for future intervention.

The increasing climate change agenda will also mean that the council will need to reflect this agenda in all its activities and policies including those for new housing. Subject to the outcomes of its examination in late 2019, the council's new local plan will contain several policies which seek to ensure that any new housing within the borough is of a high standard of quality, environmentally sustainable and futureproof.

Stock condition surveys

Over the next twelve months extensive work will take place to ensure that information held on the housing stock in the borough – both in the private and council ownership – is up-to-date and accurate. This will help inform how the council allocates resources to best tackle poor housing conditions in the borough.

Private Sector Homes

Private sector stock condition survey

During 2019/20 a Derbyshire wide private sector stock condition survey (PSSCS) will be undertaken. Being led on by Derby City Council it will provide all Derbyshire authorities with up to date detailed information of the standards of the private sector housing stock in their boroughs.

The completion of PSSCS will inform the council's response to housing conditions and consideration of what policy option such as selective licencing could be implemented and where the resources of the council's private sector housing team are focused.

Private sector enforcement policy

The council launched a 'Private sector housing enforcement policy' in early 2019. This sets out the council's private sector housing teams 'operating guidelines' for relationships with landlords and homeowners. The policy set out the fees and charges that the council will levy in the course of its housing work to drive improvements in housing quality. The policy will be reviewed for effectiveness and to ensure that any new or amended powers are included within its remit. At the current time the council currently only has a small number of licensable houses of multiple occupation (HMO's) but with recent benefit changes this type of housing will need to be identified and monitored to ensure standards are met for the often vulnerable groups that utilise this housing type.

Moving forward the council will also consider adoption of ‘civil penalties’ of up to £30,000 to force landlords to improve the condition of their properties.

Empty homes

The council does not currently have any specialised resource for tackling empty homes. The council’s private sector housing team do spot checks and basic encouragement to tackle empty homes however, at present many of the powers available to local authorities of compulsory purchase orders and enforced sale are not utilised due to the lack of resource. Over the strategy period the approach to empty homes will be considered and reviewed to ensure that work to bring them back into use either directly or with partners becomes a core part of the council’s housing role.

Energy Efficiency and Fuel poverty

With the rising priority of climate change within local and national government policy the council will work locally and wider with Derbyshire County Council to proactively develop an approach to reduce emissions locally. A key part of this will be to ensure that the existing housing stock is as energy efficient as possible. A revised council approach reducing fuel poverty through maximising incomes, providing access to funding and advice to increase energy efficiency will play a role in this agenda.

The council will continue to utilise schemes available such as those through Local Authority Energy Partnership (LAEP) to improve the energy efficiency of properties within the borough and publish its activity on tackling fuel poverty and energy efficiency through the annual Home Energy Conservation Act report. Current work with LAEP targets the remaining ‘free’ coal properties left in the borough to move them onto more efficient heating systems.

Home repair assistance loan funding

The council will continue to operate its homes repair assistance scheme to fund works to properties of financially vulnerable home owners to ensure essential works to properties are carried out.

Council homes and estates

The council carries out a programme of surveys of its 9,000 properties and every three years an external stock condition survey takes place. This external survey enables the council’s housing service to verify its own data and ensure investment programmes are accurate and effectively targeted to ensure that the Decent Homes standard is maintained – providing warm, safe and affordable properties for our tenants.

A five year plan to improve the condition of stock in CBC ownership is already underway and the overall ‘housing business plan’ covering a 30 year period will be written using the information from the stock condition survey during the strategy period. This business plan will need to take into account any changes to the decent homes definition set out in the housing green paper and any improvements required linked to the recent [‘Homes fit for habitation’](#) legislation.

An increasing part of the housing services investment in future years will be focused on improvements to estate environments. Multi-million pound projects are underway at Barrow Hill and Grangewood to improve estate environments and further areas will be identified and programmed to deliver improvements to environments around people’s homes.

3. People

The relatively low local house prices and rents along with the good supply and type of affordable housing for rent means that the majority of households can satisfy their housing need. The council will play a more active role to ensure more vulnerable households can access and sustain their homes with a variety of housing related supporting services. The council plan includes objectives to maintain independent living through the continued support of vulnerable people, working with partners to tackle homelessness and to provide advice and support to access benefits.

Homelessness

The current homelessness strategy and delivery of its action plan to improve related services locally is overseen by a homelessness forum run in partnership with North East Derbyshire and Bolsover District Councils. The introduction of the Homelessness Reduction Act 2017 and the amended duties placed on local authorities means that a new homelessness strategy and action plan is required and will be in place by December 2019.

A range of homelessness prevention services funded by the council are provided by local support agencies. These include funding a post at Derbyshire Law Centre to prevent evictions, a 'call before you serve' phone line through [Decent and Safe Homes](#) to work with and provide advice to landlords.

A 'homelessness hub' run by [Pathways](#) has been operational since November 2018. The three local councils have funded the hub for two years using a number of grants such as [flexible homelessness support funding](#) and [new burdens funding](#). The service provides support options for a variety of client groups such as domestic violence, young persons, older person and those with more complex needs who are at risk of homelessness. The scheme will be monitored and reviewed over the next two years and we will work to identify further funding opportunities to ensure its continued operation.

Work to identify suitable funding for local homelessness prevention projects both locally and Derbyshire wide will continue.

Rough Sleeping

Extensive multi-agency work to tackle the increasing prevalence of rough sleeping locally is underway and ensuring appropriate and timely interventions are available are key to both the housing and revised homelessness strategy. The new homelessness strategy will include a rough sleeping strategy within it to set out the actions the council will undertake to tackle this increasing issue.

Work is already underway to mitigate the increases in rough sleeping number and including:

- Using homeless prevention funding from [MHCLG](#) to fund a multiagency panel around the person
- A winter night shelter running from December to March each year
- Working with Derbyshire wide colleagues to secure funding from [rough sleeper initiative fund](#) and [rapid rehousing pathway](#) for 2 rough sleeper co-ordinators and five outreach workers. One of each will be based in Chesterfield
- Using social lettings workers to provide tenancy support for rough sleepers who move into accommodation

Moving forward we will work with colleagues in neighbouring local authorities and across the county and Sheffield City Region to access and utilise funding to tackle the issue.

Supported housing

Supported housing has experienced significant reduction due to budget cuts and austerity. Recent changes to the intensive housing management element of housing benefit have seen a renewed interest from providers seeking to increase their provision. CBC will co-ordinate with providers and housing benefit to ensure that new supply is appropriate and affordable.

Derbyshire County Council is currently working on two pieces of work to identify supported housing need. A specialist accommodation and support strategy and a working age adult accommodation strategy for the period 2019 -2024 will be written. We will work with DCC and providers to meet the needs identified within these strategies.

A range of supported housing schemes exist across the borough including Platform for Life run with Action Housing and a hospital discharge scheme 'healthy futures' run by Derwentio. Several schemes have been identified to deliver in the next twelve months including the re-provision of Newbold Court as supported housing for young persons with Action Housing.

Older Persons

There is a good supply of housing suitable for older persons in Chesterfield but as the local population ages there will be a growing pressure on resources to ensure that older persons can remain living in their homes and demand for support services and adaptations will grow.

The council offers a 24/7 telecare service to residents to aid independent living. The ['Careline' response service](#) currently benefits 2600 households in Chesterfield and adjoining districts. Residents living within Chesterfield also benefit from a falls recovery service to lift non-injured fallers.

The council will continue to work closely with DCC, the Health Service and East Midlands Ambulance Service in developing services to respond to and prevent falls and to explore and develop support packages and telecare technology to meet local needs. Marketing to increase the number of households benefiting from the service will continue.

Chesterfield Borough Council also delivers an [Independent Living Service](#) across Chesterfield, North East Derbyshire, and Amber Valley, assisting and supporting residents over the age of 55 to maintain independent living in their own homes. Over 1700 residents currently benefit from this service, mostly through Derbyshire County Council funding, and the council is working with DCC to monitor and plan for this service in the longer term.

The council will look to develop a support strategy for older persons to co-ordinate its resources and respond to the increasing numbers of older persons in the borough

The [Better Care Fund](#) is a partnership programme between the NHS and local authorities that seeks to join up health and care services to improve outcomes. During 2019.20 it has provided resources of £1.8m to spend in Chesterfield. This resource funds a [disabled facilities grant](#) programme to adapt properties and a number of other initiatives to reduce the burden on the health service such as the hospital discharge scheme, a falls prevention pilot and the healthy homes fund to work with fuel poor and vulnerable owner occupiers to provide new heating systems. The Better Care Fund is a vital resource but as funding is only allocated annually, long term decisions and schemes are difficult to support.

The potential of utilising this funding to provide an older persons housing advice worker to support older people in making informed choice about the housing, will be considered.

Delivery plan

The delivery plan is accurate at the time of publication but will change throughout the strategy period to ensure any changes to national and local policy can be reflected. All actions are work identified that is ongoing or to start in the next twelve months.

Resources

Housing Services	1	LEP's – D2N2 & Sheffield City Region	4	Private developers	7
Growth Directorate	2	Derbyshire County Council	5	Homes England	8
Health and Wellbeing Directorate	3	Registered Providers	6	Neighbouring Local Authorities	9
Supported Housing Providers	10	Others	11		

Delivery Plan

Ref	Challenge	How we will deliver	Resource / Responsibility
1	Delivery of housing in all tenures		
1.1	New Housing Supply	<p>Adopt and implement revised Local Plan</p> <p>Begin delivery of key regeneration schemes such as Waterside, Staveley Corridor, High speed to housing</p> <p>Encourage and enable increased provision of housing locally through utilising external funding and working in partnership with developers and housing providers to boost supply</p> <p>Develop action plan to work with housing providers in all sectors to boost supply</p>	2,4,5,7,8,
1.2	Affordable Housing Supply	<p>Resource a new build and acquisitions programme in the Housing Revenue Account to meet the Council Plan target of 100 new council homes by 2023.</p> <p>Development of an SPD will begin following the adoption of the new Local Plan (subject to any amendments made during the examination process).</p>	1,2

Ref	Challenge	How we will deliver	Resource / Responsibility
		Introduce a revised affordable and special needs housing supplementary planning document once local plan adopted	
2	Quality of housing		
2.1	Improve quality of homes in private sector	<p>Complete private sector stock condition survey</p> <p>Review potential for selective licencing after private sector stock condition survey is completed</p> <p>Identify and introduce a method for tackling long term empty properties</p> <p>Implement the housing enforcement policy</p>	3
2.2	Improve quality of public sector homes	<p>Complete stock condition survey</p> <p>Implement changes as set out in Housing White Paper to ensure that the council's own housing stock continues to meet the decent homes standard</p> <p>Development capital investment programmes based on results of stock condition survey</p> <p>Ensure council's own housing stock is safe and decent in line with any changes to decent homes standard</p>	1
2.3	Housing and Health / Climate change	<p>Work up a suite of activities to tackle fuel poverty in the Borough linking with climate change agenda</p> <p>Utilise sector stock condition survey data to identify areas to target with energy improvement measures.</p> <p>Identify and access available grants through organisations such as LAEP to</p> <p>Develop and implement a strategy for mitigating the impact of housing and housing related activities on climate change</p>	1,2,3

Ref	Challenge	How we will deliver	Resource / Responsibility
		Implement optional housing standards on accessibility, adaptability and water use within Local Plan.	
3	Meet housing needs in Chesterfield		
	Tackling homelessness and rough sleeping	<p>Develop new rough sleeping strategy and with NEDDC and Bolsover homelessness strategy for the Borough.</p> <p>Work with NEDDC and BDC to revisit and revise the homelessness strategy identifying opportunities for funding resources and tackling identified need</p> <p>Implement year two of winter night shelter and consider options for extending into future years Explore funding options to continue provision in future years</p> <p>Work with NEDDC / BDC and countywide LA's to access homelessness grant funding to tackle issues of rough sleeping and homelessness in the Borough</p>	1,6,8
	Housing to meet supported housing needs	<p>Work with supported housing providers and Derbyshire County Council to ensure appropriate supported housing provision is offered within the borough</p> <p>Revise and update tenancy strategy and tenancy policy</p> <p>Update DCC wide gypsy and traveller housing needs assessment and implement findings</p>	1,5,6,10
	Social housing reform	<p>Implement changes in housing white paper to ensure council services to tenants meet required regulatory standards</p> <p>Commission external review of tenant engagement to identify where Housing Service needs to develop services to meet Housing Green Paper proposals</p>	1,6

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Appendix B – Online Consultation Responses

Q1a: Are there any other housing challenges you think the Council should be considering as part of the housing strategy	
Comment:	Response:
Set more challenging home provision targets in the Borough.	The Local Plan sets the councils housing targets through a standard methodology set by the government. The current Local Plan is undergoing independent examination at present.
Increase in rough sleeping of people with complex needs- lack of appropriate supported housing options in the borough	The opportunities to review our approach to tackling rough sleeping and ensuring appropriate support for these groups will be considered within the Rough Sleepers Strategy to be published in late 2019.
No	N/A
Traffic, Chesterfield is heading towards being uncommutable either out of Chesterfield or into Chesterfield. Housing developments around key roads such as A61 NEED to be limited! Road infrastructure will not support what is already built without adding more.	The council is working with Derbyshire County Council and North East Derbyshire District Council on the A61 Corridor Project – a range of road improvements and sustainable transport measures to reduce the impact of congestion on the A61.
Well it states in your listing provide houses that are of reasonable quality or something like that which is a joke. My house has plaster falling off. Windows that blow a draft and leak and a door that catches floor windows and doors been told by there workmen are past it and need new but no money Shock and the plaster work was damaged by there lads and promise phone calls back and don't get any. And one of windows damaged by there lads	No contact details provided to pass details to Commercial Services to address concerns
Stop ripping up green land - use the old houses / land - yes it will cost more but we need to save some green space Avoid at all costs building slums of the future.	The council's Local Plan seeks to maximise the use of previously developed land, but this is not enough to meet all identified housing need and the plan does include some greenfield land. Council has a design guide to ensure quality design of new developments

	<p>however some developments can be done without requiring planning permission under permitted development rights. This includes conversion of commercial into residential.</p>
<p>When upgrading council properties (roofing, insulation, windows etc) offer the same service to adjacent properties not owned by the council, at same prices, to allow the whole area to be upgraded.</p>	<p>Where appropriate this has been offered most routinely on external wall insulation programmes. Suggestion passed onto Commercial Services for further consideration.</p>
<p>Think about the effect more housing has on local services</p>	<p>The council's Local Plan sets out the new infrastructure that is needed to support future housing growth. Funding for this is secured by planning obligations set out on planning permissions and via the Community Infrastructure Levy that is paid by developers based on the floorspace of development. https://www.chesterfield.gov.uk/planning-and-building-control/planning-permission-and-development-management/community-infrastructure-levy.aspx</p>
<p>I think that in these times of technology houses should have to have solar panels so as to keep home owner bills down and ever home should have to have a rapid charge point and a smart meter and smart thermostat.</p>	<p>The council's Local Plan requires electric vehicle charging in all new developments. The Government has reduced 'feed-in-tariffs' for solar panels to zero earlier this year. This makes their installation unlikely to be cost effective and changes to legislation has prevented these being required under a planning policy</p>
<p>1.providing appropriately adapted or new build housing for younger disabled adults who may have family. 2. Climate change targets and how our older housing can be made energy efficient economically without causing problems to the fabric of the buildings. 3. Providing housing for the young adult that is affordable to those within the current benefits system.</p>	<p>1. Derbyshire County Council is working on research and a strategy to identify the need for support and adapted properties. The council's new Local Plan will require 25% of new properties to be adaptable. 2. Exploring options for increasing the energy efficiency of older housing will be a part of the strategy 3. Housing benefit will cover the full rent of a social rented property. As there is a good supply of 1 bedroom flats in the</p>

<p>4. Ensuring the Building Contractors deliver on the affordable social Housing, as often many reduce the level to the bare minimum.</p> <p>5. To deal with Elderly tenants living in large properties on their own that are not suitable for their needs, do they adapt them or encourage succession planning to downsize to appropriate housing. How do they get them to transfer.</p>	<p>Borough there is affordable accommodation available.</p> <p>4. The council's new Local Plan will set out minimum percentages of new housing that must be affordable (up to 20% in parts of the borough). In the future variations from this will only be allowed in exceptional circumstances.</p> <p>5. The Council is currently considering its Tenants Incentive scheme and proposals will be put to Cabinet in late 2019.</p>
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Are there any opportunities that the Council has not identified that could be included within the Housing Strategy	
<p>Build more old people's bungalows in the Borough so single occupants of family homes can be rehoused to more suitable accommodation. This will release more homes for family occupation. Also enter into innovative factory made flat pack house building schemes to provide hundreds of lower cost homes quickly.</p>	<p>The Council's Housing Service will develop a range of property types to meet Housing Needs of its housing register. The Derbyshire County Council work on older persons housing suggests a sufficient supply of rented housing for older people. The Council's Housing Service is using Modern Methods of Construction (MMC) in its new build developments. Private developers will need to make their own judgements as to the suitability and viability of construction methods. The Government is seeking to increase the use of MMC methods to drive housebuilding numbers.</p>
<p>Opportunity to install charging points to be ready for changes to transport going forward.</p>	<p>The Council's Local Plan requires electric vehicle charging in all new developments</p>
<p>Re-use / do up older houses - it will cost more but better than destroying all the green space</p>	<p>The strategy includes actions to look at options and opportunities to bring properties back into use</p>
<p>Strengthen the emphasis on increasing council housing stock by building more new properties and re-purchasing previously sold properties under the Right to Buy scheme.</p> <p>Put more effort into reducing the number of empty properties, by compulsory purchase if necessary, so</p>	<p>The Council has committed to developing or acquiring a minimum of 100 properties by 2023.</p> <p>The Council adopted a revised Housing Acquisitions policy in October 2019 to increase its ability to purchase homes of the market.</p>

that the level of available housing is increased.	The strategy includes actions to look at options and opportunities to bring properties back into use
Use brownfield and town centre sites rather than Greenfield	The Council's Local Plan seeks to maximise the use of previously developed land, but this is not enough to meet all identified housing need and the plan does include some greenfield land.
I think the planning of new roads needs to be better with the new heritage green near Sainsburys should have come off the traffic lights on Chesterfield road and been made a four way traffic light rather than how it is now.	Comment not related to Housing Strategy.
As long as the council look to utilise all empty buildings for conversion to homes where appropriate and look to developing more accommodation in the town Centre I think the strategy meets all the opportunities there are available to them currently.	The strategy includes actions to look at options and opportunities to bring properties back into use

Are there any other comments you would like to make?	
More action less words.	
Agree with the strategy	
Please give consideration to moving around Chesterfield at peak times, certain roads, especially peripheral have more capacity than Town centre or main roads	The management and improvement of the highway network is the responsibility of Derbyshire County Council. Chesterfield Borough Council is working with the County to deliver a range of projects to improve movement around the borough, including the A61 Corridor Project, improving access to the railway station and the Chesterfield-Steveley Regeneration Route through the former Steveley Works.
Listen to the tenants more. Look after the people who look after there homes and not the ones who neglect there homes as you tend to find the council do more for people who neglect there homes. Where as people who look after	This comment relates to the Housing Service rather than being a strategic issue. Implementing the proposals in the Green Paper will increase the tenant role in the management of the housing service

<p>there homes get second hand stuff fitted or bodged</p>	
<p>The Ashgate woods that are being sold should be kept as woods and not chopped down for building land as we are in a climate crisis more than a housing crisis.</p>	<p>Ashgate Plantation is protected through the council's Local Plan as a local wildlife site, which would prevent its development, and any felling is controlled by the Forestry Commission, which requires replanting.</p>
<p>Get people who are wanting housing support to work for their rent if they have no job</p>	<p>This is a central Government issue relating to welfare policy. The council provides homes – access to those homes is set out in the allocation policy</p>
<p>There has been an immense amount of house building in and around Chesterfield this year surely there is no need for anymore, it is having a detrimental effect in the identity of our town and countryside. The roads and hospital are full to bursting with no provision of extra beds or services. The existing inhabitants are suffering. I love Chesterfield but it is becoming a ridiculously busy conurbation. Please stop building on Greenfield and use what you already have spoilt. Surely there is no need for anymore!</p>	<p>As shown in the strategy there has been low numbers of development taking place in Chesterfield Borough in recent years. Infrastructure requirements to support development proposed is set out in the Local Plan.</p> <p>The Council's Local Plan seeks to maximise the use of previously developed land, but this is not enough to meet all identified housing need and the plan does include some greenfield land.</p> <p>The Local Plan sets out the new infrastructure that is needed to support future housing growth. Funding for this is secured by planning obligations set out on planning permissions and via the Community Infrastructure Levy that is paid by developers based on the floorspace of development.</p> <p>https://www.chesterfield.gov.uk/planning-and-building-control/planning-permission-and-development-management/community-infrastructure-levy.aspx</p>
<p>The prices of any home needs to be affordable on a minimum wage so that people can go from paying someone else's mortgage to paying their own to stop people having to spend dead money.</p>	<p>The price of housing to own is determined by the housing market not the local authority.</p> <p>The Council can work to ensure that an affordable housing offer is available in the Borough and will look at options to introduce other affordable ownership options</p>

<p>A well thought out strategy, that will when approved form the basis of an exciting plan for housing for our town to meet the changes of an ageing population, those socially and economically deprived or suffering with ill health. Also where regeneration will bring increased challenges of house numbers required in new areas of our town. It is important to ensure that all new housing has appropriate infrastructure such schools GP' shops and a community centre that will bring people together as well as parks, open green space and leisure facilities that are served with good public transport.</p>	<p>The Council's Local Plan sets out the new infrastructure that is needed to support future housing growth. Funding for this is secured by planning obligations set out on planning permissions and via the Community Infrastructure Levy that is paid by developers based on the floorspace of development.</p> <p>https://www.chesterfield.gov.uk/planning-and-building-control/planning-permission-and-development-management/community-infrastructure-levy.aspx</p>
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Appendix C: Managers Seminar Consultation – Housing Strategy – 15th August 2019

Q1. Are there any other housing challenges you think the council should be considering as part of the Housing Strategy?

