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The Chair and Members of Overview
and Performance Scrutiny Forum

17 June 2020

Dear Councillor,

Please attend a meeting of the OVERVIEW AND PERFORMANCE SCRUTINY FORUM to be held on THURSDAY, 25 JUNE 2020 at 5.00 pm, the agenda for which is set out below.

This meeting will be held virtually via Microsoft Teams software, for which members of the Committee and others in attendance will receive an invitation. Members of the public will be able to access Part 1 (Public Information) of the meeting online by following the link [here](#).

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers Interests relating to items on the Agenda
2. Apologies for Absence
3. Leader and Deputy Leader - Overview of Chesterfield Borough Council's Covid-19 response
4. Scrutiny Annual Report (Pages 3 - 30)
5. Work Programme for the Overview and Performance Scrutiny Forum (Pages 31 - 48)
6. Forward Plan

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

[Forward Plan](#)

7. Scrutiny Monitoring (Pages 49 - 56)
8. Overview and Scrutiny Developments
9. Minutes (Pages 57 - 62)

Yours sincerely,

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

Local Government and Regulatory Law Manager and Monitoring Officer



CHESTERFIELD
BOROUGH COUNCIL

SCRUTINY ANNUAL REPORT

2019/20

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1 Overview and Scrutiny Committee Chairs' Foreword

At Chesterfield Borough Council, our Overview and Scrutiny function continues to be an active and integral part of the council's governance arrangements. During 2019/20, our scrutiny members have acted as a critical friend to the development and implementation of key council policies and provided robust challenge. This work has supported the council's vision of always putting our residents and customers first when we make decisions and deliver services.

The update on Private sector housing was enlightening and emphasised the challenges faced by the Council's Private Sector Housing team due to the growth in the private sector and increased enforcement duties. This resulted in the Enterprise and Wellbeing Scrutiny Committee strongly recommending an increase to the resource in the team. In addition, the report on the commercial activity carried out by the Council's commercial services department had identified some areas where further investigation was needed and a task and finish group will be set up shortly to review this in more detail. Lastly, the development of the Council's Climate Change Action Plan during 2019/20 was very important for the future of the borough and the Scrutiny Forum took an active role in monitoring its progress.

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

We continue to play an active role in the East Midlands Scrutiny Network and Councillor Peter Innes was voted in as Chair of the Network earlier this year. The Network is a supportive group of officers and members involved in scrutiny across the East Midlands and has provided the opportunity to share good practice and challenge performance, ensuring our scrutiny processes are robust and effective. Continuously improving our scrutiny function has also involved taking account of guidance from the Centre for Public Scrutiny, the national centre of expertise on governance and scrutiny.

Planning the Overview and Scrutiny work programme for 2020/21 was impacted by the coronavirus pandemic. Rather than physical workshop sessions, a survey of all members was carried out to gather ideas for topics and these were then prioritised by the Chairs and Vice-Chairs. At our first scrutiny meetings, we took an in depth look at how all the Council's services had been affected by Covid-19, this

was vital for helping us shape the work programme for the rest of the year so that scrutiny's contribution can be timely, supportive and proportionate.

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



Councillor Ray Catt



Councillor Peter Innes

2 Comments from the Chief Executive

TBC



Huw Bowen
Chief Executive

3 Overview and Scrutiny Committee work and achievements

The council's three overview and scrutiny committees, which are the **Overview and Performance Scrutiny Forum**, the **Enterprise and Wellbeing Scrutiny Committee** and the **Community, Customer and Organisational Scrutiny Committee**, have had yet another busy year during the most part of 2019/20. The restrictions that were introduced in response to Covid-19 have impacted on the work of scrutiny during the latter part of the year; further details are provided in this report.

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

Work undertaken by our council's OSCs during the municipal year 2019/20 is detailed throughout this report.

Pre-Decision Scrutiny

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

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

Pre-decision scrutiny usually needs time and opportunity for OSCs to get involved early. With good planning and access to information, OSCs will often appoint project groups to inform policy and service developments at the very early stages of planned work. This happens a long time before decision items are entered into the council's published Forward Plan of key decisions. Some examples of this from our 2019/20 work programme include reviewing and monitoring the progress of the Climate Change Working Group and the development of the Council's Climate Change Action Plan, and the building of new industrial units in response to the high demands on the Council's commercial property portfolio.

The Forward Plan

A standing item on each scrutiny committee agenda is the council's Forward Plan. The Forward Plan is a document that contains details of the key, private and, where possible, non-key decisions the Cabinet, cabinet members or officers are likely to make over a four-month period. It is a legal requirement to make details of key or private decisions public.

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

Overview and Scrutiny Committee Power of 'Call-in'

Scrutiny law allows for an OSC to investigate, make reports and recommendations on Cabinet decisions that have been agreed but not yet put into action. Legislation allows for action on these decisions to be suspended pending a scrutiny inquiry. This process is referred to as scrutiny 'Call-in'. Following any scrutiny call-in inquiry, the scrutiny committee (ie the Overview and Performance Scrutiny Forum) may request Cabinet reconsider its decision on the basis of the further evidence gathered.

During the 2019/20 year no 'call-ins' were made.

OSCs' Work and Achievements Summary

Throughout 2019/20 OSCs undertook both pre-decision and post-decision scrutiny, receiving reports and influencing decisions on the following policies, strategies, plans and services:

Overview and Performance Scrutiny Forum:

- **Budget**

The Committee considered, in July and November, 2019, reports about the Chesterfield Borough Council's outturn of the General Fund and Housing Revenue Account (HRA) at the end of 2018/19, and the forecast for 2019/20 onwards. Details of the favourable and adverse variables were provided to the Committee, along with the most significant risks and pressures to the medium-term financial forecast.

- **Scrutiny review**

The Committee considered a report on the Government's new Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities and advised members of the new processes which were being implemented to improve the Overview and Scrutiny function at Chesterfield Borough Council.

- **More environmentally friendly Council**

In September, November 2019 and January 2020 the Committee considered reports regarding the efforts which were being made to make Chesterfield Borough Council a more environmentally friendly council.

After a Climate Emergency was declared on 17 July, 2019 the Chesterfield Climate Change Working Group was established to respond to the challenge. The working group was tasked to develop a costed action plan and the Committee reviewed the development of the action plan which was presented to Full Council on 26 February, 2020.

- **ICT improvement programme**

The Committee considered an update in September 2019 regarding the current position of the outcomes of the ICT Improvement Programme. Future outcomes of the programme were also explained to the members.

The Members scrutinised the budget position and budget reporting of the programme.

- **Council Plan and corporate performance**

In November 2019, the Committee considered a progress report on Year 1, 2019/20, of the Council Plan 2019 – 2023 which had been agreed by Council in February 2019. The plan identified the key priorities, objectives and commitments of the Council over a four-year period.

- **HS2 monitoring**

The Overview and Performance Scrutiny Forum monitored the implementation of the project group's recommendations and found these to be sufficient so far. Further monitoring would need to occur after the Hybrid Bill had been passed by Parliament.

