



Please ask for Rachel Appleyard  
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The Chair and Members of Cabinet

31 August 2020

Dear Councillor,

Please attend a meeting of the CABINET to be held on TUESDAY, 8 SEPTEMBER 2020 at 10.30 am, the agenda for which is set out below.

This meeting will be held virtually via Microsoft Teams software, for which members of the Cabinet and others in attendance will receive an invitation. Members of the public will be able to access 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. Minutes (Pages 3 - 6)

To approve as a correct record the Minutes of the Cabinet meeting held on 11 August, 2020.

4. Forward Plan

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

[Forward Plan](#)

5. Delegation Report (Pages 7 - 10)

Items Recommended to Cabinet via Cabinet Members

Cabinet Member for Governance

6. Absence of Members of the Council (Pages 11 - 14)

Cabinet Member for Housing

7. Annual Report to Tenants (Pages 15 - 24)

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

## CABINET

Tuesday, 11th August, 2020

Present:-

Councillor P Gilby (Chair)

Councillors Serjeant  
Blank  
T Gilby  
Ludlow

Councillors Holmes  
J Innes  
Mannion-Brunt

Non-voting Member D Collins

\*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

162 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Sarvent.

163 **MINUTES**

**RESOLVED –**

That the minutes of the meeting of Cabinet held on 14 July, 2020 be approved as a correct record and signed by the Chair.

164 **FORWARD PLAN**

The Forward Plan for the four month period September to December, 2020 was reported for information.

**\*RESOLVED –**

That the Forward Plan be noted.

**165 TENANCY STRATEGY AND TENANCY POLICY CONSULTATION**

The Assistant Director – Housing presented a report on the updated Tenancy Strategy and sought approval to commence consultation on the draft Tenancy Policy.

The Localism Act 2011 introduced the requirement for local authorities to produce a Tenancy Strategy that set out the guidelines which affordable housing providers should consider when developing their individual tenancy policies. The Strategy was first implemented in 2013 and had been reviewed to take into account the changes in the strategic context and to refine the tenancy review process.

The Act also required each social landlord to publish a Tenancy Policy which sought to ensure tenants were clear about the policies relating to tenancy management. There would be a consultation on the draft Tenancy Policy involving tenants, elected members and other key stakeholders before the final Tenancy Policy would be brought back to Cabinet for approval.

**\*RESOLVED –**

1. That it be recommended to Full Council that the revised Tenancy Strategy be approved and adopted.
2. That the draft Tenancy Policy be approved for consultation.
3. That a report be brought to Cabinet with a final draft of the Tenancy Policy for approval and adoption following the completion of the consultation.

**REASONS FOR DECISIONS**

1. To bring the local Tenancy Strategy up to date to include recent legislation.
2. To enable a consultation on a new tenancy policy.

**166 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 item of business as it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972.

**167**     **RESOLUTION OF DISPUTE WITH WARD RECYCLING LIMITED**

The Assistant Director – Commercial Services submitted a report updating members on the progress made in resolving the dispute with Ward Recycling Limited in respect of the contract to collect recyclable waste from the kerbside.

The report recommended approval of the Council's proposal to Ward Recycling Limited, detailed in Appendix B of the officer's report, which sought to bring the dispute to an end and facilitate the smooth continuation of the remainder of the contract.

**\*RESOLVED –**

That the proposed approach to resolving the contractual dispute between the Council and Ward Recycling Limited, as outlined in the officer's report, be approved.

**REASON FOR DECISION**

To ensure a swift and satisfactory conclusion to the contractual dispute between the Council and Ward Recycling Limited.