Challenges	Response
<p>Issues around infrastructure:</p> <ul style="list-style-type: none"> • Large scale housing developments around the borough – not necessarily in the borough – need to link - could be putting pressure of Chesterfield infrastructure • What are the implications of accelerated housing delivery in North East Derbyshire compared to Chesterfield and the impacts that this will have on Chesterfield? (Congestion on A61 on Chesterfield Services) but mindful that this may increase footfall and spend in Chesterfield town centre • Planning across the housing market area 	<p>The council is working with Derbyshire County Council and North East Derbyshire District Council on the A61 Corridor Project – a range of road improvements and sustainable transport measures to reduce the impact of congestion on the A61.</p> <p>The Council's Local Plan sets out the new infrastructure that is needed to support future housing growth. Funding for this is secured by planning obligations set out on planning permissions and via the Community Infrastructure Levy that is paid by developers based on the floorspace of development.</p> <p>https://www.chesterfield.gov.uk/planning-and-building-control/planning-permission-and-development-management/community-infrastructure-levy.aspx</p>
<p>Issues around homelessness / rough sleeping:</p> <ul style="list-style-type: none"> • Chesterfield can act as a honey pot for rough sleeping etc. – people from many different areas • Homelessness – rough sleeping – not necessarily an issue of housing supply – it's a question of chaotic lifestyles and being able to sustain a tenancy – with any provider • Community communication – about sleeping rough = perception 	<p>The opportunities to review our approach to tackling rough sleeping and ensuring appropriate support for these groups will be considered within the Rough Sleepers Strategy to be published in late 2019</p>

<ul style="list-style-type: none"> • Homelessness in Chesterfield – what are the reasons behind it? Less an issue of housing supply and availability and more social and lifestyle issues. What should the response be? • Lack of clarity between people being on street and homeless – connection with ‘community safety/police’ – connections to employability – how do you get people to take that step? – token scheme for homeless • Hostel 	
<p>Issues around design:</p> <ul style="list-style-type: none"> • ASB through poor design – secure by design • Environmentally friendly by design – green technology – links to cycle routes – electric charging • Links with existing green space and preservation of green space • Longevity of ‘life cycle’ – cradle to grave housing design around adaptations (future proofing property) 	<p>The Council’s Local Plan requires Electric Vehicle charging in all new developments. The Government has reduced ‘feed-in-tariffs’ for solar panels to zero earlier this year. This makes their installation unlikely to be cost effective and changes to legislation has prevented these being required under a planning policy Council has a design guide to ensure quality design of new developments however some developments can be done without requiring planning permission under permitted development rights. This includes conversion of commercial into residential. The council’s new Local Plan will require 25% of new properties to be adaptable.</p>
<p>Issues around climate change:</p> <ul style="list-style-type: none"> • Consideration of wider impact – schools / transport / air quality • Climate change – flooding considerations – impact of available land • Fuel poverty • Conversion of empty properties – climate / carbon budget 	<p>The Council’s Local Plan requires EV charging in all new developments. The Government has reduced ‘feed-in-tariffs’ for solar panels to zero earlier this year. This makes their installation unlikely to be cost effective and changes to legislation has prevented these being required under a planning policy The strategy includes actions to look at options and opportunities to bring properties back into use</p>

<p>Issues around meeting housing demand:</p> <ul style="list-style-type: none"> • Sufficient social / affordable housing • RTB Buyback • Private sector Older persons – housing offer to meet this • Aging population – types needed • HS2 and impact of demand etc 	<p>The Council’s new Local Plan will require 25% of new properties to be adaptable. The Council adopted a new acquisitions policy in October 2019 Work done by DCC sets out the types of older persons accommodation required. Station Masterplanning in Growth Team is considering impact and opportunity of HS2.</p>
<p>Other issues raised:</p> <ul style="list-style-type: none"> • Universal credit – improvements to accessing costs – 5/6 week delay – DWP relationship – funding / authorising of housing • Educating / training across the council – more joined up – communicating – joined up 	<p>Ongoing working relationship between the Avarto, Council and the DWP to ensure most effective operation of Universal Credit locally.</p> <p>Promotion of skills agenda /apprentice town with major housing developments</p>

Q2. Are there any opportunities that the council has not identified that could be included within the Housing Strategy?

Opportunities	Response
<p>Opportunities to deliver new housing and regeneration:</p> <ul style="list-style-type: none"> • House pricing and quality attractive to potential investors • Improved place-based working – Staveley Regeneration rate – Joint Economic Growth Unit • HS2 – connectivity – Chesterfield’s geographical location - real opportunity commuters • Town centre living – conversion of property – Borough-wide approach • Private developers – link with these to support complementary development • McCarthy and Stone – assisted living – retirement villages offering secure safe environment to move generations out of properties that would better suit families 	<p>These are all referenced and included in the Strategy</p>
<p>Opportunities around housing related support:</p> <ul style="list-style-type: none"> • Currently clearing up problems – invest in tenancy sustainment and support maybe a hostel to support most vulnerable • Social services / mental health service – increasing accessibility of statutory service of those at risk of homelessness • DWP working relationship • Need more support for chaotic people – break the cycle • Need more connectivity with existing agencies to help build skills 	<p>Internal reshaping of Housing Service will identify appropriate resources for tenancy sustainment for tenants. Other opportunities will be identified as part of rough Sleeping and Homeless Strategy work.</p> <p>Re-provision of Newbold Court increasing supported accommodation available locally</p> <p>Strategy includes working with DCC on Housing related support as identified within their needs assessments</p>

<ul style="list-style-type: none"> • Can the council provide any training/skills to teach people how to manage a budget 	
<p>Opportunities around climate change:</p> <ul style="list-style-type: none"> • Council – operates as facilitator for good practice / new ways of working • Trail blaze new technology and lead the way – plastic bottle walls • Eco homes incentives – planning costs / council tax and decisions • Climate change – what to do with existing stock 	<p>Strategy incorporates climate change and Housing and Housing related services will have a major role as part of the Council’s wider Climate change agenda.</p>
<p>Opportunities for Housing Services</p> <ul style="list-style-type: none"> • Community safety • Community engagements / managing / younger people • Council services – opportunity to raise profile of housing related services that we offer • CRM – single view of the customer including tenants • Community design opportunities – involve the community in designing solutions • Isolation – support for the most vulnerable – links with other services / sectors • Links with volunteering sector – social connectedness – design this within the strategy • Engagement with school leavers (education) re: managing a house to try and develop skills for the future 	<p>Ideas for consideration within service planning for Housing Services in 2020/21</p>

Q3. Are there any links with works that your team do that Housing can link with and build on?

Opportunities that delivering the Housing Strategy will provide to other areas of the Council:

- Leisure – increased house building – increased footfall and economic activity (e.g. QPSC memberships)
- More houses, more people, more gym memberships and theatre visits – making the most of linking this offer
- Increasing population – increased house building and increased economic activity in Chesterfield town centre
- Ageing population – rich in leisure time – potential market for leisure services
- Links with VIC / CSC / Venues / Corporate Coms / Leisure – regarding tenant benefits

Work being done by Council that will inform and enable the Housing Strategy to be delivered:

- Legal – support services for planning and housing
- Economic Growth – university links – student accommodation etc
- Kier link – land supply, vacant property – direct link with Asset Management Strategy
- Land condition / contaminated land – Environmental Health full mapping of industrial heritage and land risks
- Project management office – involvement in concept through to implementation
- Wider understanding of roles with housing to support corporate schemes
- Green space in housing areas – quality – open space older people – green space strategy

Working with partners to deliver Housing Strategy:

- Links with university sector? CBC potential to support university / college in provision of (affordable) student accommodation and potential to change demographic on town centre and extend night time economy
- Working with partners – digital connectivity – broadband speed

Q4: Any other comments

Comment	Response
Ageing population - issues for housing supply (type) and impact on other service areas but also linked to deprivation. Ageing population with available income has very different needs to ageing population in deprivation	
Political uncertainties – HS2 – be aware of the possibility on previous commitments and Chesterfield losing an HS2 station as a result of financial re-alignment. Need to ensure that the Strategy / Plan is sufficiently flexible to be delivered with or without HS2.	Growth Team developing Station Masterplan.
Student Housing Market – holistic joined up approach – helping to develop life skills – developing new residential for town – understanding the long-term vision for Chesterfield – growing economic infrastructure	Strategy includes reference to student accommodation and the universities current approach with a commitment to work together if this need changes in the future
Existing tenants – how do our policies look currently – try to support challenging tenants. Are we truly supportive?	Comment relating to operation of Housing Service. Housing Service routinely reviews policies and procedures. Size of support service will be considered as part of service reshaping.

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Appendix D: Chesterfield Borough Council Equality Impact Assessment - Full Assessment Form

Title of the policy, project, service, function or strategy:	Housing Strategy 2019-2023
Service Area:	Housing Services
Section:	Business Planning and Strategy
Lead Officer:	Liz Cook
Date of assessment:	October 2019
Is the policy, project, service, function or strategy:	
<i>Existing</i>	<input type="checkbox"/>
<i>Changed</i>	<input type="checkbox"/>
<i>New / Proposed</i>	<input checked="" type="checkbox"/>

Section 1 – Clear aims and objectives

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

The Chesterfield Borough Council Housing Strategy 2019-2023 will play a key role in helping deliver the Chesterfield Borough Council Plan's vision of '*putting our communities first*' and the priorities of '*making Chesterfield a thriving borough*' and '*improving the quality of life for local people*'.

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

The Housing Strategy is intended to co-ordinate the housing and housing related activity of the council. The co-ordination of this activity is intended to benefit residents across the Borough in delivering housing to meet local needs and provide appropriate support to residents who need assistance in accessing and maintaining their homes.

3. What outcomes do you want to achieve?

The strategy is set out under three key objectives:

- **Delivery** - ensuring that increased new housing provision meets the needs of current and future residents of Chesterfield to provide home for every stage of life
- **Quality**– Whilst a lot of Government focus is placed on new build supply the vast majority of the housing stock is already in place. The council will utilise internal and external resources to ensure that as many homes as possible in all tenures are of decent quality
- **People** – Ensuring that the needs of all groups to be able to access and sustain housing appropriate for their needs in Chesterfield

4. What barriers exist for both the Council and the groups/ people with protected characteristics to enable these outcomes to be achieved?

The introduction of the strategy does not produce any barriers for groups with protected characteristics to enable these outcomes to be achieved. The strategy sets out the context and evidence that inform objectives and action plan. The main barrier is the question of resource and suitable resourcing opportunities. Funding for supported accommodation has been reduced substantially since 2010 and further reduction to these services in the future are likely.

5. Any other relevant background information

None

Section 2 – Collecting your information

6. What existing data sources do you have to assess the impact of the policy, project, service, function or strategy?

- The housing strategy has been informed through utilising a wide range of secondary information relating to the quantity, price, condition and affordability of housing
- This information is considered within a policy context set by national and local government and its funding priorities and opportunities. The information identifying the levels of expected demand for support services is produced via the Joint Strategic Needs Assessment from Derbyshire County Council.

Section 3 – Additional engagement activities

7. Please list any additional engagement activities undertaken when developing the proposal and completing this EIA. Have those who are anticipated to be affected by the policy been consulted with?

Date	Activity	Main findings
Sept – Oct 2019	Online consultation via CBC website. Consultation promoted via front page on website and also social media	11 responses received (details referenced in Cabinet Report Appendix B)
Sept 19	Tenant consultation session	Session identified areas for landlord service improvements and landlord performance rather strategic housing issues
Sept 19	CBC managers seminar	Ideas and response set out in Cabinet Report Appendix C
Sept 19	Local Housing Associations and supported housing providers	No responses received

Section 4 – What is the impact?

8. Summary of anticipated impacts. *Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories eg. older people, younger people, people with hearing impairment etc.*

	Positive impact	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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnant women and people on parental leave	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion and belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

9. Details of anticipated positive impacts.

a)	The Housing Strategy is designed to co-ordinate the housing and housing related activity of Chesterfield Borough Council. This framework provides the evidence and resources available for interventions to benefit the residents of the borough. The positive impacts on those with protected characteristics will be for age and disability.							
	<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion

10. Details of anticipated negative impacts.

a)	<i>Negative impact:</i>	None
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<i>Mitigating action:</i>		None					
<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion

11. Have all negative impacts identified in the table above been mitigated against with appropriate action?

Yes No N/A *If no, please explain why:*

Section 5 – Recommendations and monitoring

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12. How has the EIA helped to shape the policy, project, service, function or strategy or affected the recommendation or decision?

The EIA has not shaped the strategy directly but drawn out the areas where Housing and housing related activities can make a positive difference to those with protected characteristic esp. age related and disability related.

13. How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?

The Housing Strategy has an action plan of identified work areas for the Council to deliver. The strategy action plan will be reviewed and refreshed to respond to changing demands and priorities over the strategy period 2019-23.

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:	
Reviewed by Policy Service	Name:	
	Date:	

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

For publication

Local offer for children in care and care leavers

Meeting: Council

Date: 18 December 2019

Cabinet portfolio: Health and Wellbeing

Report by: Assistant Director – Policy and Communications

For publication

1.0 Purpose of report

1.1 To seek approval for Chesterfield Borough Council to support and commit to a countywide (Derbyshire excluding Derby City) local offer for children in care and care leavers.

2.0 Recommendations

2.1 That the council tax discretionary discount for eligible Derbyshire care leavers aged 18 – 25 is applied from 1 April 2020 and the Care Leaver discretionary discount policy is approved.

2.2 That the other elements of the local children in care and care leaver offer (active fostering, employment, skills, apprenticeships and work experience, housing and

recruitment of foster carers/supported lodgings) come into force with immediate effect.

- 2.3 That Chesterfield Borough Council continues to work with Derbyshire County Council, Derbyshire districts/boroughs and other partners to further develop and improve the children in care and care leaver offer/care leaver covenant for Derbyshire.
- 2.4 That a review of the Chesterfield Borough Council elements of the local care leaver offer is undertaken on an annual basis for affordability and effectiveness.

3.0 Background

- 3.1 There are approximately 70,000 to 80,000 children in care in England at any one time. At the time of writing this report there are 826 children in care across Derbyshire, 144 of these children are from Chesterfield Borough.
- 3.2 There are unique challenges that children in care and care leavers face. Nationally approximately 60% of children become looked after due to abuse or neglect and they have poorer educational and health outcomes than their peers. When young people leave care, many face considerable disadvantage in their lives. Whilst most young people continue to rely upon their families well into early adulthood and beyond, young people leaving care, often do not have this support.
- 3.3 The care system is not just about keeping children safe, but should also promote recovery, resilience and well-being. This provides the context for Section 2 of the Children and Social Care Act 2017 which requires each local authority (including District/Borough Councils) to publish a Local Offer for care leavers aged 18 – 25. Through the Derbyshire Chief Executives Group and the newly formed Corporate Parenting Board,

Derbyshire County Council and District/Borough Councils agreed to collaborate to create one single 'Local Children in Care and Care Leaver Offer' for Derbyshire (excluding Derby City).

- 3.4 This report was considered at the Cabinet meeting on 3 December, 2019, where it was resolved to recommend to full Council that the recommendations at paragraphs 2.1 – 2.4 above be approved.

4.0 Eligibility and numbers

- 4.1 A care leaver is eligible for the local care leaver if they are over 18 years old and under 25 years old and before reaching 18 were in the care of Derbyshire County Council for a period of 13 weeks (or periods amounting to 13 weeks) which began after reaching the age of 14 years and includes at least one day whilst they were 16 or 17 years old. The exception to this is if the applicant had a planned return home to their family or carer which was successful for more than six months.

- 4.2 The table below shows the current known number of care leavers across Derbyshire:

District	18 years old	19 years old	20 years old	21 years old	Total
Amber Valley	8	11	12		31
Bolsover	3	3	5		11
Chesterfield	20	9	14		43
Derbyshire Dales	3	2	1		6
Erewash	8	16	12	1	37
High Peak	9	6	10		25
North East	9	5	3	1	18

Derbyshire					
South Derbyshire	5	7	6		18
Total	65	59	63	2	189

4.3 At the age of 21 care leavers have the right to access additional support services from the County Council and via the local offer but unfortunately accurate figures are not available for this cohort. It is estimated that the total number of eligible care leavers in Chesterfield is around 85 aged 18 – 25. The number of children in care has however for a number of years been rising so this figure is likely to increase on an annual basis.

5.0 Derbyshire local children in care and care leaver offer

5.1 Officer working group meetings have been held to discuss proposals based on lessons learned from early adopters of local offers including Nottinghamshire.

5.2 The offer includes a range of provisions including:

- Discretionary discount from Council Tax for Derbyshire care leavers
- Active fostering and care leavers physical activity programme
- Employment, skills, apprenticeships and work experience
- Housing
- Recruitment of foster carers/ supported lodgings

6.0 Discretionary discount from council tax for Derbyshire care leavers

6.1 Managing budgets can be challenging for many people, particularly for people on low incomes. A 2015 report by the Children’s Society (the wolf and the door – how Council Tax

debt collection is harming children) suggests that care leavers are a particularly vulnerable group for Council Tax debt. This is linked to the fact that unlike many young people, care leavers cannot rely on the continued support of their families as they move into young adulthood.

- 6.2 This discretionary discount of council tax offer applies to eligible care leavers aged 18 – 25 who become liable for council tax for a dwelling in Chesterfield borough. The discount will be awarded on the main residence of the care leaver up until their 25th birthday and will equate to 100% of their liability for council tax after all other relevant discounts have been applied. Where a care leaver is jointly liable a proportionate award will be made according to their individual circumstances e.g. if there is one other occupier than a 50% discount will apply.
- 6.3 The policy attached at Appendix 1 explains how this discretionary discount will work in practice. The council tax discretionary discount will come into force from 1 April 2020.

7.0 Active fostering and care leaver physical activity programme

- 7.1 It is well documented how physical activity improves overall health and wellbeing. Since 2007 Chesterfield Borough Council has delivered, on behalf of Derbyshire County Council, a 'free access to leisure centres' scheme (gym and swim) for children in the care of Derbyshire County Council, their carers and the carers own children. In March 2008 the scheme was broadened to provide care leavers with free access to the fitness gym and swimming up to the age of 25. The cost of the scheme is fully funded by Derbyshire County Council.
- 7.2 In addition Chesterfield Borough Council revised its concessions policy for all services including leisure centres and theatres to provide concessionary rates for care leavers amongst other groups.