Community, Customer and Organisational Development Scrutiny Committee:

- **Derbyshire Police and Crime Panel Update**
(see further details in 'Statutory Crime and Disorder Scrutiny Committee' section below)
- **Chesterfield Community Safety Partnership's action plan and performance for 2019/20**
(see further details in 'Statutory Crime and Disorder Scrutiny Committee' section below)
- **Falls Prevention Pilot and Health Intervention Programmes**

The Committee considered in July, 2019 the plans for the Falls Prevention pilot in Chesterfield which aimed to identify good practice through provision of information, awareness raising about falls risks and falls prevention, multi-factorial risk assessment and appropriate interventions. It considered the progress of the pilot in November, 2019, noting that further monitoring and evaluation was taking place in order to identify the success of the pilot and areas for improvement.

The Committee also considered reports on the exercise referral programme supporting long term physical activity behaviour change, particularly in respect of its impact on improving the health and wellbeing of residents in the Staveley area.

Further progress on both the falls prevention pilot and the exercise referral programme was scheduled to be reported to the Committee in early 2020, but has been delayed by the restrictions in response to the Coronavirus pandemic.

- **Theatres Marketing and Pricing Strategies**

The Committee considered a report on the marketing and pricing strategies of Chesterfield Theatres in the context of the overall attendance and budget figures for the theatres, taking account of special promotions, concessions and activities to enable greater access.

Progress was scheduled to be reported to the Committee in early 2020, but has been delayed by the restrictions in response to the Coronavirus pandemic.

- **Implementation of Universal Credit**

The Committee continued its overview from the previous year of the ongoing work by the benefits team with partners and stakeholders to ensure the best possible outcomes for Universal Credit (UC) claimants and the Council. Members expressed their appreciation and support of the work of officers, whilst recognising concerns in respect of arrangements for assisted claiming and budgeting support, waiting periods leading to increased use of foodbanks and increased levels of child poverty, the application of sanctions, the potential impact of managed migration on the existing IT capacity and support and the impact on Council budgets arising from increased rent and Council Tax arrears.

- **Elected Members' Parental Leave Policy**

In January, 2020 the Committee considered the proposed policy on parental leave for elected members and supported the voluntary implementation of the policy ahead of its approval by Cabinet and Full Council.

- **Implementation of the Communications and Engagement Strategy**

In January, 2020 the Committee considered progress on the implementation of the Communications and Engagement Strategy following its approval by Council in July, 2018. Members welcomed the activity and progress achieved against the objectives of the strategy and supported its continued implementation.

Enterprise and Wellbeing Scrutiny Committee :

- **Private sector housing**

Following the launch of the Private Sector Housing Enforcement Policy and the Fees and Charges Policy in March 2019, the committee considered the impact of the new policies and their implementation. An update was requested for February 2020 to allow a further six months data to be obtained.

In February 2020 the committee reflected on the successes of the Private Sector Housing Team and a frank discussion took place around capacity and increased enforcement duties. A series of recommendations were agreed, to be presented to Cabinet in early 2020, but these had been delayed by the restrictions in response to the Coronavirus pandemic.

- **Trade Recycling Services**

The committee considered a report on the current waste recycling services offered by the Council. An initial high-level review of other local authorities' trade recycling services had been conducted and the research was expected to continue.

- **Industrial Units**

In July 2019 the committee considered a report on the Council's Industrial Unit Portfolio. It was acknowledged that demand existed for more units and therefore a proposal to acquire a building plot for new units would be presented to cabinet. The proposal was approved in October 2019.

- **Careline Funding Review**

In October 2019 the committee considered a report giving an update on Derbyshire County Council's (DCC) review of its eligibility criteria for funding people receiving a community alarm/telecare service. Their new policy was due to be implemented from 1 November 2019. A draft paper was expected from Derbyshire County Council in spring 2020 detailing a full review of its activities and funding for community alarms/telecare services but this had been delayed by the restrictions in response to the Coronavirus pandemic.

- **New Council Homes**

The committee considered a report which set out how the council identifies land to develop new council homes and also their sustainability. Members supported the Council's aspirations to reduce its carbon footprint and were invited to view the modular build properties under construction once they were nearing completion. The visit had not yet taken place due to the restrictions in response to the Coronavirus pandemic.

- **Commercial Services**

In December 2019 the committee considered a report on "commercial jobs" carried out by the Commercial Services Department. The scheme had started as a trial in 2016 to explore further potential income streams. It was decided that further investigation into this topic would be required despite a reasonable assurance rating applied by internal audit in 2019. A task and finish group had been planned for April 2020 but the group had not yet convened due to the restrictions in response to the Coronavirus pandemic.

- **Allocations policy**

A new Allocations Policy was implemented by the Housing Department in May 2019 followed by a new software system in November 2019. In December 2019 the committee heard a report on the impact of the new policy and the initial stages of the new software. Although the transition was reported as a success the committee agreed that a further update during 2020 would be recommended in order to have more data to back up the early feedback.

- **Homelessness**

The committee considered a report on Homelessness following receipt of the final exit report from Derby City Mission on the Night Shelter operation during 2018/2019. Members expressed their support of the scheme but acknowledged that funding beyond 2019/20 was not guaranteed. It was therefore decided to make recommendations 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.

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

Deputy Leader, Councillor Amanda Serjeant

Cabinet Member for Business Transformation and Customers, Councillor Jean Innes

Cabinet Member for Health and Wellbeing, Councillor Jill Mannion-Brunt

Cabinet Member for Town Centres and Visitor Economy, Councillor Kate Sarvent

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

Scrutiny Project Groups:

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

Following on from its work in 2018/19 the project group, led by Councillor Gordon Simmons, continued to monitor the completion of the construction of the artificial sports pitches during the summer of 2019, prior to submitting its final report to the Enterprise and Wellbeing Scrutiny Committee and then Cabinet.

The group's conclusions identified that the implementation of the planning conditions had ensured the landscaping and boundary was consistent with the heritage format, that the proposed marketing approach for the use of the sports pitches was designed to achieve a balanced schedule of use, including regular bookings, community groups, individual bookings and holiday activities across peak and off-peak periods and that operational arrangements to manage the sports pitches from the Queen's Park Sports Centre were practical and realistic. The project group was impressed by the effectiveness of the framework contract arrangement in delivering the design and construction of the sports pitches, particularly in the cost certainty which this had provided for the Council.

The project group's final report included recommendations relating to the use of the new sports pitches being monitored through the Council's normal management processes and the marketing approach and pricing structure for the sports pitches being reviewed as necessary as part of the Council's overall marketing and pricing of its sports and leisure services.

The project group's recommendations were supported by E&W Scrutiny Committee and approved by Cabinet in October, 2019. Monitoring of the implementation of the recommendations will be scheduled during 2020/21.

Scrutiny Project Group on Community Rooms

Following the work of the scrutiny project group led by Councillor Kate Caulfield undertaken during 2018/19 with the aims and objectives to:

1. identify changes that were required to enhance the offer and accessibility of the community rooms, improving the quality of the space for users;
2. identify ways to make the rooms financially self-sufficient including better promotion to increase usage and bring in more income;
3. provide solutions to improve the booking process by identifying the main contacts, how to access the rooms, application process and facility procedures,



the review was revisited during 2019 to include a deeper review of the financial accounts and the latest proposals in respect of the facilities at Burns Close and Monkwood Road prior to the final report being submitted to the Community, Customer and Organisational Scrutiny Committee and then to Cabinet.