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## CABINET MEETING

8 September 2020

## DELEGATION REPORT

### DECISIONS TAKEN BY LEAD MEMBERS

#### Cabinet Member for Economic Growth

Decision Record No.	Subject	Delegation Reference	Date of Decision
<b>49/19/20</b>	<b>Sale of land fronting Markham Road, West Bars, Chesterfield</b>	<b>G260L</b>	<b>9 July 2020</b>
<p>Decision</p> <p>(1) That the sale of land fronting Markham Road, off West Bars roundabout, Chesterfield be approved on the terms set out in the officer's report.</p> <p>(2) The Property, Procurement and Contracts Law Manager be granted delegated authority to deal with any late amendments to the sale or agree terms with the underbidder if needed, should the current purchaser withdraw from the sale for whatever reason.</p>			
<p>Reasons for Decision</p> <p>1. To secure economic regeneration of the site, and jobs for the town centre economy.</p> <p>2. To deliver a capital receipt for the Council.</p> <p>3. To secure a timely and efficient sale.</p>			

Decision Record No.	Subject	Delegation Reference	Date of Decision
<b>50/19/20</b>	<b>Temporary licence of land adjacent Gorse Valley Road, Winsick, Chesterfield</b>	<b>EG000L</b>	<b>4 August 2020</b>
<p>Decision</p> <p>(1) That the temporary licence of land adjacent Gorse Valley Road, Winsick, Chesterfield be approved on the terms set out in the report.</p> <p>(2) That the Property Procurement and Contracts Law Manager be granted delegated authority to agree late amendments to the licence.</p>			
<p>Reason for Decision</p> <p>1. To enable a licence of the land for a small fee and adjoining development of new homes to proceed. To provide car parking for local residents who would otherwise be displaced by construction works in Honeysuckle Close.</p> <p>2. To secure a timely and efficient licence.</p>			

Decision Record No.	Subject	Delegation Reference	Date of Decision
<b>51/19/20</b>	<b>Lease of Brimington Bowling Green</b>	<b>EG550L</b>	<b>4 August 2020</b>
<p>Decision</p> <p>(1) That the 25-year lease of Brimington Bowling Ground to Brimington Bowling Club be granted on the terms outlined in the officer's report.</p> <p>(2) That the Property, Procurement and Contracts Law Manager be granted delegated authority to deal with any late amendments to the terms of the lease.</p>			
<p>Reason for Decision</p> <p>The granting of the new lease will provide the required security to the Bowling Club and provide an income for 25 years for the Council whilst providing continued benefit of a community asset for Brimington.</p>			

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## For publication

### **Absence of Member of the Council (GV060)**

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Meeting: Cabinet

Date: 8 September, 2020

Cabinet portfolio: Governance

Report by: Senior Democratic and Scrutiny Officer

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## **For publication**

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### **1.0 Purpose of report**

1.1 To enable the Cabinet to consider, for the purposes of Section 85(1) of the Local Government Act 1972, the reasons for the absence of a Member of the Council from meetings of the Authority.

### **2.0 Recommendations**

2.1 That, for the purposes of Section 85(1) of the Local Government Act, 1972, the reason for the absence from meetings of Councillor A Bellamy since 11<sup>th</sup> March, 2020, i.e. ill health, be approved and his continued absence from meetings be authorised through until the end of January, 2021.

2.2 That the best wishes of Cabinet be sent to Councillor Bellamy.

### 3.0 **Report details**

3.1 Section 85(1) of the Local Government Act 1972 provides that if a member of a local authority fails, throughout a period of six consecutive months from the date of his last attendance, to attend any meetings of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.

3.2 Section 85(2) of the 1972 Act states that attendance as a member:

- at a meeting of any committee or sub-committee of the authority;
- or at a meeting of any joint committee, joint board or other body by whom for the time being any of the functions of the authority are being discharged, or who were appointed to advise the authority on any matter relating to the discharge of their functions;
- or as a representative of the authority at a meeting of any body of persons,

shall be deemed for the purposes of Section 85(1) to be attendance at a meeting of the authority.

3.3 Due to the impact of the Covid-19 pandemic earlier in 2020 leading to initially the cancellation of member-level meetings and then the holding of remote meetings, a decision was taken by the Leader under emergency delegated decision-making powers on 28<sup>th</sup> April, 2020 that, for the purposes of Section 85(1) of the Local Government Act, 1972, the reason for the absence from meetings of any councillor be approved and their continued absence from meetings be authorised from 19<sup>th</sup> March 2020 through until the second meeting they are eligible to attend following resumption of member level

committees (remotely or with being physically present, whichever is the first to occur).