8.0 Employment, skills, apprenticeships and work experience

- 8.1 Working whether paid or unpaid, is good for our wellbeing. It contributes to our happiness, helps us to build confidence and self esteem and allows us to build supportive relationships and friendships with our colleagues. Employment can improve health by increasing social capital, enhancing psychological wellbeing, providing income and reducing negative health impacts of economic hardship.
- 8.2 Despite reforms over a number of years to improve the educational attainment of children in care, it is still the case that only 14% of children in care achieved five GCSEs (A* – C), compared to 53% of all children (Department of Education, 2015). Looked after children are five times more likely to be temporarily excluded from School (Department of Education, 2018) and are far more likely to have special educational needs by age 11 (59% for children in care compared with 17% for other children, Department of Education 2018). These challenges can limit options available to care leavers when they leave education.
- 8.3 The wider care leaver offer will need to think creatively about how to provide the opportunities for care leavers to catch up on education that they have missed out on; and to develop the essential knowledge and skills that will enable them to progress. District/Borough councils can assist by working with Derbyshire County Council’s Children’s leaving care service to actively signpost care leavers to apprenticeships, work placements, work experience and mentoring opportunities within our own and partner organisations.

9.0 Housing

- 9.1 Housing services will not make any decision regarding a care leaver being intentionally homeless without consulting their leaving care worker. In the event that we do consider a care leaver to be intentionally homeless we have a duty to secure accommodation which will be available to the care leaver to give them a reasonable opportunity for them to find with the assistance of Housing services and their leaving care worker to find alternative accommodation.
- 9.2 All Derbyshire care leavers will be given a local connection to access housing in any district in Derbyshire irrespective of where they have been living. Derbyshire care leavers exiting supported accommodation as a positive move on will be given priority for social housing in Derbyshire.

10.0 Recruitment of foster carers/ supported lodgings

- 10.1 There is a significant national shortfall of foster carers and supported lodgings. Derbyshire County Council currently has approximately 350 active foster families/carers/supported lodgings, far fewer than is needed to meet the rising demand.
- 10.2 Effective and appropriate advertising, marketing and promotion is key to attracting and retaining quality foster carers and supported lodgings across the county. Getting the rights messages and information to a larger audience will help to increase the number of enquiries and successful recruitment. Working with Derbyshire County Council we can actively support the promotion and recruitment of foster carers and supported lodgings through the Council's many and varied communication channels including Your Chesterfield/Our Homes newsletter, website, social media, displays at buildings and intranet for staff.

11.0 Improving our local offer and the care leaver covenant

11.1 In July 2016, the Government published a major policy document 'Keep on Caring' which aimed to support young people from care towards independence. A key policy commitment in the paper was a strategic pledge to introduce a care leaver covenant. The covenant is a promise made by the private, public and voluntary sectors to provide support for care leavers to help them to live independently. Care leaver covenants aim to ensure care leavers:

- Are better prepared and supported to live independently
- Have improved access to employment, education and training
- Experience stability in their lives and feel safe and secure
- Achieve financial stability

11.2 All central government departments have signed the covenant and have agreed specific offers they will deliver. Our Derbyshire local offer goes some way towards contributing to the covenant aims. Following the collaborative approach taken to developing the local children in care and care leaver offer there is some desire to continue to work together to further improve the offer and outcomes as well as considering the widening out of the offer to different sectors and partners under a covenant commitment.

12.0 Equality impact assessment

12.1 An equality impact assessment for these proposals is attached at Appendix 2.

13.0 Financial considerations

13.1 The majority of the offer can be funded and supported via existing budgets and programmes however the Council Tax discretionary discount does add additional financial pressure to Chesterfield Borough Council. As the collection authority we are 100% liable for any shortfall in collection as a result of discounts applied. The normal distribution mechanism would

not apply so this authority would bear 100% of the lost council tax rather than our normal 10% share.

13.2 Experience from other areas of the country and for the four Derbyshire districts that have already applied Council Tax discretionary discount indicates that take up has been low. However, this is likely to increase as the care leaver offer is publicised and awareness raised. The actual financial contribution in the majority of cases is also low as the discretionary discount is applied after other discounts are applied. In many cases the residual liability is the 8.5% contribution gap from the Council Tax Support Scheme, however for those care leavers in work, the discount would represent 100%. For Derbyshire care leavers in Chesterfield the financial contribution for 2020/21 is estimated at £16,000.

14.0 Risk

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
As this is a Derbyshire wide scheme. Care leavers who did not enter the care of Derbyshire County Council within Chesterfield Borough will be eligible for Council Tax discretionary discount and other provisions if they now live in Chesterfield. Due to accommodation type/availability and amenities in Chesterfield – it can be more attractive to care leavers than other areas. Estimates	M	H	Policy will be reviewed annually regarding affordability. Notice period could be given to suspend or collapse elements of the scheme. All Derbyshire districts and Derbyshire County Council have co-developed the scheme so that care leavers can	M	M

of care leaver numbers could grow over time therefore our financial liability grows.			access an equal equivalent offer across the administrative county of Derbyshire.		
The number of children in care has been on an upward trajectory for several years and continues to rise. The cost per annum of this scheme will rise over the medium term to reflect the increasing number of children in care and care leavers.	M	H	We will review the affordability and effectiveness of the scheme on an annual basis.	M	H
Other groups may request a similar discretionary discount based on vulnerabilities or hardship. Potential for reputational damage and further pressure on finances.	H	H	Key reasons developed for establishing this offer (including the Children and Social Care Act 2017). This will need to be communicated to groups. This is a Derbyshire wide agreed position as a response to corporate parenting responsibilities.	L	M

7.0 Recommendations

- 7.1 That the council tax discretionary discount for eligible Derbyshire care leavers aged 18 – 25 is applied from 1 April 2020 and the Care Leaver discretionary discount policy is approved.
- 7.2 That the other elements of the local children in care and care leaver offer (active fostering, employment, skills, apprenticeships and work experience, housing and recruitment of foster carers/supported lodgings) come into force with immediate effect.
- 7.3 That Chesterfield Borough Council continues to work with Derbyshire County Council, Derbyshire districts/boroughs and other partners to further develop and improve the children in care and care leaver offer/care leaver covenant for Derbyshire.
- 7.4 That a review of the Chesterfield Borough Council elements of the local care leaver offer is undertaken on an annual basis for affordability and effectiveness.

8.0 Reason for recommendations

- 8.1 To fulfil our duties within the Children and Social Care Act 2017 and provide support for vulnerable young people within the care and leaving the care of Derbyshire County Council.

Decision information

Key decision number	889
Wards affected	All

Document information

Report author	Contact number/email
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Donna Reddish - Assistant Director Policy and Communications	donna.reddish@chesterfield.gov.uk
Appendices to the report	
Appendix 1	Policy - Care Leaver discretionary discount policy
Appendix 2	Equality impact assessment

Policy – Care leaver Offer – Discretionary discount for Council Tax

1. Introduction

- 1.1 Section 13A (1) (c) of the Local Government Finance Act 1992 (as amended by section 10 of the Local Government Act 2012) allows the Council (in its capacity as billing authority) to reduce the amount of Council Tax payable. This includes the power to reduce the council tax to nil.
- 1.2 The Council has the right to choose whether to use powers on a case by case basis or to specify a class of use, where several taxpayers may fall into a group due to similar circumstances – in this case care leavers.
- 1.3 There is a financial implication to awarding reliefs under Section 13A (1) (c) as the billing authority has to finance all such reliefs from its own funds. Therefore awards must meet the underlying principle of offering value for money to Council Tax payers.
- 1.4 This policy sets out how Chesterfield Borough Council will consider applications and apply relief under section 13A (1) (c). This policy applies from 1 April 2020.

2. Purpose of the policy

- 2.1 This policy outlines the conditions that should be satisfied in order for the council to consider relief as part of the Derbyshire Care Leaver offer.
- 2.2 The Council provides a Council Tax Support Scheme in accordance with section 13A of the Local Government Finance Act 1992. This discretionary relief policy is independent of the Council's Council Tax Support Scheme.

3. Council tax discretionary discount award criteria

- 3.1 A care leaver is eligible for the local care leaver and council tax discretionary discount if they are liable for Council Tax on a dwelling within the Chesterfield Borough Council area, are over 18 years old and under 25 years and before reaching 18 were in the care of Derbyshire County Council for a period of 13 weeks (or periods amounting to 13 weeks) which began after reaching the age of 14 years and includes at least one day whilst they were 16 or 17 years old. The exception to this is if the applicant had a planned return home to their family or carer which was successful for more than six months. This also applies to adults aged 18 to 25 who

were in the care of Derbyshire County Council as part of the child unaccompanied asylum seeking children programmes.

- 3.2 Applications may be made by the care leaver or by the Derbyshire County Council leaving care team (or equivalent support), for and on behalf of the care leaver.
- 3.3 Applications may be backdated to 1 April in the financial year of application if the 18th birthday fell in the previous financial year.
- 3.4 Council tax discretionary discount will be awarded on a single property occupied as the sole or main residence in the Borough Council area, from the date of the care leavers 18th birthday until the day immediately preceding their 25th birthday, as follows:
 - a. Sole occupation by a care leaver of 100% residual balance of Council Tax payable after the award of any other discount.
 - b. Where a care leaver is jointly liable a proportionate award will be made according to their individual circumstances e.g. if there's one other occupier a 50% discount will apply.
 - c. Where the care leaver is not liable for Council Tax no discount will apply.
 - d. Discounts will be subject to an annual review of eligibility.
 - e. The scheme may be varied or terminated on 6 months' notice on a decision by the Council (we are intending to keep the scheme under review as regards to cost and administration).
- 3.5 The Council Tax discretionary discount scheme for care leavers will only be applied after all other relevant discounts have been applied. Where the qualifying criteria is met and all discounts including Council Tax Support Scheme, do not cover the full Council Tax charge, then under this scheme qualifying care leavers will receive further assistance to cover 100% of their council tax charge.

4. Application process

- 4.1 Applications should be made in writing (including e-mail) to the Revenues Team using the care leaver application form. Applications may be made by the care leaver

or by the Derbyshire County Council leaving care team (or equivalent support), for and on behalf of the care leaver.

4.2 Each application must set out the circumstances upon which the application is based and should include:

1. Full name, address, telephone number, e-mail address and date of birth
2. Confirmation that you are an eligible Derbyshire care leaver and date of birth (we will check this with the Derbyshire County Council care leaver service)
3. The period the discount is required e.g. full financial year, part financial year or some other period of time
4. Full name of any other person or persons living at the property including date of birth and if they are a care leaver (we will check this with the Derbyshire County Council care leaver service)
5. Information about steps taken to meeting or mitigate the council tax liability i.e. application for Council Tax Support Scheme

4.3 The Council aims to make a decision within 28 working days of receiving all the information required.

5.0 Appeals

5.1 An applicant (or leaving care worker) can request an explanation of their application decisions in writing (or e-mail) to the Revenues Service within 28 working days of the notification of the decision. An applicant (or leaving care worker) who disagrees with a decision may appeal the decision within 4 weeks of the notification of the decision or if requested, within 4 weeks of the written reasons being notified to the applicant, whichever is later.

5.2 Where possible the Council will try to resolve the matter by explaining the reasons for the decision and potentially requesting further evidence. Where agreement cannot be reached the Section 151 Officer will review the decision and consider whether there are grounds to change the decision. The Council will notify the applicant within 4 weeks of receiving the request for reconsideration.



5.3 Where a Council Tax payer is aggrieved by a Council's refusal to abide by its own resolution to award discount regarding a specific class, further appeal may be made to the Valuation Tribunal.

6.0 Overpayments

6.1 If the Council becomes aware that information contained in an application for Section 13A (1) (C) relief was incorrect or that relevant information was not declared, either intentionally or otherwise, the Council may seek to recover the value of any award made as a result of that application. The award will be removed from the relevant council tax account and any resulting balance will be subject to the normal methods of collection and recovery applicable.

7.0 Fraud

7.1 The Council is committed to the fight against fraud in all its forms. Any applicant who tries to fraudulently claim a Section 13A discount might have committed an offence under the Fraud Act 2006. If the Council suspects that fraud may have occurred, the matter will be investigated as appropriate and this could lead to criminal proceedings.

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Chesterfield Borough Council Equality Impact Assessment - Full Assessment Form

<i>Title of the policy, project, service, function or strategy:</i>	Care Leaver Offer
<i>Service Area:</i>	Lead service – Policy and Communications
<i>Section:</i>	Policy and Communications
<i>Lead Officer:</i>	Donna Reddish
<i>Date of assessment:</i>	10/19
<i>Is the policy, project, service, function or strategy:</i>	
<i>Existing</i>	<input type="checkbox"/>
<i>Changed</i>	<input type="checkbox"/>
<i>New / Proposed</i>	<input checked="" 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?

Section 2 of the Children and Social Care Act 2017 requires each local authority (including District/Borough Councils) to publish a Local Offer for care leavers aged 18 – 25. Through the Derbyshire Chief Executives Group and the newly formed Corporate Parenting Board, the County Council and District/Borough Councils agreed to collaborate to create one single ‘Local Children in Care and Care Leaver Offer’. There are unique challenges that children in care and care leavers face. Nationally approximately 60% of children become looked after due to abuse or neglect and they have poorer educational and health outcomes than their peers. When young people leave care, many face considerable disadvantage in their lives. Whilst most young people continue to rely upon their families well into early adulthood and beyond, young people leaving care, often do not have this support.

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

A care leaver is eligible for the local care leaver if they are over 18 years old and under 25 years old and before reaching 18 were in the care of Derbyshire County Council for a period of 13 weeks (or periods amounting to 13 weeks) which began after reaching

the age of 14 years and includes at least one day whilst they were 16 or 17 years old. The exception to this is if the applicant had a planned return home to their family or carer which was successful for more than six months.

The care offer includes a range of provisions including:

- Exemption from Council Tax for Derbyshire care leavers
- Active fostering and care leavers physical activity programme
- Employment, skills, apprenticeships and work experience
- Housing
- Recruitment of foster carers/ supported lodgings

3. What outcomes do you want to achieve?

The care system is not just about keeping children safe, but should also promote recovery, resilience and well-being. This provides the context for Section 2 of the Children and Social Care Act 2017 which requires each local authority (including District/Borough Councils) to publish a Local Offer for care leavers aged 18 – 25. Across Derbyshire we want to improve outcomes for care leavers in terms of reducing financial hardship, improving health and wellbeing, access to employment, skills and training, access to housing and the increased recruitment of foster carers and supported lodgings.

4. What barriers exist for both the Council and the groups/people with protected characteristics to enable these outcomes to be achieved?

Young people are the key protected characteristic who will benefit from the care leaver offer. A higher than average number of people within care and leaving care have special educational needs which can be health or disability related. There is a relatively small financial cost to the Council for one element of the offer – Council Tax exemption and some changes to policy and practice required.

5. Any other relevant background information

All Derbyshire districts and Derbyshire County Council have co-developed the care leaver offer and are taking the offer through their decision making processes.

Section 2 – Collecting your information

6. What existing data sources do you have to assess the impact of the policy, project, service, function or strategy?

- Data from Derbyshire County Council's children service and care leaver service
- Children's Society report
- Department for Education reports
- Experience from other areas of the UK which have implemented offers

Section 3 – Additional engagement activities

7. Please list any additional engagement activities undertaken when developing the proposal and completing this EIA. Have those who are anticipated to be affected by the policy been consulted with?		
Date	Activity	Main findings
Various	Care Leaver working group including children in care advocates.	Developing the offer based on young people leaving care and the challenges they face.

Section 4 – What is the impact?

8. Summary of anticipated impacts. <i>Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories eg. older people, younger people, people with hearing impairment etc.</i>			
	Positive impact	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnant women and people on parental leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion and belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Details of anticipated positive impacts.	
a)	Across Derbyshire we want to improve outcomes for care leavers in terms of reducing financial hardship, improving health and wellbeing, access to employment, skills and training, access to housing and the increased recruitment of foster carers and supported lodgings.

	<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
b)	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
c)	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion

10. Details of anticipated negative impacts.

a)	<i>Negative impact:</i>	None						
	<i>Mitigating action:</i>	None						
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
b)	<i>Negative impact:</i>							
	<i>Mitigating action:</i>							
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
c)	<i>Negative impact:</i>							
	<i>Mitigating action:</i>							
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion

11. Have all negative impacts identified in the table above been mitigated against with appropriate action?

Yes No N/A *If no, please explain why:*

Section 5 – Recommendations and monitoring

12. How has the EIA helped to shape the policy, project, service, function or strategy or affected the recommendation or decision?

The EIA has highlighted some key challenges with young people leaving care.

13. How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?

The policy will be monitored on an annual basis for affordability and effectiveness.

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:	Donna Reddish
	Date:	09.10.19
Reviewed by Policy Service	Name:	Donna Reddish
	Date:	09.10.19
Final version of the EIA sent to Policy Service	<input type="checkbox"/>	
Decision information sent to Policy Service	<input type="checkbox"/>	

For publication

People Plan 2019 - 2023

Meeting:	Council
Date:	18 December 2019
Cabinet portfolio:	Cabinet Member for Business Transformation and Customers
Report by:	Assistant Director - Customer, Commissioning and Change

For publication

1. Purpose of report

- 1.1 This report sets out the Council's proposed refreshed workforce strategy, known as the 'People Plan 2019 - 2023'.
- 1.2 This report is due to be considered by the Joint Cabinet and Employment and General Committee at its meeting on 17 December, 2019.

2. Recommendations

- 2.1 That full Council approves and adopts the People Plan 2019 – 2023.

3. **Background**

- 3.1 The Council's workforce strategy was approved in 2016. It identified a range of projects and actions relating to the ongoing development of our workforce and good progress has been made in its delivery.
- 3.2 Actions such as introducing competency frameworks, implementing the voluntary living wage, strengthening performance management processes and increasing training and apprenticeship opportunities have resulted in the Council achieving increased employee survey results, Investors in People recognition at silver accreditation, and a reduction in formal capability and disciplinary action.
- 3.3 Work has been undertaken to refresh the Workforce Strategy and to develop a delivery plan which will ensure our workforce are trained and supported to achieve the Council's ambitions for Chesterfield Borough, as set out in the newly adopted Council Plan. A revised workforce strategy has been developed, known as the People Plan 2019 – 2023 and is attached as Appendix 1. The strategy has been informed by a wide range of data, including:
- 3.3.1 Local Government Association research completed with the University of Birmingham – The 21st Century Public Servant
 - 3.3.2 Investor in People assessor recommendations
 - 3.3.3 Employee engagement feedback
 - 3.3.4 Internal analysis of gaps in our existing workforce skills, and
 - 3.3.5 Chesterfield Borough Council employee demographic data
- 3.4 There are five strategic priorities which form the People Plan. Successful delivery of these priorities will enable the Council to continue to build a high-quality workplace, where our

workforce is able to contribute to their best potential. The strategic priorities are:

- 3.4.1 Developing great leaders
- 3.4.2 Managing change well
- 3.4.3 Developing capacity and skills
- 3.4.4 Supporting employee wellbeing
- 3.4.5 Recognition and Reward

- 3.5 A summary of the strategy document has also been prepared and professionally designed. This will be used as an internal document for our workforce and clearly sets out what we want to achieve, what we have done so far and what we intend to do over the next four years.
- 3.6 A detailed annual delivery plan supports this activity and performance against it will be monitored corporately. The plan for 2019 – 2020 is attached as Appendix 2.

4.0 **Human resources/people management implications**

- 4.1 The People Plan will support the Council to continue to develop its workforce, enabling creative, flexible and productive ways of working.

5.0 **Financial implications**

- 5.1 There are no additional financial implications created by this strategy.
- 5.2 Training and development activities are funded through the Centralised Training Budget, which is set annually. Training and development needs are prioritised by the Corporate Management Team to ensure that funding levels remain appropriate.

6.0 Legal and data protection implications

6.1 There are no legal or data protection implications relating to the revised workforce strategy.

7.0 Consultation

7.1 The HR and Support Services Manager has consulted widely in the development of the People Plan. In addition to data led actions, our managers and employees have been asked to recommend future strategic priorities and actions and these suggestions have also informed the strategy.

8.0 Risk management

Risk	Likelihood (H/M/L)	Impact (H/M/L)	Mitigating action
Failure to achieve targets in relation to the workforce	M	M	Regular monitoring by officers and members. Remedial action (including re-allocation of funding) where achievement is under threat.
Failure to complete projects on time/budget/to quality standards	M	M	Monitoring by the HR and Support Services Manager and the Workforce Strategy task group. Regular feedback on

			progress will be provided to the Corporate Management Team and Finance and Performance Board
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9.0 Equalities Impact Assessment (EIA)

9.1 The People Plan aims to address the equalities profile of the Council and identifies the key issues facing the Council in relation to its workforce. The existing workforce strategy EIA has been refreshed. As the actions identified in the People Plan are implemented, further EIA's will be undertaken to identify equality issues within each major project.

10.0 Alternative options and reasons for rejection

10.1 The council could choose not to adopt a strategy for the development of its workforce. However, the lack of co-ordination and consistency resulting from this approach will have a detrimental impact on the effectiveness and the cost of training and development. It would also be difficult to measure performance. This option has therefore been rejected.