The project group's final report included a series of recommendations aimed to improve the usage and booking process for the community rooms and to support their ongoing sustainable use including:

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

The project group’s recommendations were supported by CCO Scrutiny Committee and approved by Cabinet in October, 2019. Monitoring of the implementation of the recommendations will be scheduled during 2020/21.

Scrutiny Project Group on Community Safety and Providing for Young People

A scrutiny project group on Community Safety and Providing for Young People was formed during the OSC Work Programming for 2019/20. Councillor Kate Caulfield was appointed as Lead Member of the project group.

The project was an opportunity for scrutiny to undertake a fact-finding exercise to identify the activity currently taking place in Chesterfield relating to improving community safety and providing for young people. The exercise seeks to challenge misconceptions by improving transparency and awareness regarding efforts being made.



The project group set the following aims:

1. The project aims to ensure Chesterfield will be a family safe town. This aim will be achieved by partners creating and maintaining an environment which offers a safe place to live and work without undue fear of harm.
2. The project group will work with agencies to complete a gap analysis of the current offer around community safety and providing for young people.
3. The project group will identify any under-provision and consider how improvements could be made, while taking into account the financial and resource limitations of Chesterfield Borough Council and agencies.

The group sought information from officers across the council, the Head of Service for Chesterfield at Derbyshire County Council Child Services and a representative of the local Neighbourhood Watch organisation.

Progress of the project group has been delayed by the restrictions in response to the Coronavirus pandemic.

Scrutiny Project Group on Air Quality

Initial work on the Air Quality Working Group began in August 2019 led by Councillor Lisa Collins. The Chair and scrutiny officer met with senior Environmental Health Officers and considered the following factors that would potentially fall within the scope of the project;

- CBC current clean air strategy
- Air quality management zones
- Static monitoring stations throughout the Borough and the data they provide
- Derbyshire Sustainable Travel schemes particularly with regard to schools
- Asthma statistics in Chesterfield
- The impact of traffic on air quality

The first meeting of the committee as a whole took place in October 2019. There was discussion centred around the perceived problem of air quality and the reality of the statistical data available. A list of desirable data was compiled, along with a list of potential expert witnesses the focus was refined to three main areas;

1. Schools
2. Large scale employers within the Borough
3. Chesterfield Borough Council as an exemplar

In January 2020 the committee heard a presentation from an Environmental Health Officer. This explained the 2008 EU Air Quality Directive, the limits imposed by that legislation and Chesterfield's performance against those targets. An improving trend in air quality was noted in Chesterfield. An area for further discussion was identified as domestic wood burners due to their impact on air quality and their growth in popularity.

All members of the committee were asked to contribute to the Brimington Air Quality Action Plan consultation that was ongoing at the time. The next expert witness was agreed upon as a public health representative from Derbyshire County Council, however, a further meeting had not taken place due to the restrictions brought about in response to the COVID-19 pandemic.

Corporate Working Groups :

Member Development Working Group – Scrutiny is represented on this group by the Joint Scrutiny Chairs, Councillor Peter Innes and Councillor Ray Catt. Scrutiny feeds into the working group by identifying member’s training needs and contributing to the rolling member training plan. Last year the working group had an important role in planning and reviewing the Member Induction Programme following the Borough Elections in 2019. All members, both new and returning, were invited to a comprehensive series of sessions which included an introduction to the Council, committee specific training, equality and diversity, communication and social media, health and safety, legal and data protection and staying safe online. Further briefings were arranged throughout the year which provided more information on all the services the Council delivered.

Statutory Crime and Disorder Scrutiny Committee

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

The Council’s Community, Customer and Organisational Committee met as the Crime and Disorder Scrutiny Committee on 26 September, 2019 to consider the Chesterfield Community Safety Partnership Action Plan for 2019/20 and its performance against the plan. The plan was based on partnership working and focused on four priority areas: anti-social behaviour, domestic abuse and sexual violence, theft and organised crime groups and substance misuse. The recently appointed PCSO Supervisor outlined his role, with the aim for PCSOs to be more visible and engaged with local communities in addressing local issues.

At that meeting the Committee also received the minutes of the meeting of the Derbyshire Police and Crime Panel held in June, 2019, and updates from the Council’s appointed member representative, the Cabinet Member for Health and Wellbeing. It also approved the project start report of the Scrutiny Project Group on Community Safety and Providing for Young People (*see further details in ‘Scrutiny Project Groups’ section above*).

The Committee was scheduled to meet again in March, 2020, but due to the restrictions in response to the Coronavirus pandemic, this will be rescheduled for later in 2020.

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

The Panel was originally appointed to scrutinise performance and monitor services delivered jointly between the three Councils of Chesterfield, Bolsover and

North East Derbyshire. Currently the only shared service delivered jointly by the three authorities is the Internal Audit Consortium. In light of the reduced scope, the Panel meets as and when needed. During 2019/20, no meetings of the Joint Overview and Scrutiny Panel have been called. The Panel remains in place pending any business coming forward.

4 Scrutiny outcomes and impact on service delivery

Ensuring Implementation and Monitoring Impact of Scrutiny Work and Recommendations

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

During 2019/20 the council's scrutiny committees monitored and received progress reports on delivery of scrutiny recommendations made in relation to the scrutiny project reviews listed below.

- Friends of groups – the CCO Scrutiny Committee monitored the implementation of the project group's recommendations in September, 2019 and concluded these had been achieved (see further details in "Achievements and Highlights" section below);
- Implementation of Universal Credit – access for claimants to IT and support was monitored by the CCO Scrutiny Committee on an ongoing basis and found to be sufficient so far;
- HS2 – the HS2 Project Manager attended the OPSF in September, 2019 to provide an update on the implementation of the project group's recommendations.

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

Achievements and highlights:

Friends' Groups

As part of its monitoring of previous Scrutiny Committee recommendations, CCO Scrutiny Committee considered a progress report on the implementation of the recommendations from the Scrutiny Project Group on Friends' Groups which had been accepted by Cabinet in November, 2017.

The Committee welcomed the progress which had been achieved and the work undertaken with friends' groups since that time to provide information, advice and signposting, noting how much this had been appreciated by the groups. An initial network meeting had been held with groups, including a survey of groups' needs,

and more were planned. Groups had developed masterplans for their sites and case studies had been produced to share good practice between groups.

It also welcomed the ongoing work to support friends' groups, concluding that the implementation of the project group's recommendations had been achieved.

Private Sector Housing

The report presented to the Enterprise and Wellbeing Committee by the Private Sector Housing Manager threw a spotlight on the challenges being faced by the Council. Many of the Borough's residents are now tenants in privately owned properties and the council has a statutory duty to ensure that the standard of these properties is maintained at a level that safeguards the occupants. The Private Sector Housing team found itself a victim of its own success as the number of requests for advice and support and the number of complaints it receives has been steadily increasing over time.