- 3.4 The Council's constitution authorises the Cabinet to approve or otherwise for the purposes of Section 85(1) the reason(s) for the failure of any Member to attend meetings of this Authority.
- 3.5 Councillor Bellamy has been prevented by illness from attending meetings of the authority since his last attendance on 11<sup>th</sup> March, 2020 when he was present at a meeting of the Appeals and Regulatory Committee. Since 19<sup>th</sup> March, 2020, there has to date been only one meeting that Councillor Bellamy would have been eligible to attend, but was unable to due to illness. It is not currently known when he might be in a position to resume his duties, although it is thought that this is unlikely to be before the second meeting that he would be eligible to attend. It is hoped that he would be able to resume duties before the end of January, 2021.

#### 4.0 **Recommendations**

- 4.1 That, for the purposes of Section 85(1) of the Local Government Act, 1972, the reason for the absence from meetings of Councillor A Bellamy since 11<sup>th</sup> March, 2020, i.e. ill health, be approved and his continued absence from meetings be authorised through until the end of January, 2021.
- 4.2 That the best wishes of Cabinet be sent to Councillor Bellamy.

#### 5.0 **Reasons for recommendations**

- 5.1 To meet the requirements of Section 85(1) of the Local Government Act 1972.

### Decision information

<b>Key decision number</b>	<b>N/A</b>
<b>Wards affected</b>	<b>Brimington South</b>
<b>Links to Council Plan priorities</b>	All

### Document information

<b>Report author</b>	<b>Contact number/email</b>
<b>Rachel Appleyard</b>	<a href="mailto:Rachel.appleyard@chesterfield.gov.uk">Rachel.appleyard@chesterfield.gov.uk</a> <b>01246 345277</b>

## For publication

### Annual Report to Tenants 2019/20 (H000)

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Meeting:	Finance and Performance Board Cabinet
Date:	17 <sup>th</sup> August 2020 8 <sup>th</sup> September 2020
Cabinet portfolio:	Homes and Customers
Report by:	Liz Cook – Assistant Director Housing

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## **For publication**

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### 1.0 **Purpose of report**

- 1.1 To seek Cabinet approval for the Annual Report to Tenants 2019/20 as required by the Regulator for Social Housing prior to publication.

### 2.0 **Recommendations**

- 2.1 That the Annual Report to Tenants is approved.
- 2.2 That a copy of the Annual Report is published on the council's website and issued to all tenants and households in the Borough through 'Our Homes' within 'Your Chesterfield'.

### 3.0 **Report details**

- 3.1 Since 2010, housing providers have been required to produce an Annual Report to Tenants.
- 3.2 An annual report for each year ending 31 March, should be made available to tenants and should include details of performance against the regulatory standards, what has been achieved during the year and planned service improvements for the following year.
- 3.3 The draft annual report for 2019/20 (attached at **Appendix A**) will be published on the website and as the 'Our Homes' part of the next edition of 'Your Chesterfield'.

### **Summary of contents**

- 3.5 The report includes details on performance, service delivery and future improvements in relation to the following areas:
- Repairs and maintenance
  - Allocating Homes
  - Rent Collection
  - Tenancy and Estate Management
  - Careline
  - Value for Money

### **4.0 Financial implications**

- 4.1 There are no financial implications associated with the production of the Annual Report.

### **5.0 Risk management**

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Failure to produce the report	Medium	Low	Use of routinely provided	Low	Low

			data to ensure report can be developed in a timely manner		
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## **6.0 Equalities Impact Assessment (EIA)**

6.1 In the production of its own guidelines and regulations the HE have completed an Equality Impact Assessment on the whole regulatory framework, including the Annual Report to Tenants. We will produce individual equality impact assessments when reporting any changes in subsequent policy, practice and procedure.