11.0 Recommendations

11.1 That full Council approves and adopts the People Plan 2019 – 2023.

12.0 Reasons for recommendations

12.1 The People Plan provides the Council with a clear strategic framework within which decisions can be made about the allocation of its workforce and ensures that performance in

relation to the strategy can be managed and monitored effectively.

Decision information

Key decision number	915
Wards affected	All wards
Links to Council Plan priorities	To provide value for money services

Document information

Report author	Contact number/email
Rachel O'Neil	01246 345833 Rachel.Oneil@chesterfield.gov.uk
Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
Appendices to the report	
Appendix 1	The People Plan 2019 - 2023
Appendix 2	The People Plan actions for 2019 - 2020

People Plan 2019-2023

Introduction

Chesterfield Borough is a great place to live, work, visit and invest. We want all our communities to share in the benefits of Chesterfield's success, enjoying healthy and active lives. We face a challenging time with further reductions in local government funding and an increasing demand for services. The People Plan helps us to support our achievement of the Council Plan and ensure we effectively invest and deploy our time, resources and energy to support key services and work with residents, partners and businesses to ensure that everyone in the borough can achieve their full potential.

Council Vision and Priorities

Our vision: Putting our communities first

The council four-year plan 2019-23 sets out a number of key priorities in delivering that vision. These are:

Making Chesterfield a thriving borough: to achieve this, our objectives for 2019-2023 are:

- Chesterfield Borough – A great place to live, work and visit
- Vibrant town centres
- Building a stronger business base
- Developing an inclusive approach to growth

Improving the quality of life for local people: to achieve this, our objectives for 2019-2023 are:

- Providing quality housing and improving housing conditions across the borough
- Improving our environment and enhancing community safety
- Helping our communities to improve their health and wellbeing
- Reducing inequality and providing support to vulnerable people

Providing value for money services: to achieve this, our objectives for 2019-2023 are:

- Becoming and staying financially self sufficient
- Using technology to make our services easier to access and deliver savings
- Investing in our staff to improve services and customer interaction

How we deliver our priorities is equally important and everything we do is guided by our values, which are embedded through our Performance Development process to reinforce their importance. Our values are:

- Customer focused – delivering great customer service, meeting customer needs.
- Can do – striving to make a difference by adopting a positive attitude.
- One council, one team –proud of what we do, working together for the greater good.
- Honesty and respect – embracing diversity and treating everyone fairly.

What is on the horizon?

Research by the LGA in 2018 focuses on how councils can respond to the challenges for local government: financial pressure, demographic change, technological developments, increased demand and changing expectations. What this means for Chesterfield is articulated in the council plan: working in different ways with partners, using technology and working smarter to continue to deliver services to our residents whilst also having the ambition to change the shape of the environment we live in.

This brings huge challenges for the workforce, not only in relation to the increased demand for services but also the new skills needed to adapt to new technology, partnership working and agile working.

Vision for our future workforce

To achieve our ambitions, we need a workforce that is flexible, innovative and responsive to change, putting our customers at the heart of what they do. We need great leadership that is visionary, ambitious and effective and leaders will need to develop new skills to lead us in a digital age.

We need to work with our partners to deliver in a more holistic way with reducing budgets. We need to work in different ways adapting our structure to meet the changing needs of the customer and push accountability and decision making to the frontline staff who work with our customers on a daily basis.

We will need to review our approach to job design and pay and reward and embed the skills needed from a 21st Century public servant. We need to embed systems thinking and take a holistic approach focusing on outcomes rather than processes. For our staff this will mean moving from a task-based job description to an outcome focused role profile with achievement of objectives at the core. We need to make it easier for our customers to interact with us and our staff will need to develop new skills to enable our customer journey.

We need to develop and retain talent and we will use our apprenticeship levy to maximise the opportunities not only for internal candidates but for new recruits too. We will support the wider economy and schools and promote local government as an exciting career choice through careers fairs, placements from colleges and mentoring of young people.

Expectations of employers and prospective employees have changed and a younger workforce expects to feel valued and engaged at the outset of their employment, not after they have served their time. We need to provide a work environment where managers are able to provide leadership for a truly diverse workforce and adapt to working in an agile way.

What we have achieved so far

We have made great progress over the last five years, moving from a bronze achievement under the old Investor in People standard to silver accreditation in January 2018 under the new 6th generation standard.

The Workforce Strategy priorities for 2015-19 were:

- Pay and reward

- Leadership, skills and abilities
- Talent management
- Employee engagement
- Health and wellbeing

During the last five years the council has achieved many of its people objectives including:

- Introduced a competency framework for managers at service manager level and above to ensure consistency of approach to management and to ensure that staff know what to expect of their manager
- Invested in Human Resources and Learning and Development Business Partners to provide support to managers on a wider range of issues
- Implemented an online learning platform with a wide range of e-learning courses and developed an online Performance and Development Review process to increase visibility of the process and enhance consistency
- Reviewed pay and reward and, guided by the Living Wage Foundation, we have implemented the Voluntary Living Wage ensuring our staff are paid a wage that meets the cost of living, not just the government minimum
- Established a health and wellbeing partnership to promote initiatives to improve employee health and wellbeing e.g. yoga, mindfulness, weight loss, mental health awareness
- Delivered face to face training for over 70 managers on employee related policies
- Developed policy toolkits for managers and publicised on aspire

These achievements have led to better outcomes as evidenced by our employee survey. Increased employee survey results in 52 out of 65 areas including:

- Enjoying working for the council
- A positive work environment with 65% of employees feeling they can achieve a healthy work/life balance, a 10% increase over the last 5 years
- Understanding the council's objectives and purpose where between 72-80% of employees understand the council vision and priorities and 91% understand the council values
- The overall trend of managers recognising and rewarding good performance and dealing with poor performance is positive but still low at 63% and 55% respectively
- Where team meetings are being held these are improving communications with positive trends being demonstrated however only 54% of employees feel 121's help them, and core briefs are clearly not being discussed in some teams
- Aspire intranet is positively helping employees find information they need and keeping them informed about what's going on in the council with figures up 17% and 23% respectively.

- Equality and diversity results remain high with 84% of employees confirming they understand the council's equality and diversity policies and how they affect their role; 66% of people believe the council's recruitment and selection policies are clear, fair and transparent a 15% increase in the last 5 years

Despite these achievements there is more to do as our latest employee survey results confirm.

Key areas for further work include:

- **Workload and capacity challenges** – although 77% of employees feel they can usually manage their workload, 23% still feel unable to which is reflected in the comments section of the survey.
- **Management style** – need to move to a coaching and supportive style. Figures have remained fairly static over the last 5 years in response to 'my manager gives me the support and guidance I need to do my job' with only 69% of employees responding positively to this.
- **Leadership visibility and trust** – whilst over 70% of employees understand the council's objectives and vision, only 47% feel the council's leadership provides a clear strategic direction for the council. Only 28% of employees feel that SLT understand the reality of doing their job and only 30% feel councillors are supportive of the work they do, both a negative trend. Further downward trend is demonstrated in the 37% who feel the council is managed well.
- **Change management** – only 27% of employees felt that change is managed well in the council.
- **Tools for the job** – communication in frontline areas needs to be addressed - only 27% of those with without access to the internet feel they receive relevant communications and only half the workforce feel that communication about what is happening in the council is communicated effectively to them. Concerns regarding provision of ICT equipment raised will be addressed by the digital transformation programme.
- **Perceived lack of care and concern** – 39% of employees feel the council shows genuine care and concern for them
- **Feeling valued** – only 47% of employees feel their PDR recognises their contribution and makes them feel valued and only 52% feel the PDR helps them set clear objectives and development goals
- **Learning & Development** – although 62% of employees are aware of the L & D opportunities available to them and 55% feel they are able to access appropriate L & D, only 63% believe their managers are supportive and 53% believe that L & D offered doesn't help them in their role.
- **Health & Safety** – overall positive results however access to Occupational Health and Mental health support remain a concern.

Investor in People Recognition

In 2017 the council took the decision to continue to seek external accreditation for its people management practices through the Investor in People (IiP) process. The council was assessed in January 2018 and was accredited with the Investor in People Silver Award.

Investor in People Process

The accreditation process was completed over a three-month period starting with the planning phase e.g. relevant organisational data was submitted to the assessor; followed by an online survey issued to all 953 Elected Members and Employees to seek their views on the people practices of the council. The online survey was completed by 375 people across the council. This was followed up by a context meeting with the Chief Executive and representatives from the Senior Leadership team who positioned the organisation's activities and aspirations against the new IiP standard as a baseline. The survey results, organisational metrics and findings from onsite visits and interviews with 29 employees were used to assess the council. The final report was formally presented to the council in March 2018.

Assessment findings

The range of collated evidence was assessed against nine themes and a rating of Developed, Established, Advanced or High Performing awarded. The assessment revealed seven areas of developed and established practices across the council along with two areas of advanced performance. The nine areas assessed were:

1. Leading and inspiring people	Developed
2. Living the organisations values and behaviours	Advanced
3. Empowering and involving people	Established
4. Managing performance	Established
5. Recognising and rewarding performance	Developed
6. Structuring work	Advanced
7. Building capability	Established
8. Delivering continuous improvement	Established
9. Creating sustainable success	Established

The assessors report highlighted many strengths, in particular the way the council has demonstrated living the organisation's values and structuring work evidenced by the Advanced rating achieved and the way in which well-established processes are embedded to empower individuals, manages performance and creates sustainable success.

The assessment found that there were two key areas for further improvement to meet the council's ambitions i.e. leading and inspiring people and recognising and rewarding performance.

IiP Recommendations and areas for improvement

1. Developing a greater degree of measurement of the leadership and management effectiveness and consistency across CBC, using the competency framework already developed. This should be followed by a programme focused on developing leaders and

managers in line with the findings and to meet future capabilities needed across the organisation. It should be ensured that staff clearly understand what they can expect from their line managers in order to manage staff expectations.

2. An increase in regular team meetings across all service areas, this is a challenge in some areas and as a result there is some communication break down and frustrations amongst these areas. Ensure team meetings become consistent and are participative and used for improvement discussions, recognition and information sharing. It would be helpful to develop guidance for line managers and consider shadowing to ensure the quality of meetings is effective.
3. Build on the strengths of measuring activities and results at a strategic and departmental level, carrying this through to explore how this approach can be applied to a greater extent at individual level.
4. Recognition and Reward - the weakest area across the council. People understand the need for frugality and therefore the council needs to find alternative and more creative/innovative ways to recognise staff, along with driving a culture of appreciation at all levels. Review the current reward and recognition strategy in order that it is fit for the future and motivational for staff, recognising high performance.

These recommendations have informed some of the priorities in the People Plan.

Gaps in the workforce skills

HR Business Partners have undertaken a planning exercise with service managers to understand the implications of their service plans for the workforce and to establish service area 'People Strategies'. These strategies underpin the corporate People Plan and articulate the following:

- State of People Metrics 2019
- Top urgency drivers
- Top five HR/L & D initiatives
- Top five to seven underlying beliefs and assumptions
- State of people metrics 'to be' in 2020

The key people metrics explored were:

- Successor coverage for key positions
- Employee engagement
- Retention of critical talent
- Absence per employee

The main urgency drivers identified were:

- Recruiting the right staff with the right skills within the pay structure e.g. planners; ICT staff.
- Retaining key staff where there is a lack of progression opportunities
- High sickness absence in some areas having a detrimental impact on the wellbeing of the remaining workforce and customer service levels
- Lack of leadership skills at some levels of the organisation

- An aging workforce and issues related to succession planning
- Budget constraints and tight recruitment controls
- Historic lack of learning and development opportunities and time to allow training to keep employees skills current e.g. Word, Excel, digital skills
- Creating a flexible workforce to meet service needs
- Creating a succession plan
- Reduction in disciplinary/grievance casework
- Change management
- Performance management

Some of the key underlying assumptions of managers are:

- Recruiting apprentices will take time, be resource intensive and difficult
- Other parts of the organisation don't understand the teams work
- New technology will have an impact
- Time for team meetings is limited and difficult with part-time staff
- Performance Development Reviews are a waste of time
- Part-time staff don't want to be developed
- Employee development may not happen as quickly as employees expect
- Developing staff is pointless as they leave and go elsewhere for higher salaries
- Recruiting for specialist roles is difficult.

Conclusion

Developing service 'people strategies' has helped managers and the HR/L &D team understand the people related priorities and has enabled the development of this People Plan. Taking into account the evidence from our liP review, employee survey, demographic data at Appendix 1 and research from the LGA it is hoped that our People Plan will support the council to achieve it's goals and will lead to the following broad outcomes (see **Appendix 2** for a full list of metrics to be measured):

- Achievement of council plan objectives
- Higher employee engagement levels and reduction in sickness absence and casework
- Dispersed leadership at all levels of the organisation is recognised by our staff and reflected in their responses to employee survey and Investor in People
- Successors identified and trained for all roles to ensure continuity of service and business resilience
- Apprenticeships continue to be a key pillar of our development offer and enable our communities to secure a better future
- We are able to attract and retain specialist skills into the organisation
- Our workforce has been able to embrace the digital transformation in a positive way and customer expectations have been met
- Employees feel valued and rewarded and are happy in their work
- Transformational change is understood and everyone takes ownership
- Gold achievement Investor in People

The following details the priorities and our actions to achieve the outcomes above.

People Plan

Our strategic priorities for people 2019-2023



Our priorities have been identified from the preceding analysis. We have five priorities for our people plan – these are:

- Develop great leaders
- Manage change well
- Develop capacity and skills
- Support employee wellbeing
- Recognition and reward

Develop great leaders

What this looks like:

- Leaders exist at all levels of the organisation. Anyone who has people depend on them is a leader.
- Leaders are supported to deliver within their role and progress within the Council
- Expectations of leaders at all levels are made clear and consistent standards are applied
- Leaders at all levels are held accountable for delivering outcomes
- Leaders develop new skills and are valued for the way they lead their teams

What we have done:

- Developed a competency framework to set out expectations of what 'good' looks like for all levels of employees
- Established generic corporate objective headings for Performance and Development Reviews (PDR) to ensure consistency of performance across the council
- Made changes to the PDR process to ensure leaders are able to recognise and reward high levels of performance and tackle the causes of underperformance
- Used apprenticeships to support leadership development providing opportunities for progression and support within roles

What we will do:

- Further develop our competency framework to ensure it resonates with the needs of the 21st century council and future roles. Support this with a toolkit of practical advice and guidance to support our employees.
- Develop our managers and nurture others within the organisation to become successful leaders
- Work with our leaders to develop succession plans that address our skills shortages and increase our flexibility and resilience
- Assess our workforce to identify future leaders using the 9 box grid and develop them appropriately
- Design and implement a new leader induction programme to ensure new entrants or promotees have the skills and knowledge to succeed
- Introduce 360-degree feedback and peer review to help our leaders development journey
- Analyse PDR data to ensure consistency of approach and markings and coach leaders on 'quality' discussions, supporting them to take action where appropriate to address underperformance

Manage change well

What this looks like:

- We work together to innovate and develop joint solutions
- We use technology to support improved delivery.
- We look at different models of service delivery
- Employees are engaged well, kept informed and involved in change and are 'change ready'.
- We use best practice tools and methods to manage and deliver change
- We evaluate change and celebrate success
- We will empower our leaders

What we have done:

- Embarked on an ICT and digital improvement transformation programme to enable the council to better meet and anticipate the needs of our customers
- Invested in new technology to enable employees to work in agile ways that increase resilience and accessibility
- Developed a programme of engaging seminars/conferences to involve managers at all levels in the delivery of council priorities
- Completed phase one of the Town Hall renovations to provide a better working environment for our employees

What we will do next:

- Deliver a phased review of services to see where digital technology can support efficiencies and service improvements
- Review different organisational structures to enable the council to continue to deliver great services once outsourced services are transitioned back in house
- Review job roles to move to a more outcome focused way of working, producing efficiencies and more joined up service delivery
- Review terms and conditions, ensuring we are able to address gender pay gaps and work life balance
- Provide change management training and tools for managers to prepare their teams for change
- Engage staff on the people aspects of ways of working e.g. remote working and agile working, training managers to work differently
- Encourage a culture of continuous improvement (CI) and challenge by including CI as a standard item on the agenda of team meetings.

- Develop a culture change programme that resonates with the changing expectations of and by the workforce

Develop capacity and skills

What this looks like:

- We are clear on the future skill needs of the workforce
- We have the right people with the right skills in the right places based on planned careers and effective recruitment
- Future leaders will be identified, developed and supported.
- We have a flexible workforce able to respond to a changing environment
- We have development that supports organisational and individual needs
- We have effective recruitment processes that attract a diverse range of candidates

What we have done:

- Rolled out Apprenticeships throughout the council, enabling career progression and development
- Implemented career grades for hard to recruit roles e.g. planning; audit;
- Implemented an online learning platform incorporating annual appraisal to increase access to learning and increase accountability and transparency
- Delivered training on employment policies and a wide range of soft skills e.g. conflict management; customer service; first aid;
- Training budgets have been centralised and spend approved based on a needs analysis process to ensure funds distributed more fairly across the organisation

What we will do:

- Develop an 'aspiring senior leaders programme' incorporating appropriate skills for the future e.g. commercial skills, partnership working, working with members, digital skills
- Implement a coaching and mentoring programme to support leaders to develop different approaches and share best practice
- Develop a programme of manager seminars that encourage networking and sharing of best practice, evaluating their impact on a regular basis
- Continue to implement the apprentice programme across the authority, using the apprentice levy to fund suitable courses. Implement clear career pathways using the apprentice programme for both the existing workforce and new employees, working with partners to promote Chesterfield as an Apprentice Town
- Wherever possible we will identify a career path for each role to promote internal development and growth and aid employee retention
- Implement 'career pathway conversations' available to all staff to discuss their aspirations and explore the options available to them

Support employee wellbeing

What this looks like:

- Staff feel valued and supported and achieve a healthy work-life balance, with access to Occupational Health provision and supportive employment policies e.g. flexible working, agile working, flexible retirement.
- Absence levels reduce as a consequence of the measures in place
- Employee satisfaction with the council as measured through the employee survey increases
- Vacancies are filled quickly to ensure minimum impact on teams
- Staff feel proud to work for the council
- Leaders are trained to understand complex health conditions and understand how to support employees to remain in work e.g. mental health conditions, hidden disabilities.

What we have done:

- Provided access to Occupational Health services including counseling and physiotherapy and have increased the budget for OH provision by over 50% to meet the increased need for access to services
- Re-tendered the OH contract to provide an effective service that provides value for money
- Established a health and wellbeing partnership which promotes proactive health management e.g. yoga, mindfulness, health checks.
- Complying with the Dying to Work charter, supporting those with terminal illnesses
- Revised Absence Management policy to ensure it supports management and employees
- Continued to run annual employee surveys

What we will do:

- Develop a health & wellbeing plan that incorporates all the support available to employees including the development of a Mental Health First Aid programme to increase support provided to those suffering from mental health issues
- Make training on mental health issues, absence management and stress management mandatory for all managers throughout the organisation
- Transition staff from Arvato and Kier into the organisation ensuring they are supported and informed throughout the process to enable a smooth transition back into the council
- Review Managing Stress at work policy and procedure to ensure it supports employee wellbeing and increases resilience
- Develop employee survey action plans with staff to address the key issues that affect them at work
- Develop and monitor key performance metrics e.g. time to recruit to ensure vacancies are filled as quickly as possible to address staffing shortages and reduce pressure on existing workforce

Recognition and reward

What this looks like:

- The council is able to attract and retain talent through the innovative use of its pay and reward systems
- Staff feel that their contribution to the organisation is recognised and rewarded appropriately
- Employee survey results demonstrate a culture of praise and recognition
- Teams feel valued and inspired to deliver and enjoy coming to work
- Employees feel satisfied with the council as an employer and are proud to be an advocate of the council

What we have done:

- Celebrated the success of our apprentices at manager's seminar and through local press
- Chosen a diverse team for the East Midlands Council Local Authority Challenge to give opportunity to all
- Implemented Voluntary Living Wage prior to review of NJC pay scales in 2019 to ensure the lowest paid staff benefited from the growth in the area

What we will do:

- Develop a recognition and reward strategy that includes a range of options to ensure we develop a culture of recognition and reward and that we offer flexible reward packages to compete with other sectors
- Continue to develop our managers to improve engagement and satisfaction of their staff
- Analyse gender pay gap reports and review our recruitment policy and procedures, making recommendations on a range of options to address the gap
- Continue to support managers to find innovative ways to communicate with their teams
- Analyse exit interviews to understand why staff leave and take action to address the issues raised.