The officers involved welcomed the scrutiny process and the opportunity to characterise the main difficulties pertaining to the service. The members acknowledged that a lack of resource was contributing to waiting times that were less than desirable and insufficient expertise to carry out investigations in such a way that they were likely to have a successful outcome.

The recommendations suggested to Cabinet were developed in order to achieve the following outcomes;

- More readily available advice to landlords to ensure legal compliance and an increase in best practice
- Reduced waiting time for complaints demonstrating the Council's commitment to its duty of care to its residents
- Less pressure and stress on the existing team who have provided an essential service to their maximum capacity

It is hoped that the recommendations will be supported and revisited in future work programmes.

5 Overview and scrutiny developments during the year

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

Developments fall into two main areas:

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

The information below provides details of the various developments that have taken place during 2019/20.

Sheffield City Region Combined Authority, Overview and Scrutiny Committee



The combined authority area covers 9 councils in South Yorkshire and North Derbyshire, of which Chesterfield Borough Council is a non-constituent member. This new body has strategic powers to make decisions on transport, economic development and regeneration matters within the combined authority area.

Legislation requires the combined authority to establish an overview and scrutiny committee (OSC) to increase transparency and accountability of the authority's decision making. OSC meetings are administered by the South Yorkshire Joint Authorities Unit and meeting details and webcasts of its work during 2019/20 can be accessed by clicking [here](#).

As a non-constituent member, representatives from Chesterfield Borough Council can attend the meetings of the committee however they attend as non-voting members. The Scrutiny Chairs reported in July, 2019 that discussions at the Sheffield City Region scrutiny meetings had moved to focus on the local authority areas that were full constituent members and the Chairs reconsidered the value of attending these meetings.

Developing Overview and Scrutiny Committee Work Programming

Over the past three years, scrutiny has been using a format to plan its work programme that engages all scrutiny, backbench and cabinet members in the process. The work programming approach has helped to improve clarity and transparency around the work programming process, enable wider understanding and involvement in the work programming process, provide opportunities to further develop the scrutiny / cabinet working relationship and facilitate well informed discussions and selecting of items.

Plans were underway to continue with the same process however the work programming sessions had to be cancelled when the Covid-19 restrictions came into place.

To enable all members to have a say in deciding the work programme, it was decided to create an online survey that members could complete from home. This was carried out at the end of April to early May and in total 16 responses were received providing a total of 47 different topics for the work programme.

The Scrutiny Chairs and Vice-Chairs met with the Democratic and Scrutiny Officers (DSO) in May to discuss the proposed topics and prepare a plan for the work programme. It became clear that planning the work programme for the full year at that point would be difficult as there were many uncertainties around Covid-19 and the impact the recovery will have on Council activities and services. It was agreed to choose one or two topics from those put forward in the work programming survey to consider at the first two meetings of each committee. The DSOs would then carry out background research on the remaining topics over the summer when it is hoped there would be a clearer picture on how the Council's recovery post-Covid-19 would impact on these. The work programme for the year will then be presented to the scrutiny meetings in September.

At the first meeting of each committee, officers and portfolio holders attended to provide details of the impact of Covid-19 on the Council and the Council's response in relation to the services which fall under the remit of each committee.

The Chairs and Vice-Chairs also chose one or two topics for each committee based on the number of members who had put them forward and prioritised depending on impact on the public and recovery post Covid-19. This provided the topics for the first two meetings of each committee until a more comprehensive work programme for the whole year had been prepared.

Scrutiny / Executive Communications

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

Learning and Development for Overview and Scrutiny

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



Two members of the Democratic and Scrutiny team attended the Centre for Public Scrutiny conference in December 2019 to keep up to date with the latest developments impacting on scrutiny. These opportunities are useful to keep challenging our scrutiny practices to make sure they are relevant, adding value and considering reviews that are in the public interest.

Overview and Scrutiny Policy, Practice and Guidance

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

East Midlands Councils' Regional Scrutiny Network

The East Midlands Councils' Regional Scrutiny Network is a forum for learning, sharing, promoting, supporting and developing the scrutiny function across the region. The Council plays a proactive role in supporting and contributing to the work of the network which meets on a quarterly basis.



In June 2019, Councillor Peter Innes was voted in as chair of the Network and one or both of the Scrutiny Chairs have attended each meeting of the Network during 2019/20.

During the year, the network has continued to receive presentations on relevant scrutiny reviews and have taken part in workshops allowing members and officers from around the East Midlands the opportunity to discuss best practice for scrutiny and share their work. Topics covered by the network over the year include:

- Scrutiny highlights from around the network
- Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities
- How to encourage attendance
- Training and development for scrutiny members
- Scrutiny of Community Safety Partnerships
- Developing work programmes

In October, 2019, East Midlands Councils hosted their first Scrutiny Conference. The all-day event consisted of presentations from industry professionals and scrutiny members from other local authorities along with engaging workshops including:

- Learning from Parliamentary Select Committee – Nicky Morgan MP
- Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities – Ed Hammond, Centre for Public Scrutiny
- Culture and Scrutiny – John Cade, Institute of Local Government Studies
- Chairing Scrutiny – Ann Reeder
- Implementing the New Statutory Guidance: Practical Approaches – Stephanie Snape
- Questioning Skills – Ann Reeder
- What's Occurring? The Scrutiny Support Officer in 2019 and beyond – Stephanie Snape
- The added value of scrutiny – Lilian Greenwood MP
- Working with the Executive – Cllr Gordon Watson, Deputy Leader of Rotherham MBC and Councillor Brian Steele, Chair of Overview and Scrutiny Management Board at Rotherham MBC

6 Overview and scrutiny committee work programme 2020/21

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

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

Detail of specific Work Programme business is below.

Overview and Performance Scrutiny Forum

<p>Business items :</p> <ul style="list-style-type: none"> • The Council’s Covid-19 response • Climate change • Northern Gateway/Elder Way development 	<p>Scrutiny Project Groups on :</p> <ul style="list-style-type: none"> • Air Quality <p>Items for monitoring :</p> <ul style="list-style-type: none"> • HS2 Scrutiny Project recommendations
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Community, Customer and Organisational Scrutiny Committee

<p>Business items :</p> <ul style="list-style-type: none"> • The Council’s Covid-19 response <ul style="list-style-type: none"> ○ Heart of Chesterfield ○ Market reconfigurations ○ Tourism <p>Scrutiny Project Groups on :</p> <ul style="list-style-type: none"> • Community Safety – Providing for Young People 	<p>Items for Monitoring :</p> <ul style="list-style-type: none"> • Community Rooms Scrutiny Project recommendations • Implementation of Universal Credit • Crime and Disorder
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Enterprise and Wellbeing Scrutiny Committee

<p>Business items :</p> <ul style="list-style-type: none"> • The Council’s Covid-19 response • Parks and Open Spaces Strategy • 5 year housing supply 	<p>Items for Monitoring :</p> <ul style="list-style-type: none"> • Skills Scrutiny Project recommendations • Future Use of the Former Queens Park Sports Centre site Scrutiny Project recommendations
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7 Scrutiny Committee membership 2019/20