## **7.0 Recommendations**

7.1 That the Annual Report to Tenants is approved.

7.2 That a copy of the Annual Report is published on the council's website and issued to all tenants and households in the Borough through 'Our Homes' within 'Your Chesterfield'

## **8.0 Reasons for recommendations**

8.1 To comply with regulatory requirements

### **Decision information**

<b>Non key decision number</b>	<b>145</b>
<b>Wards affected</b>	<b>All</b>
<b>Links to Council Plan priorities</b>	To make Chesterfield a thriving borough

	<p>To improve the quality of life for local people</p> <p>To provide value for money services</p>
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### **Document information**

Report author	Contact number/email
<b>James Crouch</b>	<b>01246 345150</b> <b>James.crouch@chesterfield.gov.uk</b>
Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
Appendices to the report	
Appendix A	Draft Annual Report to Tenants 2019/20

# Our Homes

Annual report for Chesterfield Borough Council tenants

## Welcome to the 2019/20 housing annual report

The annual report is a summary for tenants on the performance of their landlord. In this report, you'll find updates on how we are doing in all our service areas to make sure we are efficient, effective and we meet your needs. This report is designed to show the key areas of our performance under the different standards set out by our regulator 'Homes England'.

The report sets out what we have done and what we are going to do to make services better in the year ahead.

If you want to find out more about the different regulatory standards referred to in the annual report please visit:  
[www.gov.uk/guidance/regulatory-standards](http://www.gov.uk/guidance/regulatory-standards)



“It's been a busy year for us in which we've made real progress in the provision of high-quality housing services and we are proud to see the results of our projects to improve our existing homes and environments.

“As you know in March 2020, things changed following the Covid-19 outbreak. This has impacted on how we are delivering our services as well as our priorities for the future.

“We are investing in technology to ensure we can keep connected with tenants and make sure our services are more flexible and efficient. Partnership working is also being prioritised to ensure tenants impacted by the health and socio-economic impacts of Covid-19 get the support they need. We will also focus on increasing housing available to creating more affordable homes across the borough.

“I'm very proud that our team continued to deliver responsive and quality services throughout

lockdown. The council has been actively engaged in delivering Derbyshire's response to the Government's "Everyone In" initiative, a national effort to house all rough sleepers following the outbreak of Covid-19. Following the success of the 'Everyone In' initiative the council and its partners are now working on 'Keeping Everyone In' to ensure that all rough sleepers have an offer of suitable, permanent accommodation and wrap-around support services to give them the very best chance of re-building their lives.

“Stay and keep safe and we are looking forward to continuing to work closely with you during the year to come.”



Cllr Chris Ludlow  
cabinet member for housing



CHESTERFIELD  
BOROUGH COUNCIL

Autumn 2020

# Chesterfield estate benefits from major facelift

A £4.4m regeneration project to improve the look and feel of the Grangewood estate has been completed - see photos below.

As part of the project, flats on the estate have had many internal and external improvements. This included fully redecorating the communal areas (see hallway below), upgrading lighting and electrical installations to make the areas lighter and brighter for residents, fitting new secure entrance doors to all blocks, and the installation of new fire rated doors to each individual flat.



The external render and roof coverings on each block of flats have also been replaced and concrete repairs have been carried out on communal stairwells.

As the council is committed to ensuring that its existing housing stock is as energy efficient as possible the windows and insulation in each property and all communal areas have also been upgraded to improve the thermal efficiency of these homes.

Landscaping works have been completed across the whole estate with existing footpaths being renewed to help improve access around the

estate and to each property. Fencing has been installed to enclose each of the outside communal areas to ensure that local families have an outdoor space that they can enjoy safely.

## Markham Court

Markham Court is the latest of the council's older person's accommodation to benefit from a facelift.

As part of the project, 21 self-contained one and two-bedroom contemporary flats have been remodelled, with each property benefitting from new open plan kitchens and living areas. All flats have also received a full rewire, new heating system and new bathrooms with level access showers.

The communal areas have also been remodelled to make more efficient use of the space and now include a new scooter store for the residents, a laundry room, as well as an open plan communal kitchen area for all residents to use and enjoy.



# Tenant involvement and empowerment

Chesterfield Borough Council is committed to engaging and working with tenants to improve their quality of life as well as ensuring that they have the opportunity to play an active role in shaping what we do, and how do it.

## During 2019/20 we:

- Worked with a tenant challenge panel and key staff from across the council to review our tenant involvement arrangements to help us meet government regulatory standards.
- Recruited an additional 16 members to our Chesterfield Active Tenants (ChAT) database - we now have 126 tenants on our ChAT database who work closely with us so we can make sure everything that we do meets the needs of tenants.
- Worked with a tenant challenge panel and key staff from across the council to review our tenant involvement arrangements to help us meet government regulatory standards.
- Distributed 25 litter picking kits to community groups, schools and individuals who are committed to helping keep Chesterfield litter free.

into the local areas and help improve community spirit across the borough.