Workforce Data and Analysis of Activity

Analysis of current workforce

The profile set out below reflects the staffing position as at December 2018 and this section covers not only the composition of the workforce under a number of headings, but also on equality and diversity issues generally in the council and borough.

Clearly the demographics of the borough will have a bearing on our workforce both now and in the future. Chesterfield is a major centre of employment with over 48,000 people working in the borough and 21,000 inward commuters. The employment catchment area covers neighbouring authorities of Sheffield, North East Derbyshire and Bolsover and is the most important source of employment for residents of Chesterfield with over 31,000 working in the borough and 17,000 travelling out of the borough for work.

The estimated population in 2017 was 104,579 people, some 779 up on the 2011 census however population growth has slowed, in part due to the economic challenges presented by the lack of employment opportunities. Chesterfield Borough Council remains one of the larger employers although competition from neighbouring authorities especially for key roles remains an issue.

Workforce and gender balance

At December 2018 the total workforce numbered 944 employees which equates to a Full Time Equivalent staffing of 702.03. The workforce split based on **gender** is:-

Gender	Percentage of all employees	Percentage of full-time employees	Percentage of part-time employees *
Female	44.8%	29.4%	67.8%
Male	55.2%	70.6%	32.2%
Total	100%	100%	100%

* *part-time employees = those who work less than 37 hours per week*

These figures reflect the nature of the types of services currently delivered by the council and the traditional roles played by men and women. Having retained the Operational Services Division i.e. trades, Building Cleaning Services, these services tend to have a traditional demographic e.g. trades are mainly men earning a higher salary working full-time and cleaners are predominantly women earning a lower salary working part-time. The figures also demonstrate that it is mainly women who are employed in part-time roles. The recent State of the Borough report also reports that in 2011 there were more men employed in full-time roles than women in the Borough. This is also reflected in our gender pay gap data below.

Gender Pay Gap

Since March 2017 all public sector organisations have been required to publish pay Gender Pay Gap data. The Council Gender pay gap figures reported at 31st March 2018 show a gender pay gap of 15.7%. This is slightly lower than the previous year figure of 17.2%

Gender	Lower quartile	Lower middle quartile	Upper middle quartile	Upper quartile	Mean rate of pay	Median rate of pay
Male	38.91%	52.42%	54.47%	72.22%	£13.88	£13.38
Female	61.09%	47.58%	45.53%	27.78%	£11.70	£10.13
Gender pay gap – mean/median					15.7%	24.3%

These figures show that for every £1 earned by a male employee a woman earns 75p. In the Council women occupy 27.8% of the highest jobs and 63.3% of the lowest paid jobs. Bonus pay earned by trades as an integral part of their wage has a disproportionate effect on gender pay statistics as only 0.2% of women earned a bonus compared to 28.5% of men.

Compared to other councils in the area our gender pay gap is the highest:-

- Derbyshire County Council 13.7%
- Amber Valley Borough Council 5.4%
- Bolsover District Council 4.0%
- Northeast Derbyshire Council 9.7%

The figures above demonstrate that there is a gender imbalance at specific grades with more women in the lower grades and more men in senior management posts however the council is making continued progress in addressing this having recently appointed a female Executive Director. However further work is required to fully understand the reasons for our gender pay gap and this is reflected in our People Plan.

Pay scales and age/gender balance

As far as the **age** of the workforce at CBC is concerned the figures below demonstrate that 55% of the workforce is over 45 years of age and over a quarter (28.5%) is aged 55 and over.

Age Group	Percentage of Employees	Chart
Under 18 years	0.5%	
18 -24 years	7.6%	
25 - 34 years	15.5%	
35 – 44 years	19.9%	
45 – 54 years	28.1%	
55 – 64 years	24.6%	
65 years and over	3.8%	

Chesterfield Borough Council has two different sets of terms and conditions these being NJC Green Book and NJC Red Book. All craft grades are paid on NJC Red Book conditions. The pay

scale distributions shown below by gender exclude craft grades and are pre-April 2019 changes to scales:-

Pay Scale	% of total workforce at this scale	% at this scale <18	% at this scale 18-24	% at this scale 25-34	% at this scale 35-44	% at this scale 45- 54	% at this scale 55-64	% at this scale > 65
Scale 1	7.5%	0%	7.3%	7.3%	10.9%	30.9%	41.8%	1.8%
Scale 2	3.4%	0%	8.3%	12.5%	16.7%	25%	25%	12.5%
Scale 3	14.5%	2.9%	21.6%	14.7%	14.7%	14.7%	23.5%	7.8%
Scale 4	15.4%	0.9%	9.3%	11.1%	13%	28.7%	32.4%	4.6%
Scale 5	17.9%	0%	7.9%	19%	26.2%	20.6%	24.6%	1.6%
Scale 6	10.1%	0%	1.4%	12.7%	29.6%	35.2%	21.1%	0%
Scale 7	11.3%	0%	1.3%	12.7%	16.5%	38%	26.6%	5.1%
Scale 8	6%	0%	0%	2.4%	26.2%	38.1%	33.3%	0%
Scale 9	6.4%	0%	0%	8.9%	26.7%	44.4%	17.8%	2.2%
Scale 10	1.7%	0%	0%	0%	16.7%	41.7%	41.7%	0%
Scale 11	2.6%	0%	0%	0%	44.4%	33.3%	22.2%	0%
Scale 12	1.6%	0%	0%	0%	0%	54.5%	45.5%	0%
Scale 13 and above	1.65	0%	0%	0%	9.1%	45.5%	45.5%	0%

The figures above show the following:

- 69.2% of the total workforce work in scales 3-7. And of these:
 - 43% of scale 1 (cleaners) are over age 55
 - 37.5% of scale 2 (cleaners) are over age 55
 - 31% of scale 3 (cleaners) are over age 55
 - 65.7% of scale 4 are over age 45
 - 46.8% of scale 5 are over age 45
 - 56.3% of scale 6 are over age 45
 - 69.7% of scale 7 are over age 45

This clearly demonstrates the ageing workforce and is a critical issue for us to address through our review of recruitment and succession planning in our People Plan actions.

Disability

Figures for **Disability** are reliant on individuals being prepared to identify themselves as having a disability and therefore are not a reliable indicator however the number of people identifying as having a disability at December 2018 were 7.8% of the workforce.

Ethnicity

In terms of **Ethnicity** 92.4% of the workforce are White British, 4.2% are unknown leaving a small percentage making up other ethnic groups. This reflects closely the demography of the Chesterfield Borough population which was recorded in 2011 as 94.9% White British and supports our goals to ensure our workforce reflects our communities. Our recruitment policy will be reviewed as part of our year one action plan.

Ethnicity	Percentage of Employees
Black African	0.2%
Black Caribbean	0.2%
Indian	0.1%
Irish	0.2%
Italian	0.4%
Other Mixed background	0.7%
Other White background	1%
Pakistani	0.2%
Polish	0.3%
White British	92.4%
Unknown	4.2%

Turnover rate

In 2018/19 the council had 137 new starters and 126 leavers giving a turnover rate of 13.43%. All employees are offered an exit interview and during the last year 27 people took up that offer. Analysis of the exit interviews and reasons for leaving demonstrate a range of factors effect turnover and HR Business Partners will be working with each service area to address these through service people strategies.

Leavers were from the following services:

	Number	Key reasons
Arts & Venues	26	Restructure
Commercial services	44	Dismissal/end of temporary contract /better job prospects/death in service/retirement/ill health retirement/ Incapacity/normal retirement
Customers, Commissioning & Change	3	death in service/family domestic/retirement
Economic Growth	7	Apprenticeships ending and finding further employment elsewhere; better pay elsewhere
Policy & communications	2	Career development
Finance	1	Career development
Health & Wellbeing	23	High turnover figures due to age of workforce e.g. going off to university; higher pay elsewhere;
Housing	20	Voluntary Redundancy/Resignation/Career development

Metrics to be used to measure success of People Plan

The following specific metrics will be measured to evidence our journey:

- Employee survey
- Investor in People
- Sickness absence data
- Achievement of measures in annual People Plan action plans

Employee survey

At least a 5% increase in responses to the following employee survey questions unless marked * where response rates are very low and a higher target has been set:

Response rate overall	59%	64%
People Plan priority	Response 18/19	Target 21/22
Develop great leaders		
My manager gives me the support and guidance I need to do my job	69%	74%
My manager explains how my work contributes to service area and council objectives	64%	69%
My manager involved me and our team in decisions that affect us	62%	70%*
One to ones with my manager are useful to me	54%	75%*
I attend regular team meetings	70%	75%
The council's leadership provides a clear strategic direction for the council	47%	70%*
I feel the council as a whole is managed well	37%	60%*
My PDR meetings help me to set clear work objectives and development goals	52%	80%*
Manage change well		
Generally, I feel changes are well managed in the council	27%	50%*
Overall, information about what is going on at the council is communicated to me effectively	48%	53%
Communication between teams is good	26%	50%*
Employees without access to the internet receive relevant information	27%	50%*
Develop capacity and skills		
I am aware of learning and development opportunities available to me	62%	67%*
I am able to access the appropriate learning and development opportunities when I need to	55%	60%*
My manager positively supports appropriate learning and development	63%	80%*
Learning and development has helped me do my job better	53%	75%*
Support employee wellbeing		
I have the resources I need to do my job	69%	74%
I can usually manage my workload	77%	82%
The council shows genuine care and concern for me	39%	60%*
The council enables me to achieve a healthy work-life balance	65%	70%

I understand and am able to access OH provision when I need to	81%	86%
Issues raised in my stress risk assessment were followed up	32%	70%*
Reward and recognition		
I feel the council values the work I do	47%	70%*
Councillors are supportive of the work staff do	30%	60%*
My PDR meetings recognise my contribution and make me feel valued	47%	70%*
My manager gives me regular and helpful feedback about my work	59%	75%*
My manager recognises and praises good performance	63%	68%
My manager recognises and deals with poor performance	55%	60%

Investor in People

Each theme can achieve a rating of Developed, Established, Advanced or High Performing.

If the council wishes to achieve a Gold accreditation this would require a rating of **Advanced** across all themes which would be a significant challenge in less than 2 years.

At the time of re-accreditation in January 2021 council to achieve improvement on scores achieved in 2018 where marked *:

Increased response rate to Investor in People survey	39%	50%*
Theme	2018	To be 2021
Leading and inspiring people	Developed	Established*
Living the organisations values and behaviours	Advanced	Advanced
Empowering and involving people	Established	Advanced*
Managing performance	Established	Advanced*
Recognising and rewarding performance	Developed	Established*
Structuring work	Advanced	Advanced*
Building capability	Established	Advanced *
Delivering continuous improvement	Established	Advanced*
Creating sustainable success	Established	Established

Sickness absence rates 2018/19 by service area:

Service area	Average working days lost per employee 18/19 (AWDL)	Target AWDL 21/22
Arts & venues	9.21	8
Commercial services	14.93	10
Customers, Commissioning and Change	20.69	10
Economic growth	3.84	<2
Policy & communication	5.02	<2
Health & wellbeing	10.95	8
Housing	18.27	10
Finance & resources	1.46	<2
Total	14.00	8

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People Plan – 2019/20

Priority 1 - Develop great leaders

What success looks like – Expectations of leaders at all levels are made clear and consistent standards are applied. Leaders at all levels are held accountable for delivering outcomes. Leaders are supported to deliver within their role and progress within the Council. Leaders develop new skills and are valued for the way they lead their teams.

What will we do?	By when?	Who?	Cost?	What difference will it make?
<p>Page 221</p> <ul style="list-style-type: none"> • Further develop the competency framework to ensure it resonates with the needs of the 21st century council and future roles and support this with a toolkit of practical advice and guidance to support our employees • Work with managers to develop succession plans that address our skills shortages and increase our flexibility and resilience • Assess our workforce to identify future leaders using the 9-box grid and develop them appropriately • Design and implement a new manager induction programme to ensure new entrants or promotees have the skills and knowledge to succeed • Analyse PDR data to ensure consistency of approach and markings and coach managers on 'quality' discussions, 	<ul style="list-style-type: none"> • March 2020 • December 2019 • August 2019 • October 2019 • On-going 	<ul style="list-style-type: none"> • HR/L & D/employees • CMT/HR • HR/L&D/ Service managers • HR/L&D/ employees • HRBP's 	<ul style="list-style-type: none"> Time Time Time Time Time 	<ul style="list-style-type: none"> Managers will be clear of the standards we expect and will be supported to reach the standards of a 'good' leader/manager Risks to service delivery will be mitigated and careers opportunities will be enhanced Retain valuable employees by providing enriching development opportunities and career progression New managers will understand what is expected of them and have the tools to do the job Employees feel that performance management processes are fair and transparent as evidenced by the employee survey; Performance across

<p>supporting them to take action where appropriate to address underperformance</p> <ul style="list-style-type: none"> Implement a development programme for the senior leadership team utilising the Thomas International PPA psychometric reports as the basis of the development 	<ul style="list-style-type: none"> March 2020 	<ul style="list-style-type: none"> SLT/HR 	<p>£15,000</p>	<p>the organisation improves; employee satisfaction with managers improves</p> <p>Leadership development is effective and tailored to specific individual needs.</p>
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Priority 2 – Manage change well

What success looks like – We work together to innovate and develop joint solutions. We use technology to support improved service delivery. We look at different models of service delivery. Employees are engaged, kept informed and involved and are ‘change ready’. We use best practice tools and methods to manage and deliver change. We evaluate change and celebrate success. We will empower our leaders.

What will we do?	By When?	Who?	Cost?	What difference will it make?
<p>Page 222</p> <p>Review services to see where digital technology can make a difference, providing detailed before and after road maps and engaging teams throughout the digital transformation</p> <ul style="list-style-type: none"> Review different organisational structures to enable the council to deliver services on a reduced budget Review job roles to move to a more outcome focused way of working, producing efficiencies and more joined up service delivery 	<ul style="list-style-type: none"> ongoing January 2020 On-going 	<ul style="list-style-type: none"> ICT/ HR / Services SLT/HR HR/CMT/ service managers 	<p>Time/IT resource</p> <p>Time</p> <p>Time</p>	<p>Staff will have full ownership of the processes and changes and will embrace new ways of working</p> <p>The structure will support delivery of services in new ways fully utilising digital technology</p> <p>Focus on outcomes and behaviours will enable managers to recruit the right people for roles and develop existing staff</p>

<ul style="list-style-type: none"> • Provide change management training and tools for managers to prepare their teams for change • Engage staff on the people aspects of new ways of working e.g. remote working and agile working, training leaders to work differently • Encourage a culture of continuous improvement (CI) and challenge by including CI standard item on the agenda of team meetings. 	<ul style="list-style-type: none"> • December 2019 	<ul style="list-style-type: none"> • HR/L&D/CM T 	Time	The workforce will be supported through the transformational change that is being implemented and can learn from successes and from mistakes.
	<ul style="list-style-type: none"> • March 2020 	<ul style="list-style-type: none"> • HR/L&D/ Service managers 	Time	The workforce will be supported through the transformational change that is being implemented and can learn from successes and from mistakes
	<ul style="list-style-type: none"> • On-going 	<ul style="list-style-type: none"> • Service managers 	Time	The organisation nurtures innovation and acts quickly to encourage new ideas.

Priority 3 – Develop capacity and skills

What success looks like – We are clear on the future skill needs of the workforce. We have the right people, with the right skills in the right places based on planned careers and effective recruitment. Future leaders will be identified, developed and supported. We have a flexible workforce, able to respond to a changing environment. We have development that supports organisational and individual needs. We have effective recruitment processes that attract a diverse range of candidates.

What will we do?	By when?	Who?	Cost?	What difference will it make?
<ul style="list-style-type: none"> • Using the LGA 'Emerging Leadership' content, we will develop an 'aspiring senior managers programme' incorporating appropriate skills for the future e.g. commercial skills, partnership working, working with members 	<ul style="list-style-type: none"> • February 2020 	<ul style="list-style-type: none"> • L&D/CMT/ SLT 	Time	This will ensure talented staff are motivated to remain with the council and have the skills to progress their careers; better outcomes for the council
<ul style="list-style-type: none"> • Utilising psychometric testing as a basis, implement a coaching and mentoring 	<ul style="list-style-type: none"> • November 2019 	<ul style="list-style-type: none"> • L&D/CMT/ SLT 	£10,000	Managers will have a safe space to grow and develop; Mentees will have experienced Mentors to support them.

<p>programme to support managers to develop their skills, different approaches and share best practice</p> <ul style="list-style-type: none"> Develop a programme of manager seminars that encourage networking and sharing of best practice evaluating their impact on a regular basis Continue to implement the apprentice programme across the authority, using the apprentice levy to fund suitable courses. Implement clear career pathways using the apprentice programme for both the existing workforce and new employees, working with partners to promote Chesterfield as an Apprentice Town Wherever possible we will identify a career path for each role to promote internal development and growth and aid employee retention. <p>Implement career pathway conversations and make available to all staff to discuss their aspirations and explore the options available to them</p>	<ul style="list-style-type: none"> July 2019 	<ul style="list-style-type: none"> L&D/CMT/SLT 	£500	Managers work collaboratively on shared problems; managers are involved in decision making processes
	<ul style="list-style-type: none"> On-going 	<ul style="list-style-type: none"> L & D/Service managers 	Time	Workforce access more development; employment opportunities for young people in the Borough; partnership working with other providers and colleges; supports strategic priority
	<ul style="list-style-type: none"> On-going 	<ul style="list-style-type: none"> HR/L&D/Service managers 	Time	Staff are clear on the career options available to them and can develop within the council
	<ul style="list-style-type: none"> On-going 	<ul style="list-style-type: none"> L&D 	Time	Staff have informal advice and guidance in a safe environment

Priority 4 – Support employee wellbeing

What success looks like - Staff feel valued and supported and achieve a healthy work-life balance, with access to Occupational Health provision and supportive employment policies. Absence levels reduce as a consequence of the measures in place. Employee satisfaction with the Council as measured through the employee survey increases. Vacancies are filled quickly to ensure

minimum impact on teams. Staff feel proud to work for the Council. Leaders are trained to understand complex health conditions and understand how to support employees to remain in work.

What will we do?	By when?	Who?	Cost?	What difference will it make?
<ul style="list-style-type: none"> Develop a health & wellbeing plan that incorporates all the support available to employees including the development of a Mental Health First Aid programme and supports the council's wider health and wellbeing strategy 	<ul style="list-style-type: none"> March 2020 	<ul style="list-style-type: none"> HR/L&D/CMT/SLT 	£5,000	Staff will be clear on the support that is available to them to help them manage their health and wellbeing
<p>Page 225</p> <ul style="list-style-type: none"> Make training on mental health issues, absence management and stress management mandatory for all managers throughout the organisation 	<ul style="list-style-type: none"> From September 2019 	<ul style="list-style-type: none"> HR/L&D/CMT/SLT 	Inc. in above	Managers will be clear on the appropriate policies and tools to use to support their staff
<ul style="list-style-type: none"> Transition staff from Arvato and Kier into the organisation ensuring they are supported and informed throughout the process 	<ul style="list-style-type: none"> From January 2020 	<ul style="list-style-type: none"> Transition manager/HR/CMT 	In budget	TUPE staff are inducted into the council, paid appropriately and are assimilated into the organisation well
<ul style="list-style-type: none"> Review Managing Stress at work policy and procedure to ensure it supports employee wellbeing and increases resilience 	<ul style="list-style-type: none"> November 2019 	<ul style="list-style-type: none"> HR/CMT/SLT 	Time	Employees feel the stress policy helps them manage their stress and increase resilience
<ul style="list-style-type: none"> Develop employee survey action plans with staff to address the key issues that affect them at work e.g. workload, communications, feeling valued 	<ul style="list-style-type: none"> By October 2019 	<ul style="list-style-type: none"> Service managers/CMT 	Time	Employee survey results improve year on year
<ul style="list-style-type: none"> Develop and monitor key employee performance metrics e.g. completion of casework, time to recruit to ensure 	<ul style="list-style-type: none"> June 2019 	<ul style="list-style-type: none"> HR 	Time	Vacancies are filled more quickly; casework is completed more quickly and speedy resolutions achieved to reduce stress on employees.

vacancies are filled as quickly as possible and cases completed quickly				
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Priority 5 – Recognition and reward

What success looks like – The Council is able to attract and retain talent through the innovative use of its pay and reward systems. Staff feel that their contribution to the organisation is recognised and rewarded appropriately. Employee survey results demonstrate a culture of praise and recognition. Teams feel valued and inspired to deliver and enjoy coming to work. Employees feel satisfied with the Council as an employer and are proud to be an advocate of the Council.