<p>Overview and Performance Scrutiny Forum:</p> <p>Councillors:</p>	
<p>Peter Innes - Co Chair Ray Catt - Co Chair Mick Bagshaw (May 2019 – February 2020) Lisa Blakemore Howard Borrell Stuart Brittain (February – May 2020) Kate Caulfield Emily Coy Dean Collins (May 2019 – February 2020)</p>	<p>Lisa Collins Barry Dyke Jenny Flood Ed Fordham Katherine Hollingworth Maggie Kellman Dan Kelly Paul Mann (February – May 2020) Tom Snowdon</p>
<p>Community, Customer and Organisational Scrutiny Committee:</p> <p>Councillors:</p>	
<p>Peter Innes – Chair Howard Borrell – Vice Chair Mick Bagshaw (May 2019 – February 2020) Lisa Blakemore Lisa Collins</p>	<p>Barry Dyke Ed Fordham Maggie Kellmann Paul Mann (February – May 2020)</p>
<p>Enterprise and Wellbeing Scrutiny Committee:</p> <p>Councillors:</p>	
<p>Ray Catt – Chair Dean Collins – Vice Chair (May 2019 – February 2020) Stuart Brittain – Vice Chair (February – May 2020) Mick Bagshaw (May 2019 – February</p>	<p>Kate Caulfield Emily Coy Barry Dyke Katherine Hollingworth Paul Mann (February – May 2020) Tom Snowdon</p>

2020)	
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For publication

Overview and Scrutiny Work Programme 2020/21

Meeting: Overview and Performance Scrutiny Forum

Date: 25 June, 2020

Report by: Senior Democratic and Scrutiny Officer

For publication

1.0 Purpose of report

1.1 To provide the Overview and Performance Scrutiny Forum with an update on the development of the overview and scrutiny committees' (OSC) work programme for 2020/21.

2.0 Recommendations

2.1 That the process to set the overview and scrutiny work programme for 2020/21 be considered.

2.2 That the interim work programme from June to September, 2020 be approved and that the final work programme for the whole of 2020/21 be submitted to the overview and scrutiny committees in September for consideration and approval.

3.0 Report details

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

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

4.0 **Work programming process**

4.1 Over the past four years, scrutiny has been using a work programming format that engages all scrutiny, backbench and Cabinet members in the process by holding interactive workshops. Unfortunately, we were not able to continue with this format in 2020 as the Government restrictions that were put in place in response to the coronavirus outbreak meant that physical meetings were not possible. The Democratic and Scrutiny team were also faced with additional challenges due to remote working and reduced staffing support following the redeployment of members of the team to support the Council's key services.

4.2 With the intention to involve as many members as possible, a short survey was carried out to gather information from members to produce a long list of topics that could be prioritised to form the work programme for 2020/21.

4.3 As with previous years, the Council Plan was referred to for inspiration to ensure scrutiny has an impact by aligning its

work to the Council's priorities. However, this year, many of the Council Plan activities will be subject to change, therefore members were also encouraged to consider topics that stood out from their role as ward councillors or that were affecting the Council as a whole, and areas where the Council may need to prioritise its resources as part of the post Covid-19 recovery.

- 4.4 The Chairs and Vice-Chairs met with the Democratic and Scrutiny Officers in May to discuss the outcomes of the scrutiny survey and how best to develop the new work programme taking into account the impact Covid will have on many of the topics.
- 4.5 At that meeting it was agreed that the work programme for the whole of 2020/21 would not be set until there had been time to consider the emerging picture of the impact that Covid will have on the Council and the communities it serves. All the topics that had been put forward were discussed and many included a need to assess what the impact of the coronavirus pandemic would have on that particular topic. It was therefore agreed that, at the first meetings of each scrutiny committee, portfolio holders and officers would be invited to give an overview of the impact of Covid in relation to the services which fall under the remit of each committee.
- 4.6 The Chairs and Vice-Chairs also chose one or two further topics for each committee based on the number of members who had put them forward and prioritised depending on impact on the public and recovery post Covid. This has provided topics for the first two meetings of each committee whilst a comprehensive work programme for the whole year is developed. Listed below are the topics scheduled for each committee; Appendix A contains more detail on the points within each topic that scrutiny members wish to review.

Meeting	June/July	September/October
Overview and Performance Scrutiny Forum	Covid-19 response specific to committee	<ul style="list-style-type: none"> • Climate Change • Northern Gateway/Elder Way Development
Community, Customer and Organisational Scrutiny Committee	Covid-19 response specific to committee	<ul style="list-style-type: none"> • Statutory Crime and Disorder Scrutiny Committee • Visitor economy with a focus on: Heart of Chesterfield Market reconfigurations Tourism
Enterprise and Wellbeing Scrutiny Committee	Covid-19 response specific to committee	<ul style="list-style-type: none"> • Parks and Open Spaces Strategy • 5 year housing supply

4.7 The Chairs and Vice-Chairs will meet again in the summer to carry out prioritisation of the remaining topics. The full list of topics that were submitted by all members is attached at Appendix A. Where multiple people suggested the same topic, these have been condensed. The topics will be prioritised using a scoring system based on the TOPIC methodology at Appendix B.

4.8 The results of the prioritisation will be shared with scrutiny members for comment before being put together into a work programme that will be brought to each scrutiny committee in September for consideration and adoption.

5.0 **Recommendations**

5.1 That the process to set the Overview and Scrutiny Work Programme for 2020/21 be considered.

5.2 That the interim work programme from June to September, 2020 be approved and that the final work programme for the whole of 2020/21 be submitted to the overview and scrutiny committees in September for consideration and approval.

6.0 Reasons for recommendations

- 6.1 To enable scrutiny members to have oversight of, and contribute to, the development of the overview and scrutiny work programme 2020/21.

Glossary of Terms	
OSC	Overview and Scrutiny Committees

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	Overview and scrutiny work programme items from the survey
Appendix B	TOPIC scoring for overview and scrutiny topics

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Topics suggested through the Overview and Scrutiny survey

Overview and Performance Scrutiny Forum

Standing items:

- **Budget** (twice yearly)
- **Council Plan and Corporate Performance** (twice yearly)

Outstanding from previous work programme:

- **More environmentally friendly council**
- **Air Quality SPG**

New items from scrutiny survey:

- **Revisions of priorities on Council Plan:** deliverables – setting ourselves up for success (links to standing Council Plan item)
- **Delivery year 1 armed forces covenant action plan** – our duty, showing continuing support for Ex Services personnel
- **Review the council's commercial approach** – important in the present climate re. finances, review of costs, margins and benefits of existing and proposed services, financial reporting/systems on commercial services, scrutinise Council's 'profit making activities' such as Cafes and Property Services to ascertain if they make a profit or loss.
- **Successful return of Arvato and Kier services** – important to be successful and profitable, review of costs and KPIs for longer term management. The exact costs of bringing Kier and Arvato in house so they can be accurately measured and assessed.
- **Elder way development** – engagement with DCC regarding road, viability of business units and what are the alternatives, development and completion, time scales, budget, actual costs vs budget.
- **HS2** – progressions of HS2, HS2 Station masterplan, clearing route station to town, HS2 project progression, benefits to Chesterfield (links to HS2 on scrutiny monitoring schedule)
- **Climate change action plan** – engagement with other agencies, ensure targets are met and monitor the progress against the steps in the Plan, influencing partner and other organisations, review staffing resources assigned to this area of work, are costs keeping to those in the Plan.