- Set up focus groups with tenants to identify how we could make improvements to the council's website pages and identify ways we could enhance return rates of our satisfaction surveys.



- Supported community groups with tree planting on estates, wildflower sowing and developing community gardens.
- Attended events with our partner agencies as part of health and wellbeing initiatives
- Facilitated consultation events using the mobile office at Grangewood and Staveley to enable residents to have their say on proposed environmental improvements in these areas.

Our team are committed to finding new innovative ways of working so that we can continue to engage with our tenants and local communities using digital and virtual methods.

If you are interested in working with us, please contact the tenant participation team by emailing: [tpenquiries@chesterfield.gov.uk](mailto:tpenquiries@chesterfield.gov.uk), calling 01246 345147 or visiting: [www.chesterfield.gov.uk/housing/council-tenants/tenant-involvement/chat-get-involved](http://www.chesterfield.gov.uk/housing/council-tenants/tenant-involvement/chat-get-involved)

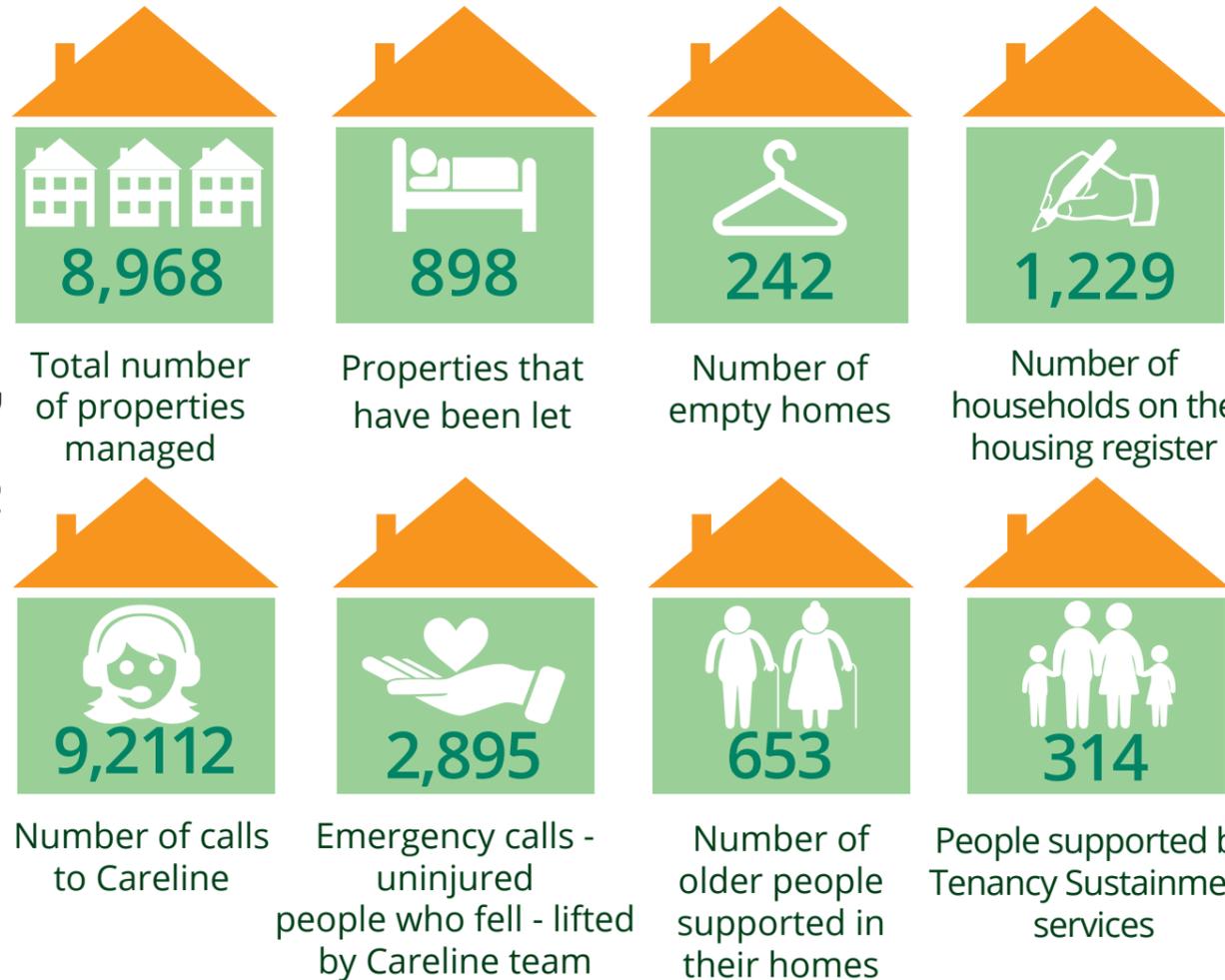


- Organised one-off litter picks with groups in areas who requested our help, as well as supporting a regular litter picking group in the Racecourse area.
- Worked with the tenant challenge panel to complete reviews of the anti-social behaviour service and the arrangements for involving tenants
- Organised fun days to introduce new services

# Tenancy standard

This standard looks at how we allocate our properties and support our tenants.

Page 21



 **63.3 days to re-let empty properties.**

**Satisfaction with Chesterfield Borough Council as a landlord 86.4%.**

**Over 90% of tenants remain in tenancies one year after support starts.**

The number of properties that are recorded as empty continued to be higher during 2019/20 due to a number of them being held back for tenants from our sheltered housing schemes to move into temporarily while refurbishment work was carried out.

In addition, the council joined the Home Options Partnership last year and implemented a new allocations policy and IT system to deliver the lettings service. This resulted in slight delays in allocating properties which caused an increase in the number that are empty on a short-term basis. However, the new allocations policy has made a number of improvements and enables the council to manage the lettings process in accordance with applicant's needs.