What will we do?	By when?	Who?	Cost?	What difference will it make?
Page 226 <ul style="list-style-type: none"> Develop a reward and recognition strategy that includes a range of options to ensure that we offer a flexible reward package to compete with other sectors and that we develop a culture of recognition and reward Consider Arvato/Kier terms and conditions to ensure there is no detriment to pay and reward Analyse gender pay gap reports and make recommendations on a range of options to address the gap 	<ul style="list-style-type: none"> March 2020 	<ul style="list-style-type: none"> HR/employees / SLT/CMT 	Unknown	Employees are recognised and rewarded for high performance and staff members are motivated to perform to the best of their ability.
	<ul style="list-style-type: none"> March 2020 	<ul style="list-style-type: none"> HR 	Time	TUPE regulations are maintained
	<ul style="list-style-type: none"> December 2019 	<ul style="list-style-type: none"> HR/Policy & Comms AD 	Time	Gender pay gap reduces; council becomes employer of choice

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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COUNCIL MEETING – 18 DECEMBER, 2019 MINUTES OF COMMITTEE MEETINGS

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

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

Appeals and Regulatory Committee	23 October (Full Committee) 23 October 30 October 6 November 27 November 4 December
Employment and General Committee	4 November
Planning Committee	23 September 14 October 4 November 19 November 25 November
Standards and Audit Committee	25 September

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CABINET

Tuesday, 1st October, 2019

Present:-

Councillor P Gilby (Chair)

Councillors Serjeant
Blank
T Gilby

Councillors Holmes
J Innes
Mannion-Brunt

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

36 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Ludlow and Sarvent.

37 **MINUTES**

RESOLVED –

That the minutes of the meeting of Cabinet held on 10 September, 2019 be approved as a correct record and signed by the Chair.

38 **FORWARD PLAN**

The Forward Plan for the four month period October, 2019 to January, 2020 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

39 **REVIEW OF MEMBERS' ALLOWANCES: ARRANGEMENTS FOR**

THE INDEPENDENT REMUNERATION PANEL

The Senior Democratic and Scrutiny Officer submitted a report to enable the Cabinet to consider any issues that it wished to raise with the Independent Remuneration Panel (IR Panel) on the forthcoming review of members' allowances, in accordance with the protocol on arrangements for consulting members on the review.

It was noted that a meeting of the IR Panel had been arranged for Monday 21 October, 2019 and all members had been invited to submit written comments and/or indicate if they wished to make oral comments to the IR Panel by Monday 14 October, 2019.

***RESOLVED –**

That the arrangements for consulting members on the review of the members' allowances scheme in line with the agreed Protocol be noted.

REASON FOR DECISION

To improve the quality and transparency of the Independent Remuneration Panel and its work.

40 EXCLUSION OF THE PUBLIC

RESOLVED –

That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972.

41 OUTSTANDING DEBT FOR WRITE OFF

The Operational Revenues Manager submitted a report seeking approval for the writing off of a business rates debt due to insolvency.

As formal insolvency proceedings had commenced, the Council could not take any action against the debtor to recover the debt therefore the

Cabinet were asked to write off the debt as recommended by the Council's external auditors.

***RESOLVED –**

That the debt, as detailed in paragraph 4.2 of the officer's report, be written off.

REASON FOR DECISION

Payment of this debt is unlikely to be forthcoming and early write off has been recommended by the Council's external auditors.

42 COMMERCIAL BUSINESS UNITS

The Economic Development Manager submitted a report recommending for approval the development of two new industrial units on land owned by the Council at Calow Lane Industrial Estate.

The Council's existing commercial property portfolio includes 269 industrial units which were at 97% occupancy, providing the Council with a substantial income stream that contributed to the costs of the delivery of its services. The Economic Development service promotes both Council and privately-owned industrial units to potential businesses; an analysis of the number of enquiries received by the service for different sizes of industrial premises had demonstrated a need for units of less than 5000 sq. ft.

A site for the proposed development had been identified at Calow Lane Industrial Estate. Initial surveys had been undertaken at the site and no issues had been highlighted, however the coal mining assessment had suggested carrying out a more detailed coal mining study due to the coal seams in the vicinity. This study had been commissioned.

Indicative costs for the development of the units were included in paragraph 3.16 of the officer's report and further details on the funding for the project were included in section 6 of the officer's report, along with the profiled revenue income to be generated by the units.

***RESOLVED –**

1. That the proposals to develop two new industrial units (subject to planning) on the site at Calow Lane Industrial Estate, Calow Brook Drive, Chesterfield, be approved subject to the outcome of a detailed coal mining assessment.
2. That the funding to develop the two new industrial units, as detailed in paragraph 3.16 of the officer's report, be approved to enable the delivery of the project.
3. That the scheme be included in the updated Capital Programme for approval by Full Council.

REASON FOR DECISIONS

The Council has the opportunity to invest in its industrial portfolio to create new industrial units on a site in its ownership. This will allow the creation of much needed employment space and allow the Council to generate a revenue income. In addition, by speculatively developing new industrial units, the Council is demonstrating to the local economy that the climate is right for investment and acting as a market maker for future developments.

CABINET**Tuesday, 22nd October, 2019**

Present:-

Councillor P Gilby (Chair)

Councillors Blank
T Gilby
Ludlow
Holmes

Councillors J Innes
Mannion-Brunt
Sarvent

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

44 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Serjeant.

45 **MINUTES**

RESOLVED –

That the minutes of the meeting of the Cabinet held on 1 October, 2019 be approved as a correct record and signed by the Chair.

46 **FORWARD PLAN**

The Forward Plan for the four month period 1 November, 2019 to 29 February, 2020 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

47 **DELEGATION REPORT**

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

***RESOLVED –**

That the Delegation Report be noted.

48 MINUTES OF THE SHEFFIELD CITY REGION MAYORAL COMBINED AUTHORITY BOARD

Minutes of the meeting of the Sheffield City Region Mayoral Combined Authority Board held on 23 September, 2019 were reported for information.

***RESOLVED –**

That the Minutes be noted.

49 QUARTER 2 BUDGET MONITORING 2019/20 & UPDATED MEDIUM TERM FINANCIAL PLAN

The Acting Chief Finance Officer presented a report outlining the Council's budget position at the end of the second quarter of 2019/20, and the updated medium term financial forecast through 2023/24.

A revised year end deficit of £203k had been reported to members on 17 July, 2019. At the end of the second quarter, the deficit had changed to a surplus of £52k (forecast position) at the year end.

A table containing the key variances that had contributed to the improved budget position was included in paragraph 4.1 of the officer's report. The variances included additional income from the Derbyshire Building Control Partnership and reduced expenditure due to vacant posts in the Spirepride and building cleaning services.

The report noted the anticipated movement in the council's reserves. An uncommitted balance of £1.073m remained in the budget risk reserve and service improvement reserve however there would be significant demands on these reserves in the future to fund investment in transformation projects and staffing restructures.

The General Fund Capital Programme was forecast to receive £4.5m from capital receipts in 2019/20. Further capital receipts from land and property sales would need to be identified beyond 2020/21 to fund new capital projects and reduce the pressure on the General Fund revenue budget.

The Housing Revenue Account budget was detailed in section 8 of the officer's report. It was noted that the HRA Business Plan would be reviewed shortly, which would lead to revisions needing to be made to both the HRA revenue and capital budgets.

***RESOLVED –**

That it be recommended to full Council:

1. That the financial performance in the first half of the financial year and the new medium term financial forecast be noted.
2. That the changes to the medium term financial forecast, as outlined in section 4 and section 6 of the officer's report, be approved.
3. That the proposed use of reserves and the new applications for funding, as set out in section 5 of the officer's report, be approved.
4. That the updated capital programme, as detailed in section 7 of the officer's report, be noted.
5. That the proposed additions to the capital programme, as detailed in paragraph 7.2 of the officer's report, be approved.
6. That the position of the Housing Revenue Accounts budgets, as detailed in section 8 of the officer's report, be noted.
7. That the budget preparation guidelines, as set out in paragraph 9.1 of the officer's report, be approved.
8. That the planned approach to budget consultation, as detailed in paragraph 9.3 of the officer's report, be approved.

REASON FOR DECISIONS

To actively manage the Council's finances in the current financial year and forecast forward the emerging budget position to future financial years.

50 **HOUSING ACQUISITIONS POLICY**

The Assistant Director – Housing presented a report seeking approval for a revised Strategic Housing Acquisitions and Right of First Refusal Policy.

The existing policy was adopted in February, 2015 following the council housing finance reforms that took place in 2012. Since the introduction of the policy, a budget for acquisitions had been provided in the HRA Capital Programme. In addition, the policy included financial criteria to inform acquisition decisions, including a maximum price payable for a property.

Under the Housing Act 2004, the Council has a Right of First Refusal on properties sold under Right-To-Buy within 10 years of the purchase date. The report noted that the value of former council homes had increased beyond the current policy criteria; consequently the criteria needed to be reviewed.

The revised policy, attached at appendix 2 of the officer's report, incorporated an acquisitions calculator which had been developed to ensure that value for money was assessed and considered on an individual property by property basis, and that a property could be purchased without causing a financial loss to the HRA in the future.

***RESOLVED –**

1. That the changes to the Strategic Housing Acquisitions and Right of First Refusal Policy be approved.
2. That the Assistant Director – Housing, in consultation with the Cabinet Member for Housing, be granted delegated authority to purchase properties that meet the requirements of the Strategic Acquisitions and Right of First Refusal Policy within the budget agreed in the Housing Capital Programme.
3. That the revised Strategic Acquisitions and Right of First Refusal Policy be reviewed after 12 months.

4. That, where any property being considered for purchase falls outside the criteria set out in the revised Strategic Acquisitions and Right of First Refusal policy, the Assistant Director – Housing and the Cabinet Member for Housing be required to consult with the Finance and Performance Board prior to exercising their delegated authority to make such a purchase.

REASON FOR DECISIONS

To ensure that the Council can deliver on the Council Plan objective to build or acquire a minimum of 100 new council homes.

51 ANNUAL REPORT TO TENANTS

The Assistant Director – Housing submitted a report seeking approval for the Annual Report to Tenants for 2018/19, as required by Homes England. A copy of the Annual Report was attached at appendix 1 of the officer's report.

The Annual Report included details on performance, service delivery and future improvements in relation to:

- repairs and maintenance;
- allocating homes;
- rent collection;
- tenancy and estate management;
- careline;
- value for money.

The Annual Report would be published in the next edition of the Council's 'Your Chesterfield' newsletter.

***RESOLVED –**

1. That the Annual Report to Tenants for 2018/19 be approved.
2. That the Annual Report be published on the council's website and be issued to all tenants and households in the Borough through 'Our Homes' within 'Your Chesterfield.'

REASON FOR DECISIONS

To comply with regulatory requirements.

52 APPROVAL OF LEASE OF NEWBOLD COURT

The Assistant Director – Housing submitted a report seeking approval to agree a new 10 year lease of Newbold Court to Action Housing.

The Council owns Newbold Court, Bromehead Way, which is an 18 unit building consisting of 16 single person bedsits and 2 units used as office facilities. The property was previously let to South Yorkshire Housing Association who terminated their lease in March, 2019 and handed the property back to the Council.

Action Housing proposed to lease Newbold Court for a minimum period of 10 years and had successfully applied to the Move-On fund to enable the delivery of a supported accommodation service for vulnerable adults with high level support needs. The service would aim to enable individuals to move along a planned housing pathway towards the longer-term goal of independent living.

***RESOLVED –**

1. That the need for increased provision of supported accommodation for vulnerable adults in Chesterfield be noted.
2. That the 10 year lease of Newbold Court to Action Housing be granted on the terms set out in the officer's report.
3. That the Property, Procurement and Contracts Law Manager be granted delegated authority to deal with any late amendments to the terms of the lease.

REASONS FOR DECISIONS

1. Newbold Court and its use as supported accommodation will form an essential part of Chesterfield Borough Council's homelessness prevention activity and has previously demonstrated its need and importance by supporting vulnerable people and enabling the Council to fulfil its statutory duties.

2. It is expected that the service will enable a reduction in the use of bed and breakfast accommodation.

53 **SCRUTINY PROJECT GROUP REPORT ON THE FUTURE OF THE OLD QUEEN'S PARK SPORTS CENTRE**

The Lead Member of the Future Use of the Former Queen's Park Sports Centre Site Scrutiny Project Group, Councillor Simmons, presented the report and recommendations of the Enterprise and Wellbeing Scrutiny Committee on the future use of the former Queen's Park Sports Centre site.

The full report of the Scrutiny Project Group was attached at appendix A to the Cabinet report.

The recommendations of the Scrutiny Project Group had been considered and approved by the Enterprise and Wellbeing Scrutiny Committee on 3 October, 2019.

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

In December, 2017 Cabinet endorsed the business case for providing an artificial sports pitch on the site. The Project Group acted as a sounding board and monitored progress during the design and building stages of the chosen use. The Group's findings were detailed in section 5 of the Scrutiny Project Group report and focussed on ensuring that:

- the design of the sports pitch and surrounding landscaping protected and enhanced the heritage value of the park;
- the framework contract arrangement to deliver the design and construction of the pitch worked effectively and enabled the project to be completed in a timely manner and within budget;
- the marketing and pricing structure would be designed to enable use by a variety of service users and community groups.

***RESOLVED –**

1. That the use of the new sports pitch be monitored through the Council's normal management processes against the objective of

balancing the need to achieve a commercial return and provide opportunities for community and health and wellbeing development.

2. That the marketing approach and pricing structure for the sports pitch be reviewed as necessary as part of the Council's overall marketing and pricing of its sports and leisure services.

REASONS FOR DECISIONS

1. To contribute to the objective of balancing the need to achieve a commercial return and provide opportunities for community and health and wellbeing development.
2. To ensure that the marketing approach and pricing structure for the sports pitch is effective and consistent with the Council's overall marketing and pricing of its sports and leisure services.

54 SCRUTINY PROJECT GROUP REPORT ON COMMUNITY ROOMS

The Lead Member of the Community Rooms Scrutiny Project Group, Councillor Caulfield, presented the report and recommendations of the Community, Customer and Organisational Scrutiny Committee on the Council's community rooms, which are managed by the careline and support service.

The full report of the Scrutiny Project Group was attached at appendix A to the Cabinet report.

The recommendations of the Scrutiny Project Group had been considered and approved by Community, Customer and Organisational Scrutiny Committee on 26 September, 2019.

The Committee's recommendations were now required to be considered by Cabinet and a formal response provided to the Community, Customer and Organisational Scrutiny Committee, in accordance with the Council's Scrutiny Procedure.

The Scrutiny Project Group reviewed the 6 community rooms managed by the housing service to understand the usage, income and expenditure, suitability of facilities, booking process and promotion of the rooms.

The Lead Member thanked the Careline and Support Services Manager for his input into the review.

***RESOLVED –**

1. That the Cabinet Member for Housing initiates conversations with the Chesterfield Care Group regarding the hiring of community rooms.
2. That the Cabinet:
 - a. Supports the refurbishment and retention of Bonsall Court as a community room.
 - b. Notes and endorses the arrangements to lease Burns Close to the Umbrellas Cosy Group on a five year lease.
 - c. Agree that alternative uses be explored for Monkwood Road in line with the Council's health and wellbeing priorities.
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.
4. That a dedicated phone line for community room enquiries be established within the Careline and Support Service with a voicemail facility.
5. That the call centre staff be provided with up to date information on the hire of community rooms.
6. That the promotion of community rooms on the Council's website be improved, making the rooms more obvious to potential hirers.
7. That a new leaflet be produced that includes details of all the community rooms.
8. That a promotional drive take place to coincide with the completion of the work to the sheltered schemes.
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.

10. That the door entry systems that have been installed at Wimborne Crescent and Winster Court be kept under review to understand if this is the most effective way for hirers to gain access.

REASONS FOR DECISIONS

1. To increase the usage of the community rooms by improving awareness of the facilities, reaching new potential hirers and consolidating information on all the Council's venues for hire into a central place.
2. To have a clear and transparent process for managing the rooms, ensuring the rooms are used by all hirers under the same terms and conditions and that the accounts show a true reflection of the income and expenditure costs.

CABINET**Tuesday, 12th November, 2019**

Present:-

Councillor Serjeant (Vice-Chair in the Chair)

Councillors Blank
Ludlow
HolmesCouncillors J Innes
Mannion-Brunt

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

56 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors P Gilby, T Gilby and Sarvent.

57 MINUTES**RESOLVED –**

That the minutes of the meeting of Cabinet held on 22 October, 2019 be approved as a correct record and signed by the Chair.

58 FORWARD PLAN

The Forward Plan for the four month period 1 December, 2019 to 31 March, 2020 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

59 LOCAL LIST OF HERITAGE ASSETS

The Development Management and Conservation Manager submitted a report recommending for adoption a Local List of Heritage Assets following consultation with stakeholders and property owners. The Council's Local Plan requires the identification and, where appropriate, protection of buildings on the Local List. This policy would be carried forward into the new emerging Local Plan which was under examination.

A Local List of Heritage Assets is a non-statutory designation recognising elements of the Borough's historic environment. The criteria to assess nominations to the list was developed using guidance issued by English Heritage and input from the Chesterfield and District Civic Society.

The report advised that the Council had the opportunity to introduce an Article 4 Direction to remove permitted development rights on some or all of the residential properties on the Local List. Though this would give the Council more control over the properties, the report recommended not to introduce Article 4 Directions due to the likely heavy impact on officers' time and resources, and the risk of objections to Local Listing from property owners.

***RESOLVED –**

1. That the Local List of Heritage Assets, attached at appendix 1 of the officer's report, be adopted.
2. That the Council do not introduce an Article 4 Direction removing permitted development rights at the present time.
3. That the content of the Local List of Heritage Assets be monitored regularly and assessed by the established Local List Assessment Panel.

REASON FOR DECISIONS

To identify and protect the borough's non-statutory local heritage assets and to be consistent with adopted and emerging Local Plan policy.

60 VENUES FEES AND CHARGES 2020/2021

The Arts and Venues Manager submitted a report recommending for approval proposed fees and charges for venue and equipment hire at the

Pomegranate Theatre, the Winding Wheel Theatre, the Assembly Rooms in the Market Hall and Hasland Village Hall for 2020/21.

Following a review in 2011, the Council had implemented an improvement programme for the venues with the key aims of integrating the operation of the venues, improving the arts and cultural offer and reducing the overall subsidy to the council tax payer. It was noted that the net controllable costs of operating the Council's venues had reduced by a total of £284,188 since 2011/12.

The Arts and Venues Manager had been tasked with reducing the subsidy further in the new Council Plan for 2019-2023. A medium term financial plan for the venues had been developed which outlined a sustainable route to deficit reduction by adopting a focussed commercial approach to the management and operation of the venues.

***RESOLVED –**

1. That the theatre hire charges for the Pomegranate Theatre, as detailed in appendix A of the officer's report, be approved and implemented from 1 April, 2020.
2. That the room hire charges for the Winding Wheel, as detailed in appendix B of the officer's report, be approved and implemented from 1 April, 2020.
3. That the equipment hire charges at the Winding Wheel, as detailed in appendix B of the officer's report, be approved and implemented from 1 April, 2020.
4. That the theatre hire charges for the Winding Wheel for professional companies and commercial use, as detailed in appendix C of the officer's report, be approved and implemented from 1 April, 2020.
5. That the room hire charges for the Assembly Rooms in the Market Hall, as detailed in appendix D of the officer's report, be approved and implemented from 1 April, 2020.
6. That the room hire charges at Hasland Village Hall, as detailed in appendix E of the officer's report, be approved and implemented from 1 April, 2020.

REASON FOR DECISIONS

To make further progress towards a sustainable financial position for the venues.

CABINET**Tuesday, 3rd December, 2019**

Present:-

Councillor P Gilby (Chair)

Councillors	Serjeant	Councillors	Holmes
	Blank		J Innes
	T Gilby		Sarvent
	Ludlow		

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

62 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mannion-Brunt.

63 MINUTES**RESOLVED –**

That the minutes of the meeting of Cabinet held on 12 November, 2019 be approved as a correct record and signed by the Chair.

64 FORWARD PLAN

The Forward Plan for the four month period 1 January to 30 April, 2020 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

65 DELEGATION REPORT

Decisions taken by Cabinet Members during October and November, 2019 were reported.