- **ICT implementation programme** - encourage online uptake of services to drive savings, ICT future strategy for 2023 onwards - review objectives and benefits, speed up the ICT implementation strategy in light of the virus and needs for state of the art communication, support staff and members home working longer term, ensuring public have access to meetings.
- **Procurement strategy** - Review the benefits of strategy options together with KPIs. Procurement processes and value for money.
- **Community infrastructure levy** - How this is used across the borough
- **Staffing costs** – Scrutinise savings made by casual and voluntary redundancies as against costs of increasing staffing elsewhere.
- **Effectiveness of CBC’s Scrutiny process.** How scrutiny success is measured and whether Scrutiny Committees decide and control their own programme.
- **One off Scrutiny of CBC response to Covid-19.** Council staff have responded well but there are always lessons to learn. What would CBC want Government and other Partner Agencies to do better in relation to the borough. Did bringing services back in house assist with the COVID delivery. Promote role of council as support communities. Lessons learned from current crisis to enable future proofing of council services and support to community.
- **Public transport** the new opportunities and challenges, public transport that is safe for staff and users, affordable and meets climate change timetable.

Community, Customer and Organisational Scrutiny Committee

Standing items:

- **Crime and disorder** (twice a year)

Outstanding from previous work programme:

- **Health and wellbeing – Falls Prevention**
- **Theatres Pricing Structures**
- **Shaping Healthy Places – Staveley area**
- **Implementation of Universal Credit**
- **Communications and Engagement Strategy**
- **Community Safety SPG**

New items from scrutiny survey:

- **Heart of Chesterfield market reconfigurations** – review empty shops after lockdown, views of stall holders and community, support to market and traders and investing in market square to promote future of the market. Scrutinise Heart of Chesterfield proposals before decisions taken. What can we learn from other thriving towns/markets?
- **Visitor Economy Action Plan** –supporting the visitor economy and local businesses post Covid19, look to introduce events of longer duration and examine the extent we have involved outside partners.
- **Long term parking strategy** - Look at the balance between the need for income generation against encouraging Town centre footfall, demand on existing car parks and discounts and incentives for visitors.
- **Strategy for developing the offer provided by the Pomegranate and Winding Wheel** - Review of plans, costs and commercial benefits.
- **Anti-social behaviour in the Town Centre** - Review plans to reduce anti-social behaviour in the Town Centre.
- **Increase footfall** - Assess impact of marketing and how effective it is in attracting visitors to the town
- **Use of technology in provision of services** - Review payment options in all council services to support move to more cashless transactions.
- **Investing in our staff** - review apprenticeship programme within CBC including recruitment, retention and career development.
- **Communication methodologies external** - Assessment of effectiveness, feedback mechanisms.
- **Leisure business plans** – capacity vs usage, how to increase usage?
- **Venues business plans** – do venues provide culture and arts to everyone?
- **Food and Energy poverty cause effects and solutions** - food and energy poverty caused or worsened by the virus, how to ensure basic levels of nutrition are maintained in the short term, how partnership working can effect success, a short term plan for recovery post virus, effect of food poverty on children, increases in mental health issues, rent areas and repossessions. Setting up sustainable services for our poorer and less well residents.
- **Building further our communities post virus** - Looking at resilience and opportunities in the 3 Health and Well Being Areas, making the most of the opportunity and knowledge gained about our communities to make improvements, engage the people and build with the newly emerged Community Leaders.

- **The transition from real to virtual meetings**
- **Public spaces appearance maintenance** - Contribution to the well-being of the town/area and its effect on residents and visitors.
- **Consider alternative use of retail space** - currently lack of exhibition space and need to widen the involvement of outside groups.
- **Tennis and public sports** provision across the Borough.
- Processes for **assisting those who live alone** in Chesterfield.
- Understanding what preventative actions we are involved with a Borough for those at risk of **drug and alcohol addiction**.
- **Shop local** - to identify perceived barriers and disadvantages (if any) to residents for shopping locally.

Enterprise and Wellbeing Scrutiny Committee

Outstanding from previous work programme:

- **Private sector housing** – at recommendation stage and ready to go to Cabinet
- **Commercial Services** – due to have a task and finish group this April
- **Allocations** – further update due, may need to wrap up

New items from scrutiny survey:

- **Town centre economy** – support to town centre businesses post virus, research and develop options for retail space in town centre, alternative use of retail space.
- Developing of **Peak Resort adrenaline world**.
- Refresh **Skills Action Plan** –important for the future of this town, young people and businesses needed to support this.
- **Deliver new business units at Calow Lane** – support new business opportunities, review of demand, costs and benefits.
- **Parks and open spaces strategies** – making it happen, time taken to develop strategy has been to the detriment of some wards due to play areas being out of action for lengthy periods. Improve health and wellbeing and deliver on Climate Change Action Plan year 1.
- **Develop schemes and trials for increasing recycling** – engagement of businesses, review commerciality and income generation of public recycling centres within the Borough, how other Councils have achieved much higher recycling rates than CBC. Have recycling and upcycling rates

have changed as a result of the virus and what opportunities to reduce waste as well as explore potential cost benefits to the council.

- **5 year housing environment scheme** – keeping up with the scheduled housing delivery targets, how can we be more innovative and pro-active?
- **Rough sleepers strategy** – funding available, effectiveness of work so far, need to support rough sleepers and encourage them back into mainstream housing where appropriate, causes of rough sleeping/barriers to rehoming, impact of virus.
- **Housing affordable warmth** – cost of project, housing service investment to deliver affordable warmth and work with Private partnerships in design for new affordable homes with energy efficiency.
- **Private sector housing stock** – staffing resources, review housing condition survey results and action plan. Building homes for the new future in the rented sector and private owner sector, private sector in need.
- Provision of **electric car charging points** in car parks.
- **Council house garden appearance** - The effect on the estate appearance on tenants self-satisfaction and well-being.
- **Allotments** –identifying land available if a site is in need of relocation, reviewing procedures with ongoing issues, accessible for people with disabilities, risk assessment and security and benefits for mental health (CC&O?)

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TOPIC Scoring of Overview and Scrutiny topics

What does TOPIC mean?

Timely – avoid duplication and take into account other areas of work that is ongoing.

Organisational priority – consider if the topic aligns with the Council’s overall vision

Public interest – the representative role of the councillor is important in scrutiny work, check if the topic reflects the interests of local people

Influence/impact – will scrutiny be able to drive change and outcomes on this topic

Cost – decisions with high income, expenditure or savings should be a priority

Score the topics below from 1 to 5, with 1 being low priority and 5 being high priority.