Effective management our empty homes is key priority for us and we have launched a customer process improvement project to reduce the time taken to get properties ready for letting and ensure new tenants receive timely positive offers.

# Tenancy sustainment team - here to help

Our tenancy sustainment officers are on hand to help tenants claim the housing element of their Universal Credit and help them make their claims, so their rent and benefits do not get stopped. We also give other support to tenants and provide an essential link with service providers such as for benefits and pensions, social care, mental health and dealing with drug and alcohol issues.

Although other services in the council can help with Universal Credit claims, the tenancy sustainment team provide support for those who are most at risk of losing their homes because they may struggle with money, claiming benefits and may have an illness or disability. We can help with requests for backdating housing benefit, challenging sanctions on universal credit claims, and help tenants claim discretionary housing payments to reduce their rent arrears. We support tenants to budget and make responsible choices relating to money.

We help hundreds of vulnerable tenants to keep their tenancies each year, preventing higher rent arrears and resulting in considerable improvements to rent accounts. Last year, over 90% of people were still in their homes a year after receiving our support. The costs involved when tenancies end can be very high, so the service saves a lot of money which helps keep rents as low as possible.

If you think you would benefit from this kind of support or know someone who does, please call 01246 959560.

# Neighbourhood and community standard

This standard sets out how we should work with other agencies to manage estates and tackle anti-social behaviour.

**Number of:**



**Over 79% of tenants are satisfied with their neighbourhood as a place to live.**

# Home standard

This standard looks at how we maintain your homes

Carried out **34,096** responsive repairs - up from 32,940 in 2018/19

Average number of days to complete a responsive repair **7 days**

8,865 properties required a gas service

Overall repair satisfaction **74.2%**

**100%** completed

Amount of spending to maintain Decent Homes Standard

£14.56m on property maintenance

£2.47m sheltered home conversions

£3.01m on new build homes and acquisitions

Decent Homes spend - £20.04m

Number of properties with replacement:

Heating systems	233
Roofs	290
Kitchens	309
Bathrooms	120
Major adaptations	98
Satisfaction with home	80%