***RESOLVED –**

That the Delegation Report be noted.

66 MARKHAM VALE ENTERPRISE ZONE - BUSINESS RATES

The Executive Director and the Assistant Director – Economic Growth submitted a report proposing that the Council’s policy in respect of business rates income from Markham Vale Enterprise Zone (MVEZ) be revised and that the retained business rates income be re-invested locally to support the delivery of local economic priorities in and around Chesterfield.

The Council had agreed in December, 2014 (Council Minute No. 62, 2014/15) for the retained business rates from MVEZ to be paid to the Sheffield City Region (SCR) Local Enterprise Partnership (LEP) subject to review in the event of there being a change to the Council’s membership of the SCR LEP. Following the Leader’s decision, noted by Council on 17 July, 2019 (Council Minute No. 20, 2019/20), for the Council to relinquish its membership of SCR LEP with effect from 1 April, 2020, it was now appropriate to review the Council’s policy relating to the retained business rates income from MVEZ.

Having regard to the Government’s original Enterprise Zone policy and advice received from the Government’s Cities and Local Growth Unit, it was proposed that the Council retained the business rates income associated with MVEZ from 1 April 2020, and that the income be exclusively targeted at projects, initiatives and activities that support the delivery of local economic priorities.

The report referred to the objectives set out in the Council’s Growth Strategy (2019 – 23) and to three key programme areas that had been identified as priorities for investment for the retained MVEZ business rates income – key projects delivery, economic growth activities and skills activities.

The report set out the financial, legal and risks associated with the proposals and the alternative options considered.

*** RESOLVED –**

That Cabinet recommends to full Council that:

- (1) The Business Rates income from the Markham Vale Enterprise Zone (MVEZ) be retained by the Council from 1 April, 2020 and re-invested locally to support the delivery of local economic priorities.
- (2) The change in Business Rates policy for MVEZ be applied annually for the remaining 17 years of allowable business rates retention up to 2036/37.
- (3) Approval be given to the proposal for three key programmes of investment: key projects delivery, economic growth activities and skills activities; and that the funding be particularly targeted at unlocking and accelerating key developments and sites and delivering better outcomes for local communities.
- (4) Detailed programmes of investment be developed, with a particular emphasis on the key growth projects being progressed through the Joint Growth Board, with Derbyshire County Council; and recommendations be made to Cabinet and Council as appropriate to ensure the programmes and associated spending are approved in line with the Council's constitution.

REASONS FOR DECISIONS

1. To revise the Council's policy with regards to the retained business rates income from MVEZ, following the Council's decision to discontinue its membership of the SCR LEP.
2. To ensure that the retained business rates income is reinvested locally and used to support the delivery of local economic priorities in and around Chesterfield.

67 LOCAL COUNCIL TAX SUPPORT SCHEME

The Acting Chief Finance Officer submitted a report seeking approval for the Local Council Tax Support Scheme for 2020/21.

It was reported that the proposed scheme being recommended for adoption in 2020/21 was unchanged from 2019/20.

***RESOLVED –**

That Cabinet recommends to full Council that:

- (1) Approval be given to continue with the current Local Council Tax Support scheme for 2020/21. The scheme is based on The Council Tax Reduction Scheme England Regulations 2012 amended to reflect the following local decisions concerning the key principles of the scheme:
 - For those of working age the maximum amount of the Local Council Tax that will be eligible for reduction is 91.5% of their full Council Tax Liability;
 - The Council continues its policy of disregarding war pensions for the purposes of calculating income in respect of the Local Council Tax Support scheme;
 - The ‘taper’, i.e. the rate at which support is withdrawn as income increases be maintained at 20%.

- (2) Delegated powers be granted to the Chief Finance Officer in conjunction with the Cabinet Member for Business Transformation to update the 2020/21 scheme to reflect such up-ratings of premiums, allowances and non-dependent deductions as may be determined by the Department of Work and Pensions, and in respect of other minor technical changes which may be required.

- (3) Approval be given to continue the current local council tax discounts, which were originally implemented in 2013/14.

REASON FOR DECISIONS

To ensure that the Council is able to continue to operate a localised scheme providing council tax support from April 2020.

68 HOUSING STRATEGY

The Assistant Director - Housing submitted a report seeking approval of the Chesterfield Housing Strategy (2019-2023).

The Strategy (attached at Appendix A to the report) detailed the Council's proposed response to national housing policy and to the local strategic context, in particular, local issues affecting demand for housing and housing services locally.

The report outlined the consultation programme which had taken place on the draft Strategy during September and October, 2019 and responses from the consultation were attached at Appendices B and C to the officer's report.

The report set out the financial, legal and other risks associated with approval of the Strategy, and an equalities impact assessment was attached at Appendix D to the officer's report.

*** RESOLVED –**

That Cabinet recommends to full Council that the Chesterfield Housing Strategy 2019-2023 be adopted by the Council.

REASON FOR DECISION

To secure the adoption of the Housing Strategy 2019-2023.

69 DERBYSHIRE CARE LEAVER OFFER

The Assistant Director – Policy and Communications submitted a report seeking approval for the Council to support and commit to a countywide (Derbyshire excluding Derby City) local offer for children in care and care leavers.

The report referred to the challenges that children in care and care leavers faced and to the proposed agreement between Derbyshire County Council and the Derbyshire District / Borough Councils to collaborate to create one single 'Local Children in Care and Care Leaver Offer' for Derbyshire (excluding Derby City). The report detailed the provisions included within the offer.

The report outlined the financial, legal and other risks associated with the proposals, and an equality impact assessment was attached at Appendix 2 to the officer's report.

*** RESOLVED**

That Cabinet recommends to full Council that:

- (1) The council tax discretionary discount for eligible Derbyshire care leavers aged 18 – 25 be applied from 1 April 2020 and the Care Leaver discretionary discount policy be approved.
- (2) The other elements of the local children in care and care leaver offer (active fostering, employment, skills, apprenticeships and work experience, housing and recruitment of foster carers/supported lodgings) come into force with immediate effect.
- (3) Chesterfield Borough Council continues to work with Derbyshire County Council, Derbyshire districts/boroughs and other partners to further develop and improve the children in care and care leaver offer/care leaver covenant for Derbyshire.
- (4) A review of the Chesterfield Borough Council elements of the local care leaver offer is undertaken on an annual basis to ensure continued affordability and effectiveness.

REASON FOR DECISION

To fulfil our duties within the Children and Social Care Act 2017 and provide support for vulnerable young people within the care and leaving the care of Derbyshire County Council.

70 ENVIRONMENTAL HEALTH FEES AND CHARGES 2020/21

The Assistant Director - Health and Wellbeing submitted a report recommending for approval proposed fees and charges for various environmental health functions, including environmental permitting, dog control and pest control for 2020/21.

The proposed fees and charges were detailed at Appendix A of the officer's report.

*** RESOLVED –**

1. That the proposed fees and charges, including concessionary rates (where applicable), as detailed in Appendix A of the officer's report, be approved and implemented from 1 April 2020.

2. That the Senior Environmental Health Officer be granted discretion to offer reduced charges for micro-chipping of dogs at promotional events and campaigns associated with the mandatory chipping that came into effect in April 2016.
3. That the Senior Environmental Health Officer be granted discretion to offer an alternative enforcement option for fly-tipping offences instead of issuing a fixed penalty notice (which could include a simple caution or prosecution).

REASON FOR DECISIONS

To set the Environmental Health fees and charges for 2020/21.

71 OUTDOOR SPORTS AND LEISURE FEES AND CHARGES 2020/21

The Interim Assistant Director – Commercial Services submitted a report setting out proposed fees and charges for outdoor sport and leisure activities, including football, bowling, cricket and tennis facilities for 2020/21.

The proposed fees and charges were detailed at Appendix 1 of the officer's report.

*** RESOLVED –**

1. That the fees and charges for outdoor sports and leisure services in 2020/21, as detailed in Appendix 1 of the officer's report, be approved and implemented from 1 April, 2020.
2. That the interim Assistant Director – Commercial Services, in consultation with the Cabinet Member for Health and Wellbeing, be authorised to vary rates for major bookings to ensure market competitiveness.

REASON FOR DECISIONS

To set the Outdoor Sport and Leisure fees and charges for 2020/21.

72 SPORT AND LEISURE FEES AND CHARGES 2020/21

The Assistant Director – Health and Wellbeing submitted a report seeking approval of the proposed fees and charges for 2020/21 relating to various activities and facilities provided within Queen’s Park Sports Centre and the Healthy Living Centre, Staveley.

The proposed fees and charges were detailed at Appendix A of the officer’s report.

*** RESOLVED -**

1. That the proposed fees and charges for Sport and Leisure activities and facilities as detailed in Appendix A of the officer’s report be approved and implemented with effect from 1 April 2020.
2. That the proposals for concessionary charges be approved as outlined in Appendix A of the officer’s report and that the concessionary memberships continue as Change4Life.
3. That delegated authority be granted to the Assistant Director – Health and Wellbeing, in consultation with the Cabinet Member for Health and Wellbeing, to apply appropriate fees and charges to new activities that are introduced during the period covered by this report.
4. That, where there are promotional opportunities to stimulate usage, support the retention of customers and /or to respond to external market forces, delegated authority be granted to the Assistant Director – Health and Wellbeing, in consultation with the Cabinet Member for Health and Wellbeing, to apply appropriate fees and charges to maximise these opportunities.

REASON FOR DECISIONS

To set the fees and charges for Sport and Leisure activities and facilities for 2020/21.

73

CEMETERIES FEES AND CHARGES 2020/21

The Interim Assistant Director – Commercial Services submitted a report setting out the proposed fees and charges for the Council’s cemeteries for 2020/21.

The report took account of the level of fees and charges levied by other local authorities and cemeteries providers. It also referred to the Children's Funeral Fund for England which had been established by the Government earlier in 2019 to meet the costs of burials or cremations of children under the age of 18.

The proposed fees and charges were detailed at Appendix A of the officer's report.

*** RESOLVED –**

1. That the proposed cemeteries fees and charges for 2020/21, as detailed in Appendix A of the officer's report, be approved and implemented from 1 April, 2020.
2. That the introduction of the Children's Funeral Fund for England and the amendment of the fees and charges table at Appendix A of the officer's report regarding any fee relating to the burial of a child under the age of 18 years be noted, clarifying that fees will not be payable by the bereaved families; rather these fees will be claimed from the Children's Funeral Fund for England.

REASONS FOR DECISIONS

1. There has been a decline in burial numbers over recent years which has coincided with above average fee increases. It is expected that by applying the fees set out at Appendix A of the officer's report, burial numbers will be consolidated and the service will move closer towards cost recovery.
2. To generate income to contribute to the costs of providing and maintaining a burial service.

74 CHESTERFIELD MARKETS FEES AND CHARGES 2020/21

The Interim Assistant Director – Commercial Services submitted a report setting out the proposed fees and charges for Chesterfield's open markets and the Sunday car boot sale from 1 April, 2020.

The report included details of market occupancy, recognising the difficult trading conditions locally and nationally. It referred to benchmarking data

of other local markets and measures aimed to retain existing traders and attract new traders.

*** RESOLVED –**

1. That there be no increase in stall fees from 1 April 2020 on the general, flea and farmers markets.
2. That there be no increase on the car boot sale fee from 1 April, 2020.
3. That there be a 10p increase on the electricity charge levied per stall, per day from 1 April, 2020.
4. That there be no increase in storage charges from 1 April, 2020.
5. That there be no increase to the publicity levy on the open market from 1 April, 2020.
6. That the Market Manager continues to have delegated authority to negotiate stall fees outside the set fees to support new traders, existing traders that are struggling to continue and larger traders occupying multiple stalls.
7. That no rent-free holiday period be granted to licensed traders for 2020/21.
8. That a review of the current operating costs be undertaken, in particular those relating to the Market cleaning arrangements within the current contract with Veolia.
9. That on completion of the market reconfiguration project a review of the pricing structure be implemented, taking into account, as one of the key project outcomes, the creation of stalls that are better positioned to attract higher footfall flows and clearer sight lines, enabling the majority of stalls to trade more effectively and creating more premium stalls, which will attract more traders and generate increased income.

REASONS FOR DECISIONS

1. To continue to secure a viable open air market in Chesterfield.

2. To ensure that the Council continues to receive an acceptable return on a valuable town centre asset through supporting traders during this continued economic downturn.

75 **CAR PARKS FEES AND CHARGES 2020/21**

The Interim Assistant Director – Commercial Services submitted a report setting out the proposed fees and charges for car parks from 1 April, 2020.

The proposed charges represented an average overall increase in parking tariffs of 3%, although the incentive parking tariffs agreed in 2016 (Minute No. 136, Cabinet 2015/16) would remain unchanged, to encourage shoppers to stay in the town centre on the three hour tariff and to be competitive to attract residents, commuters and visitors.

The proposed charges for 2020/21 were detailed in section 5 of the officer's report.

Cllr Paul Holmes asked for his vote to be recorded against the car parks fees and charges proposed for 2020/21.

*** RESOLVED –**

1. That from 1 April 2020 the cost to park will be 80p for up to 30 minutes, £1.60 for up to 1 hour, £2.80 for up to 2 hours, £3.00 for up to 3 hours and £4.50 for up to 4 hours in all town centre car parks.
2. That in all short stay/shoppers' car parks, as listed in paragraph 4.1 of the officer's report, from 1 April, 2020 it will cost £1.60 for each subsequent hour over 4 hours to park. In all long stay car parks (except Saltergate MSCP) the price to park over 4 hours will be £5.00 (up to 12 hours).
3. That the price to park at Saltergate MSCP will be £6 for over 5 hours and up to 24 hours from 1 April 2020, as a stand-alone tariff with Saltergate being the only 24 hour charging car park.
4. That all residents of the borough will continue to benefit from free parking in 2020/21 before 10am and after 3pm Monday to Saturday

and all day Sunday and on Bank Holidays at selected surface car parks using the Resident Parking Permit.

5. That if the income target is achieved in 2020/21 there will be no increase in tariffs in 2021/22 but the prices will be reviewed for 2022/23.
6. That delegated authority be granted to the Town Centre Operations Manager to negotiate monthly and annual permit prices as necessary to attract new business and be competitive with competitor offers, as recommended in the July 2019 Car Park audit.

REASONS FOR DECISIONS

1. To continue to support the town centre economy, providing competitively priced car parks with simple charging structures and convenient payment methods and tariffs.
2. To ensure that the Council continues to receive an acceptable return on a valuable town centre asset.

JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE**Tuesday, 1st October, 2019**

Present:-

Councillor P Gilby (Chair)

Councillors	Blank	Councillors	Brittain
	T Gilby		Holmes
	Serjeant		J Innes
	Simmons		T Murphy
	Mannion-Brunt		K Falconer

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Davenport, Ludlow and Sarvent.

13 MINUTES**RESOLVED –**

That the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 10 September, 2019 be approved as a correct record and signed by the Chair.

14 DELIVERING CHESTERFIELD'S GROWTH STRATEGY

The Chief Executive, Executive Director and Assistant Director – Economic Growth submitted a report seeking approval for the establishment of a Joint Growth Board and a Joint Growth Unit to support the delivery of Chesterfield's Growth Strategy.

A number of key growth and regeneration projects currently underway in the borough have the potential to put Chesterfield on a higher growth trajectory and redress the deficit in local job creation.

Most of the key projects were being led by the private sector but Chesterfield Borough Council and Derbyshire County Council had important roles in fostering the right environment for growth, and working with private sector developers and investors.

A Joint Growth Board was proposed which would work within the existing constitutions of both partner councils. The Board would have responsibility for monitoring delivery of a defined list of key projects and making decisions to ensure projects remained on track. The Board would include Leaders of both councils and appropriate Cabinet Members.

A Joint Growth Unit was also proposed to increase the overall level of staff resources available for the delivery of key growth projects. The proposed posts were detailed in Appendix B of the officer's report. The Human Resources implications of the Joint Growth Unit were included in the report.

It had been proposed to utilise the business rate growth arising from the Markham Vale Enterprise Zone to support the cost of the new joint growth unit.

15 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

RESOLVED –

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

16 DELIVERING CHESTERFIELD'S GROWTH STRATEGY - APPENDIX F

Pursuant to Minute No.14 – The Chief Executive, Executive Director and Assistant Director – Economic Growth submitted Appendix F of the Delivering Chesterfield's Growth Strategy report for consideration.

17 LOCAL GOVERNMENT ACT 1972 - RE-ADMISSION OF THE PUBLIC

RESOLVED -

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

18 DELIVERING CHESTERFIELD'S GROWTH STRATEGY

Pursuant to Minute No.14 and 16 –

***RESOLVED –**

1. That an informal Joint Growth Board with Derbyshire County Council be established in order to provide improved focus on the delivery of key growth projects within Chesterfield borough.
2. That a new Joint Growth Unit, with officer roles designed to focus on the delivery of key growth projects, be established with additional provision for the commissioning of further specialist advice and support as required.
3. That a new Skills Delivery Officer post, be established in the Economic Development Service.
4. That the Executive Director, in consultation with the Cabinet Member for Economic Growth, be granted delegated authority to approve the final job descriptions for the new posts and the final budget for the Joint Growth Unit.
5. That it be recommended to Full Council that the costs of establishing the new Joint Growth Unit be met through the retained business rates income received from the Markham Vale Enterprise Zone.

REASONS FOR RECOMMENDATIONS

To ensure that the delivery of key growth projects and programmes is effectively structured and resourced in support of sustainable economic and housing growth to drive outcomes and benefits for the community and to ensure Chesterfield achieves its growth strategy objectives.

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JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE

Tuesday, 3rd December, 2019

Present:-

Councillor P Gilby (Chair)

Councillors	Blank	Councillors	Sarvent
	Davenport		Brittain
	T Gilby		Holmes
	Ludlow		J Innes
	Serjeant		T Murphy
	Mannion-Brunt		K Falconer

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

20 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Simmons.

21 **MINUTES**

RESOLVED –

That the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 1 October, 2019 be approved as a correct record and signed by the Chair.

22 **EXCLUSION OF PUBLIC**

RESOLVED –

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on

the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A of the Act.

23 PROPERTY PROCUREMENT AND CONTRACT LAW TEAM STAFFING

The Executive Director and the Property, Procurement and Contracts Law Manager submitted a report reviewing the current staffing structure and capacity within legal services with particular reference to the nature and scope of the work presently carried out by the Property, Procurement and Contracts Law Team.

The report outlined the work covered by the Team in respect of property lettings, sales, land transfers and acquisitions, contracts, procurement advice, and regeneration and economic growth projects. It noted that demand on the Team's expertise and resources had grown exponentially in recent years.

The report set out the steps taken to deal with this increased demand to date and made the case for additional specialist officer resource to meet current and projected business requirements. It identified the financial implications of the proposed additional Contracts Lawyer post and set out the risks of not making available such an additional resource. The job description and person specification for the proposed post were attached to the officer's report at Appendix A.

***RESOLVED –**

1. That the permanent establishment within the Property, Procurement and Contracts Law Team be increased by an additional full time Contracts Lawyer at Grade 11.
2. That the supplementary estimate to meet the costs of the new post, as detailed in paragraph 6.1 of the officer's report, be approved.

REASON FOR DECISIONS

To align delivery by the Property, Procurement and Contracts Law Team to the functional and strategic business needs of the Council.

24 VENUES MANAGEMENT STAFFING

The Arts and Venues Manager submitted a report seeking approval for an additional Assistant Premises Manager post for Chesterfield Venues.

A review of the revised management and staffing structure implemented in October, 2018 had identified several challenges in the management of the venues. The report set out how the proposed additional part-time Assistant Premises Manager post, which would be recruited to on a fixed term basis for up to two years, would enable these challenges to be met. The job description and person specification for the proposed post were attached to the officer's report at Appendix C.

The report provided detail on the financial implications of the proposed post, alternative options considered and the associated risks. It was noted that the proposal had been the subject of consultation with trade unions and relevant staff.

***RESOLVED –**

1. That the establishment of an additional Assistant Premises Manager post be approved.
2. That the Arts and Venues Manager, in consultation with the Human Resources Manager, be authorised to recruit to the additional Assistant Premises Manager post.
3. That the supplementary estimate to meet the costs of the new post, as detailed in paragraph 8.9 of the officer's report, be approved.

REASON FOR DECISIONS

To improve the operation of the Venues in order to provide a better service to visitors and residents of the town and borough.