Overview and Performance Scrutiny Forum

Topic	Timely	Organisa- tional priority	Public interest	Influence /impact	Cost	Total
Budget – standing item						
Council Plan and Corporate Performance – standing item						
Delivery year 1 armed forces covenant action plan <ul style="list-style-type: none"> Show continuing support for ex-services personnel 						
Review the Council’s commercial approach <ul style="list-style-type: none"> Review finances (incl. reporting systems), margins and benefits of existing and proposed services. 						
Successful return of Arvato and Kier services <ul style="list-style-type: none"> Review costs, KPIs for long term management and future value. 						
HS2 (NB – SPG recommendations still on monitoring schedule awaiting Hybrid Bill) <ul style="list-style-type: none"> Progressions of HS2, station masterplan, benefits to Chesterfield 						
ICT improvement programme <ul style="list-style-type: none"> Encouraging online uptake, ICT strategy 2023 onwards, speed up in light of virus and extra support for staff and members working from home. 						

<p>Procurement strategy</p> <ul style="list-style-type: none"> Review benefits and KPIs, are processes delivering value for money? 						
<p>Community Infrastructure Levy</p> <ul style="list-style-type: none"> How money is used across the borough 						
<p>Staffing savings</p> <ul style="list-style-type: none"> Review savings made by casual and voluntary redundancies against costs of increased staffing elsewhere 						
<p>Effectiveness of CBC's scrutiny process</p> <ul style="list-style-type: none"> How is success measured? Does scrutiny have control of it's own programme. 						
<p>Public transport</p> <ul style="list-style-type: none"> Resources for HS2, public transport that is safe, affordable and meets climate change objectives. 						

Community, Customer and Organisational Scrutiny Committee

Topic	Timely	Organisa-tional priority	Public interest	Influence /impact	Cost	Total
Crime and Disorder – standing item						
<p>Visitor Economy Action Plan</p> <ul style="list-style-type: none"> Support post Covid, longer events, involving external partners 						
<p>Long term parking strategy</p> <ul style="list-style-type: none"> Income generation versus encouraging Town centre footfall, demand in existing car parks, discounts and free parking for visitors 						
<p>Strategy to develop offer provided by the Pomegranate and Winding Wheel / Venues Business Plans</p> <ul style="list-style-type: none"> Review plans, costs and commercial benefits 						
<p>ASB in the Town Centre</p> <ul style="list-style-type: none"> Plans to reduce it 						
<p>Increasing footfall</p> <ul style="list-style-type: none"> Assess impact of marketing to visitors 						

Use of technology in provision of services <ul style="list-style-type: none"> • Payment options - cashless 						
Investing in our staff – apprenticeship programme <ul style="list-style-type: none"> • Recruitment, retention and career development 						
External Communication methodologies <ul style="list-style-type: none"> • Effectiveness and feedback mechanisms 						
Leisure business plans <ul style="list-style-type: none"> • Capacity vs usage, how to increase usage 						
Venues business plans <ul style="list-style-type: none"> • Do they provide arts and culture to everyone? 						
Food and energy poverty – cause, effect and solutions <ul style="list-style-type: none"> • Impact of the virus • Sustainable services for most deprived residents 						
Building further our communities post virus <ul style="list-style-type: none"> • Use new relationships and knowledge of our communities gained during the virus to engagement and build on community relationships 						
Transition from real to virtual meetings						
Public spaces appearance – maintenance <ul style="list-style-type: none"> • How the appearance of public spaces affects wellbeing of residents 						
Consider alternative use of retail space <ul style="list-style-type: none"> • Lack of exhibition space, involve outside groups more 						
Tennis and public sports provision						
Assisting those who live alone						
Preventative actions for those at risk of drug and alcohol addiction						
Shop local -identify barriers and advantages/disadvantages						
Outstanding from previous work programme						
Health and wellbeing – Falls Prevention						

Theatres Pricing Structures						
Shaping Healthy Places – Staveley area						
Implementation of Universal Credit						
Communications and Engagement Strategy						

Enterprise and Wellbeing Scrutiny Committee

Topic	Timely	Organisa-tional priority	Public interest	Influence /impact	Cost	Total
Town Centre economy <ul style="list-style-type: none"> • Covid impact on businesses, support to businesses 						
Peak Resort Adrenaline World						
Skills Action Plan (NB currently on monitoring schedule)						
New business units at Calow Lane <ul style="list-style-type: none"> • Review demand, costs, benefits 						
Schemes and trials for increasing recycling <ul style="list-style-type: none"> • Engage businesses/commercial aspects, income generation at public recycling centres, look at other authorities who have achieved higher recycling rates, upcycling and repairs. 						
5 year housing supply – meeting the target, being more innovative and proactive						
Housing affordable warmth <ul style="list-style-type: none"> • Working with private landlords, ensuring new homes have affordable heating systems, energy efficient 						
Electric car charging points <ul style="list-style-type: none"> • Numbers of points per car park 						
Council house garden appearance <ul style="list-style-type: none"> • Effect of estate appearance on tenant wellbeing 						
Allotments <ul style="list-style-type: none"> • Identifying land available for more allotments, do sites need relocating, facilities for people with disabilities. 						

Outstanding from previous work programme

Private Sector Housing stock <ul style="list-style-type: none">• At recommendation stage and ready to go to Cabinet• CBC staffing adequate, future housing provision in private sector.						
Commercial services – due to have a task and finish group starting						
Housing Allocations						

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SCRUTINY COMMITTEE RECOMMENDATIONS - IMPLEMENTATION MONITORING SCHEDULE

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

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> (<i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i>) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
CCO4	Implementation of Universal Credit	CCO 22.05.18 (Min. No. 6) Cabinet Member for Homes & Customers 16.07.18	Re. provision of computer terminal(s) and support for Universal Credit claimants in Staveley area. Cabinet Member's response noted by CCO – 17.07.18 (Min. No. 14) – computer terminals and support available at several locations within Staveley area – provision to be monitored.	6 monthly progress reports	Cabinet Member's response noted by CCO – 17.07.18. Report considered by CCO – 27.11.18.	Monitor as part of ongoing review of implementation of Universal Credit.
CCO5	Community Rooms	CCO 26.09.19 (Min. No. 17) Cabinet 22.10.19 (Min. No. 54)	Community Rooms SPG report approved by CCO 26.09.19. Cabinet Response: 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	March 2020		

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Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> (<i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i>) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
Page 51			<p>Close to the Umbrellas Cosy Group on a five year lease.</p> <p>c. Agree that alternative uses be explored for Monkwood Road in line with the Council's health and wellbeing priorities.</p> <p>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.</p> <p>4. That a dedicated phone line for community room enquiries be established within the Careline and Support Service with a voicemail facility.</p> <p>5. That the call centre staff be provided with up to date information on the hire of community rooms.</p> <p>6. That the promotion of community rooms on the Council's website be</p>			

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> (<i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i>) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
			<p>improved, making the rooms more obvious to potential hirers.</p> <p>7. That a new leaflet be produced that includes details of all the community rooms.</p> <p>8. That a promotional drive take place to coincide with the completion of the work to the sheltered schemes.</p> <p>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.</p> <p>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.</p>			