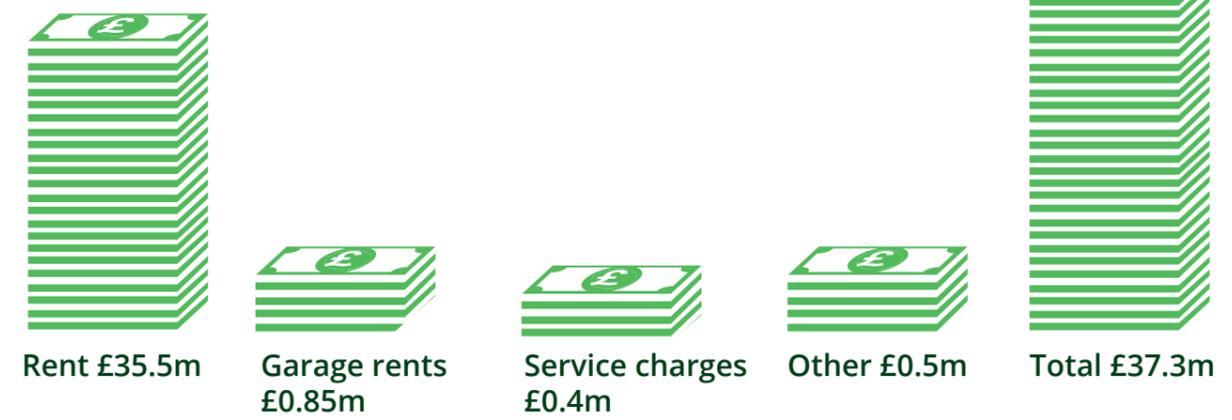
**100%** of our housing stock is of Decent Homes Standard

# Value for money

This standard looks at how we spend money collected in rent

Average weekly rent - £76.65 (down from £76.07 in 2018/19)

Rent collection rate - 99.1 per cent (up from 98.5 per cent in 2018/19)



# How much we spent

Area of expenditure	Average cost per property	For every £1 in rent
<b>Maintaining properties (total cost) of which:</b>	<b>£</b>	
Major works	£	
Cyclical works	£	
Day-to-day repairs	£	
Void works	£	
<b>Housing management (total cost) of which:</b>	<b>£</b>	
Rent collection	£	
Letting homes	£	
Tenant participation	£	
Tackling anti-social behaviour	£	
Tenancy management	£	
Maintaining estates	£	
Supported housing for elderly tenants	£	
Other costs (IT, offices, HR, finance)	£	
<b>Total cost per property</b>	<b>£</b>	<b>£</b>

Figures to come.

# Priorities for 2020/21

- Transforming tenant engagement
  - Transforming housing management services
  - Improving supported housing and Careline services for older people
- Invest in the council's ICT systems to become more effective and efficient and improve service to tenants

## Delivering new and modernised quality homes in Staveley

Page 23 Chesterfield Borough Council is investing £7.1m to undertake significant modernisation programmes to homes in Staveley as part of its continued commitment to deliver excellent quality homes that meet the needs of the local people.

As part of the modernisation programmes, homes at Pullman Close, Mallard Court, Leander Court and Aston Court in Staveley will benefit from extensive internal and external improvements.

Homes at Pullman Close are the first to undergo a facelift and works started on site in mid-June 2020. The homes will benefit from having new doors and windows installed that will help create a fresh and modernised look, as well as providing tenants with more secure homes and additional environmental benefits.

The refurbishment plans for Mallard Court and Leander Court will allow the council to provide affordable, modern and attractive housing for older people in Staveley. Each home will benefit from a newly renovated kitchen and lounge area. Each bathroom will be converted into a wet room with a level access shower. The communal areas and outdoor spaces will also be restored, creating brighter open spaces for residents to get together, socialise and combat loneliness.

Proposed refurbishment at Aston Court will see high quality homes delivered for people in the areas and also includes plans to build an additional four new town houses, increasing the supply of council homes in Staveley.

The designs for Mallard Court and Leander Court are almost complete and the modernisation programme is expected to start in early Autumn 2020. The council is also currently in consultation with residents to ensure the individual needs of each resident can be met and permanent or temporary moves can be provided while the works are completed.

Any pix? Possible artist's impression.

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