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OVERVIEW AND PERFORMANCE SCRUTINY FORUM**Thursday, 19th September, 2019**

Present:-

Councillor Catt (Chair)

Councillors	Blakemore	Councillors	Kellman
	Borrell		Snowdon
	Flood		Kelly
	Fordham		Coy
	P Innes		

Councillor Jean Innes, Cabinet Member for Business Transformation and Customers ++

Charlotte Kearsey, Democratic and Scrutiny Officer

Jonathon Little, HS2 Project Manager +++

Ian Waller, Assistant Director – Health and Wellbeing +

David Wing, Head of ICT Improvement ++

+ Attended for Minute No. 14

++ Attended for Minute No. 15

+++ Attended for Minute No. 16

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

No declarations of interest were received.

13 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bagshaw and Dyke.

14 **DEPUTY LEADER - MORE ENVIRONMENTALLY FRIENDLY COUNCIL**

The Assistant Director – Health and Wellbeing attended to present a report regarding the efforts which were being made to make Chesterfield Borough Council (CBC) a more environmentally friendly council.

CBC declared a Climate Emergency on 17 July, 2019 and resolved to establish a Chesterfield Climate Change Working Group to respond to this challenge. The working group was tasked to develop a costed action plan and report back to Full Council by March 2020.

The Overview and Performance Scrutiny Forum would provide an opportunity for the action plan development work to be reviewed and discussed.

The current position was reported to the Overview and Performance Scrutiny Forum. It was explained that CBC had taken steps to address issues relating to the contributory factors of climate change. Examples of the work which had already been carried out included: thermal improvements to the housing stock, a boiler replacement programme and low energy lighting schemes.

The working group and CBC as a whole faced a number of challenges including availability of alternative sustainable options, public perception and budget implications.

Members enquired why it had taken two months for members of the working group to be identified and the Assistant Director accepted that it had taken some time to get the current position. During this length of time a large amount of work had been taking place to gather background information and support for the working group.

The Assistant Director was asked whether certain organisations would be included in the working group. Members were informed that specific organisations were referred to in the Full Council motion and these organisations would be included. The challenge would be to ensure that the working group was a manageable size while covering a wide range of views to ensure that people were not excluded from the conversation. Members enquired whether there was a number in mind for the working group and were informed that a number between 12-15 was anticipated but there would be flexibility in this number.

Members queried how much progress the working group was expected to have made by March 2020. It was explained that work would be required

past March but that a costed action plan would need to be submitted by March.

A question was asked about the budget for the working group and the Assistant Director explained that a budget had been identified.

Members asked whether the working group would consult with the public and were advised that public consultation would be taking place. The working group would decide the most effective way to consult to take into account the different requirements which would need to be met to ensure that input is received from a variety of people in Chesterfield.

The importance of effectively communicating information about the working group was emphasised.

RESOLVED –

1. That the update be noted
2. That an update on the more environmentally friendly council be brought to the Overview and Performance Scrutiny Forum on 21 November, 2019

15 CABINET MEMBER FOR BUSINESS TRANSFORMATION AND CUSTOMERS - ICT IMPROVEMENT PROGRAMME

The Cabinet Member for Business Transformation and Customers and the Head of ICT Improvement attended to provide an update on the ICT Improvement Programme.

The Head of ICT Improvement delivered a presentation regarding the current position of the outcomes of the programme.

The first outcome, related to enhance service levels in the theatre box office, had been achieved.

The second outcome to increase skills and knowledge within the ICT department was on target to be achieved. All of the new posts which would improve the versatility and capability of the ICT department had been recruited to apart from one, a Platform Lead.

The third outcome was to achieve the Cyber Essentials + and the Public Services Network accreditations. A decision regarding the Cyber Essentials + accreditation was awaited and the Public Services Network accreditation had been achieved.

The fourth outcome related to increased ICT resilience and was on target to be achieved. New upgraded storage had been procured and the servers had been migrated. The previous storage had been recycled and to provide increased resilience for the Stonegravels site. The back up software had been improved and given geographical distance in line with good practice. The internet connection had been upgraded and a second connection point had been established.

The fifth outcome related to implementation of end to end digital services. The digital platform for customers was scheduled to go live in June 2020. The Environmental and Regulatory Services were testing processes to identify any issues or stresses with the platform.

The future outcomes of the programme were explained to the members, these included:-

- More end to end services being available, on target;
- Greater visibility for progress of member casework, some slippage against the target;
- Enhanced security levels including server containerisation and upgrade technology in Town Hall;

The Head of ICT Improvement concluded that excellent progress had been made and he would maintain a tight grip on the scope, to prevent any scope and budget creeping, while allowing for agility.

Members noted that after the box office upgrade the booking system was robust enough to include market events but it was not possible to print out invoices and asked that this issue be investigated.

Members asked about the position of the budget for the programme and how often the budget position was reported. The Head of ICT Improvement advised that the budget was ringfenced and all budget codes had been set up to ensure that the budget could be closely reviewed. The Head of ICT Improvement RAG rated the current position

of the budget at amber. This was due to some additional elements which needed to be carried out, such as the server upgrade, but it was believed that the additional spend could be absorbed into the overall budget. Monthly budget reporting to the ICT Improvement Board took place, along with regular meetings with the finance department and reporting to the Executive Board.

The Head of ICT Improvement was asked how often backing up occurred and advised that this took place every 15 minutes.

RESOLVED –

1. That the update be noted.
2. That an update on the ICT Improvement Programme be brought to the Overview and Performance Scrutiny Forum on 21 November, 2019.

16 SCRUTINY MONITORING

The HS2 Project Manager attended to provide a monitoring progress update on a recommendation of the HS2 Scrutiny Project Group report.

The Scrutiny Monitoring Schedule was considered.

RESOVLED –

1. That the update on a recommendation of the HS2 Scrutiny Project Group be noted.
2. That the Scrutiny Monitoring Schedule be noted.

17 FORWARD PLAN

The Forward Plan was considered.

RESOLVED –

That the Forward Plan be noted.

18 WORK PROGRAMME FOR THE OVERVIEW AND PERFORMANCE

SCRUTINY FORUM

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

RESOLVED –

That the Work Programme be noted.

19 JOINT OVERVIEW AND SCRUTINY

The Joint Chairs would be attending the first East Midlands Scrutiny Network Conference which would be taking place on 4 October, 2019.

RESOLVED –

That the update be noted.

20 OVERVIEW AND SCRUTINY DEVELOPMENTS

There was nothing to report.

21 MINUTES

The Minutes of the Overview and Performance Scrutiny Forum held on 4 July, 2019 were presented.

RESOLVED –

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

**COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY
COMMITTEE**

Thursday, 26th September, 2019

Present:-

Councillor P Innes (Chair)

Councillors Borrell
Bagshaw
Blakemore

Councillors Dyke
Fordham
Kellman

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

PCSO Supervisor Matt Adcock, Chesterfield Police ++
Rachel Appleyard, Senior Democratic and Scrutiny Officer +++
Dianne Illsley, Community Safety Officer ++
Charlotte Kearsey, Democratic and Scrutiny Officer ++++
Brian Offiler, Democratic and Scrutiny Officer
John Ramsey, Principal Green Space Strategy Officer +
PCSO Melissa Shaw, Chesterfield Police ++
Ian Waller, Assistant Director - Health and Wellbeing ++

+ Attended for Minute Nos. 11 - 16
++ Attended for Minute Nos. 13 - 15
+++ Attended for Minute Nos. 15 - 17
++++ Attended for Minute No. 15
+++++ Attended for Minute No. 17

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

No declarations of interest were received.

9 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor L Collins.

10 **MINUTES**

The Minutes of the meeting of the Community, Customer and Organisational Scrutiny Committee held on 11 July, 2019 were presented.

RESOLVED –

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

CRIME AND DISORDER COMMITTEE

For Minute Nos. 11 - 15 the Committee sat as the Council's designated Crime and Disorder Committee, in accordance with Section 19 of the Police and Justice Act 2006.

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

The Cabinet Member for Health and Wellbeing, as Chesterfield Scrutiny Member of the Derbyshire Police and Crime Panel (PCP), presented the minutes of the meeting of the PCP held on 27 June, 2019 for the information of the Committee.

The Cabinet Member advised the Committee that she had asked the Police and Crime Commissioner for details of the proportion of the recently funded additional police resources which would be allocated in the Chesterfield area.

The Chair thanked the Cabinet Member for Health and Wellbeing for her contribution to the meeting on this item.

RESOLVED –

- (1) That the minutes of the Derbyshire Police and Crime Panel meeting held on 27 June, 2019 be noted.
- (2) That a further report from the Derbyshire Police and Crime Panel meetings be provided to the Crime and Disorder Committee in March, 2020.

12 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF PUBLIC**RESOLVED -**

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

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

The Assistant Director - Health and Wellbeing and the Community Safety Officer presented the progress report on the Chesterfield Community Safety Partnership's (CSP) action plan for 2019-20 and the performance report as recorded by the Safer Derbyshire Research and Information Unit in respect of crime and disorder data as at August, 2019.

It was explained that the 2019-20 action plan was focused on addressing four key priority areas:

- Anti-social behaviour (ASB)
- Domestic abuse and sexual violence
- Acquisitive crime and organised crime groups
- Substance misuse

with the overall aim of reducing crime and anti-social behaviour through effective collaborative working amongst a wide range of partners.

It was noted that changes in the recording of crime data had resulted in a rise in the crime statistics, although there had been a reduction in ASB calls for service over the previous 12 months.

Attention was drawn to the following aspects within the CSP action plan:

- The positive impact for the town centre from the provision of the winter night shelter, improved screening of bus shelters on Beetwell Street and use of the town centre Public Space Protection Order (PSPO);

- A county wide review of initiatives to tackle organised crime, with the aim of improving intelligence sharing between partners.

Arising from Member's questions and discussion the following points were raised:

- Whether there was scope for greater flexibility in the use of existing camera resources, although it was recognised this would need to comply with legislative requirements;
- The significant impact which had resulted from the Council's involvement in bringing partners together in addressing some specific recent issues;
- Whether options could be explored to enable a night shelter to operate all year round;
- The scope to encourage greater involvement in the Neighbourhood Watch scheme, it being noted that recruitment of a replacement officer was underway;
- The need to address anti-social behaviour which had been displaced to the margins of the PSPO area.

The PCSO Supervisor outlined his role, with the aim for PCSOs to be more visible and engaged with local communities in addressing local issues. He explained that this would include after school patrols and that links with Special Constables would also be used where possible. He confirmed that regular tasking meetings with Safer Neighbourhood Team partners identified which partners could best address specific issues and PCSOs could then be allocated accordingly.

The Chair thanked the Cabinet Member for Health and Wellbeing, the Assistant Director - Health and Wellbeing, the Community Safety Officer and the PCSO Supervisor for their contribution to the meeting.

RESOLVED –

- (1) That the Community Safety Partnership progress report be noted.

- (2) That a further progress report on the Community Safety Partnership's Action Plan and Performance be provided to the Crime and Disorder Committee in March, 2020.

14 LOCAL GOVERNMENT ACT 1972 - RE-ADMISSION OF THE PUBLIC

RESOLVED -

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

15 SCRUTINY PROJECT GROUPS PROGRESS UPDATES

Councillor Caulfield, lead member of the Scrutiny Project Group on Community Safety and Providing for Young People and the Democratic and Scrutiny Officer presented the group's project start report.

The project aimed to identify activity currently taking place in Chesterfield to improve community safety and provision for young people. The group would work with partner agencies to identify any under provision and consider how realistic improvements could be made within the resources of the Council and its partners. It was planned to complete the review and present the report to the Scrutiny Committee in January, 2020.

The Chair thanked Councillor Caulfield and the Democratic and Scrutiny Officer for their contribution to the meeting.

RESOLVED -

That the project start report of the Scrutiny Project Group on Community Safety and Providing for Young People be approved.

COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE

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

16 **SCRUTINY MONITORING**

The Principal Green Space Strategy Officer presented the Scrutiny Progress Monitoring Report on the Scrutiny recommendations on Friends Groups, following the previous monitoring report to the Committee on 22 January, 2019 (Minute No. 41, 2018/19).

The report outlined the actions taken to address each of the scrutiny recommendations. It was noted that a lot of work had been undertaken with friends' groups since January to provide information, advice and signposting, and that this seemed to have been appreciated by the groups. Further network meetings were planned and it was confirmed that the Friends of Spital Cemetery would be invited.

Councillor Caulfield, lead member of the Scrutiny Project Group, welcomed the progress which had been achieved and the ongoing work to support friends' groups.

The Committee concluded that the implementation of the project group's recommendations had now been achieved.

The Committee also considered the Scrutiny recommendations monitoring schedule.

The Chair thanked the Principal Green Space Strategy Officer and Councillor Caulfield for their contribution to the meeting.

RESOLVED –

- (1) That the completion of the actions taken in respect of the scrutiny recommendations on friends' groups be noted and that this item be removed from the monitoring schedule.
- (2) That the Scrutiny monitoring schedule be noted.

17 **SCRUTINY PROJECT GROUPS PROGRESS UPDATES**

Councillor Caulfield, lead member of the Scrutiny Project Group on Community Rooms and the Senior Democratic and Scrutiny Officer presented the group's final report, following the previous report to the Committee on 22 January, 2019 (Minute No. 42, 2018/19).

The report outlined the reasons for the review, its aims and links to Council priorities and the approach taken by the group. It summarised the findings of the review in respect of the usage of the rooms, the promotion of their availability and the arrangements for booking and accessing them. The report included details of the latest proposals in respect of the facilities at Burns Close and Monkwood Road. The group's recommendations were detailed in the report, with the aim of supporting the ongoing sustainable use of the rooms.

The Committee supported the findings and recommendations within the group's report for submission to Cabinet for approval.

The Chair thanked Councillor Caulfield and the Senior Democratic and Scrutiny Officer for their contribution to the meeting.

RESOLVED -

That the Scrutiny Project Group's report on Community Rooms be supported for submission to Cabinet for approval.

18 FORWARD PLAN

The Committee considered the Forward Plan for the period 1 October, 2019 – 31 January, 2020.

RESOLVED –

That the Forward Plan be noted.

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

The Committee considered the list of items included on its work programme for 2019/20.

RESOLVED -

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

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ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE**Thursday, 3rd October, 2019**

Present:-

Councillor Catt (Chair)

Councillors	Caulfield	Councillors	Coy
	D Collins		Hollingworth
	Dyke		Snowdon
	Bagshaw		Simmons +++++

Martyn Hudson, Careline and Support Service Manager +
 Liz Cook, Assistant Director for Housing ++
 James Crouch, Housing Strategy and Enabling Manager +++
 Craig Alletson, Senior Architectural Assistant +++
 Carl Griffiths, Housing Options Manager ++++
 Ian Waller, Assistant Director for Health & Wellbeing +++++
 Brian Offiler, Democratic and Scrutiny Officer +++++

+ Attended for Minute No. 15
 ++ Attended for Minute No. 15, No. 17 and No. 18
 +++ Attended for Minute No. 17
 ++++ Attended for Minute No. 18
 +++++ Attended for Minute No. 20

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

Councillor Coy declared a non-pecuniary interest in agenda item 7 as she is a trustee of Pathways.

14 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Ludlow.

15 CABINET MEMBER FOR HOUSING - CARELINE FUNDING REVIEW

The Careline and Support Service Manager presented a report to the committee, giving an update on Derbyshire County Council's (DCC)

review of its eligibility criteria for funding people receiving a community alarm/telecare service.

The committee heard that DCC held a consultation earlier this year and had decided in June to implement their new policy from 1 November 2019. The new policy had eligibility criteria focussed on supporting adults with an eligible health and social care need as defined by the Care Act 2014.

It was noted that existing users would continue to receive funding if they remained in their current property or if they had to temporarily move to another property and this would equate to over 900 clients in Chesterfield. In the future, all residents would be assessed by DCC and the Careline service had requested more information on the exact criteria.

An evaluation of the impact that these changes will be carried out, including a risk assessment in the event that the funding is no longer available. Officers had started to gather information and case studies to demonstrate the role that the Careline service plays in the wider context of the health system within the county.

It was noted that DCC was carrying out a full review of its activities and funding for community alarms/telecare services, and expects to introduce any changes from 1st April 2021. A draft paper on this was expected in spring 2020.

RESOLVED –

1. That the report be noted.
2. That the Careline and Support Service Manager give a further update to the committee in 2020 when the draft review paper is available.

16 LOCAL GOVERNMENT ACT - EXCLUSION OF THE PUBLIC

RESOLVED –

That under Section 100(A)(4) of the Local Government Act, 1972, the public be excluded from the meeting of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

17 CABINET MEMBER FOR HOUSING - NEW COUNCIL HOMES

The Housing Strategy and Enabling Manager presented a report to the committee which set out how the council identifies land to develop for housing and also factors impacting on the sustainability of new council homes.

A discussion took place around the pros and cons of modular construction methods versus traditional builds. The committee heard that a number of factors were considered when choosing construction methods; such as the number of properties being built, the time constraints for building and the time constraints for funding.

The Assistant Director for Housing assured the committee that modular builds would be considered at every opportunity, although there is a shortage of developers with this area of expertise. There was an awareness that modular builds can have a lower carbon footprint which fits with the council's aspirations to become carbon neutral. Further research would be necessary to look at the longevity of modular builds and assess different suppliers.

RESOLVED –

1. That the report be noted.
2. That a visit be arranged to the Heaton Court site to view the modular build houses once they were nearing completion

18 CABINET MEMBER FOR HOUSING - HOMELESSNESS

The Housing Options Manager presented a report to the committee giving a summary of the night shelter project following receipt of the final exit report from the Derby City Mission.

It was noted that the financial contribution made by the council to the night shelter project was £15,000 and the night shelter in turn contributed to our statutory duties under the Homelessness Reduction Act 2017 and the Rough Sleeper Strategy 2018. 40 people were able to access accommodation as a result of the help they received at the night shelter.

One of the key recommendations made for the night shelter for winter 2019/2020 was to increase the hours of the co-ordinator employed there. This had already been agreed at the time of the committee meeting. A key focus would be to increase the number of people going on to access

alternative accommodation and to work more closely with health providers to signpost users to other services.

Funding for the night shelter beyond 2019/2020 is not guaranteed as no grants had been agreed. It was proposed that the committee make a recommendation to Cabinet that the Council continue to work with the Derby City Mission and support the night shelter in securing funding for the foreseeable future.

RESOLVED –

1. That the report be noted.
2. That a recommendation be made to Cabinet that the Council continue to work with the Derby City Mission and support the night shelter in securing funding for the foreseeable future.

19 LOCAL GOVERNMENT ACT - RE-ADMISSION OF THE PUBLIC

RESOLVED –

That, after consideration of an item containing exempt information, the public be re-admitted to the meeting.

20 SCRUTINY PROJECT GROUP REPORT ON THE FUTURE OF THE OLD QUEEN'S PARK SPORTS CENTRE

The Chair of the Scrutiny Project Group presented a report on the Future Use of the Former Queen's Park Sports Centre Site. Three key aspects were highlighted to the committee;

- The design of the pitch and the surrounding landscaping to complement the heritage value of the park.
- The framework contract arrangement which worked effectively and enabled the project to be delivered in a timely manner and within budget.
- The marketing and pricing structure, which was designed to enable use of the pitch by a variety of existing and community groups. There had already been a very positive uptake with over 90% of the peak times already booked.

The project group was very pleased with the outcome and the Chair thanked the members of the Project Group for their work on this project and all those who had contributed to its work, particularly Ian Waller as

Assistant Director – Health and Wellbeing, Brian Offiler – Democratic and Scrutiny Officer and Councillor John Dickinson as Assistant Cabinet Member (until May 2019).

The Assistant Director for Health and Wellbeing echoed these sentiments. The committee heard that the key objective was to create something that fulfilled a need in the community but was also sympathetic to the heritage of the park. The landscaping had been started but by the spring time it should be completed. It was acknowledged that the feedback from members of the public had been fantastic.

RESOLVED -

That the report and recommendations be approved for submission to cabinet.

21 SCRUTINY MONITORING

The Committee considered the Scrutiny recommendations monitoring schedule.

RESOLVED -

That the Scrutiny monitoring schedule be noted.

22 FORWARD PLAN

The Forward Plan for the four month period 1 December, 2019 to 31 March, 2020 was presented for information.

RESOLVED –

That the Forward Plan be noted.

23 WORK PROGRAMME FOR THE ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE

The 2019/20 Work Programme for the Enterprise and Wellbeing Scrutiny Committee was reported for information.

RESOLVED –

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

24 **MINUTES**

RESOLVED –

The Minutes of the meeting of the Enterprise and Wellbeing Scrutiny Committee held on 18 July, 2019 were approved as a correct record and signed by the Chair.