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> (<i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i>) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
EW6 Page 53	Skills	EW 05.02.19 (Min. No 48) Cabinet 26.02.19 (Min. No 110)	Skills SPG report approved by Enterprise and Wellbeing 05.02.19 Cabinet Response: <ol style="list-style-type: none"> 1. That the Cabinet thanks the Enterprise and Wellbeing Scrutiny Committee for the report which highlights an important area of work for the Council and reflects our commitment to driving skills development in the Borough through our support of the Skills Action Plan and continued engagement with key partners and stakeholders. 2. That the Cabinet notes and endorses the recommendations, and acknowledges that the recommendations can be accommodated within the normal work programme and through partners. 3. That the decision to co-fund the Enterprise Co-ordinator post be deferred for consideration as a 	Monitoring Action is being developed in consultation with senior officers to identify target dates for completion.		Monitor progress – December 2019

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> (<i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i>) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
			<p>growth request as part of the budget setting process for 2020/21. The Cabinet recognises the positive impact of the Enterprise Co-ordinator for Chesterfield and that this is currently co-funded for 2 years until 2019/20.</p> <p>See SPG Report for recommendations.</p>			
EW7 Page 54	Future Use of the Former QPSC Site	<p>EW 3.10.19 (Min. No. 20)</p> <p>Cabinet 22.10.19 (Min. No. 53)</p>	<p>SPG report approved by EW 3.10.19.</p> <p>Cabinet Response:</p> <ol style="list-style-type: none"> 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 	April 2020		

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> (italics = Agreed by Scrutiny Committee but not yet considered by decision making body) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
			pricing of its sports and leisure services.			
OP8 Page 55	HS2	OPSF 11.09.18 Cabinet 23.10.18 (Min. No. 48)	Cabinet Response: 1. That the Cabinet thanks the Overview and Performance Scrutiny Forum for the first class work that has been taken forward in looking at how the Council is preparing for HS2 and, in particular, for the Forum's efforts in broadening and deepening the understanding of Council Members of the subject matter. 2. That Cabinet notes and endorses the recommendations of the Overview and Performance Scrutiny Forum. 3. That Cabinet endorses, in particular, the Forum's recommendation to establish a new Skills Scrutiny Project group and resolves to defer to the Overview and Performance Scrutiny Forum further consideration of the merit of	Following Parliament's consideration of the Hybrid Bill	Recommendations approved by Cabinet 23.10.18 Monitoring update considered by OPSF - 19.03.19	Monitor after Hybrid Bill has been taken to Parliament.

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

OVERVIEW AND PERFORMANCE SCRUTINY FORUM

Thursday, 23rd January, 2020

Present:-

Councillor P Innes (Chair)

Councillors Blakemore Borrell Caulfield Catt D Collins L Collins Flood	Councillors Fordham Hollingworth Kellman Snowdon Coy
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Councillor Mannion-Brunt, Cabinet Member for Health and Wellbeing +
 Ian Waller, Assistant Director – Health and Wellbeing +

+ Attended for Minute No.38

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

No declarations of interest were received.

37 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Dyke and Kelly.

38 DEPUTY LEADER - MORE ENVIRONMENTALLY FRIENDLY COUNCIL

The Cabinet Member for Health and Wellbeing and Assistant Director – Health and Wellbeing attended to present a progress report on 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 influence of CBC as a direct contributor of emissions was small and the challenge was to influence the majority of emissions outside of CBC's control. The areas CBC could influence included: -

- Service provision;
- Social landlord;
- Employer;
- Lead by example;
- Contact with partnerships and collaborating organisations;
- Purchasing of goods and services;
- Communication;
- Lobbying central Government.

The key responsibility of the working group was to inform the action plan and the group were on schedule to deliver the plan to the set deadlines. The key requirements of the plan were to be realistic and achievable.

The working group had established eight themes and action areas to be included in the action plan. The Assistant Director provided examples of action areas for the themes:-

- Housing: thermal / energy efficiency investment in CBC stock, planning guidance, energy efficiency standard for new CBC housing, CBC asset management strategy – clean energy.
- Power: LED lighting in CBC premises, support for a local organisation to help residents source sustainable energy suppliers, CBC electricity supply from renewable, explore energy generation opportunities.
- Transport: residential developments need links to cycle and foot path networks, assessment of integrated transport across the borough, electrification of public transport, CBC fleet electrification.
- Business: engagement with local enterprise partnership, engagement with local business community to facilitate sharing of good practice.
- Land use: maximise carbon capture opportunities, explore opportunities for nature friendly corridors, borough wide tree planting programme, planning guidance.

- Waste: sustainable waste policies, community sharing, sustainable waste education programme, focus on reduce and recycle.
- Engagement: communication plan for climate change, suite of marketing collateral, reinforce reduce, reuse, recycle message, encourage use of local labour, services, goods and sustainable food.
- Policy: joint working with neighbouring local authorities on climate change, communicate sustainable initiatives, procurement and governance, resource to support CBC climate change work.

Members asked about the government funding issues and were advised that funding was one of the biggest challenges given the size and scale of actions required. Resource and support from Central Government was really important given that limited direct influence of CBC. The working group included a large amount of knowledge about grant funding and a lottery funding application had been started.

The Assistant Director was asked how the action points in the action plan would be measured. Nottingham City Council had been commissioned to carry out an assessment to understand the current position and enable the future position to be monitored and measured.

A discussion took place regarding whether the working group would have the longevity to stay with the issue. The original remit of the working group was time limited as it was specific to the notice of motion. However given the positivity around the group and the opportunity that this affords the Council to help widen the message it was likely that the group would continue but with different terms of reference.

The importance of single interest group involvement and the value of working with Nottingham City Council because of how they would advance the progress of the borough was noted.

The challenge to fully engage all CBC staff and ensure the provision of required staffing resources for the work of the council was emphasised.

The need to advertise the adoption of the action plan and the actions within it steps was identified as a critical area to ensure that members of the public would be informed about what they can do to support this issue and about the progress of CBC and the borough.

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

RESOLVED –

1. That the More Environmentally Friendly Council progress report be noted.
2. That the inclusion of further updates on the More Environmentally Friendly Council as an item on the Committee's work programme for 2020/21 be considered as part of the annual scrutiny work programming.

39 FORWARD PLAN

The Forward Plan was considered.

RESOLVED –

That the Forward Plan be noted.

40 SCRUTINY MONITORING

The Scrutiny Monitoring Schedule was considered.

RESOLVED –

That the Scrutiny Monitoring Schedule be approved.

41 SCRUTINY PROJECT GROUP PROGRESS UPDATES

Councillor Lisa Collins, Lead Member for the Air Pollution Scrutiny Project Group, provided an update on the progress of the group.

42 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 approved.

43 OVERVIEW AND SCRUTINY DEVELOPMENTS

There was nothing to report.

44 MINUTES

The Minutes of the Overview and Performance Scrutiny Forum held on 21 November, 2019 were presented.

RESOLVED –

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

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