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The Chair and Members of Overview
and Performance Scrutiny Forum

16 March 2022

Dear Councillor,

Please attend a meeting of the OVERVIEW AND PERFORMANCE SCRUTINY FORUM to be held on THURSDAY, 24 MARCH 2022 at 5.00 pm in Committee Room 1, Town Hall, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers Interests relating to items on the Agenda
2. Apologies for Absence
3. Forward Plan

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

[Forward Plan](#)

4. Scrutiny Monitoring (Pages 3 - 8)
5. Work Programme for the Overview and Performance Scrutiny Forum (Pages 9 - 12)
6. Overview and Scrutiny Developments

7. Minutes (Pages 13 - 22)
8. Cabinet Member for Business Transformation and Customers - People Plan

5:10pm to 5:55pm

Report to follow

9. Cabinet Member for Business Transformation and Customers - Update on Arvato and Kier Transition - Lessons Learnt (Monitoring)

5:55pm to 6:25pm

Report to follow

10. Update on preparing the OSC Work Programme 2022/23 (Pages 23 - 32)

6:25pm

Yours sincerely,

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

Head of Regulatory Law and Monitoring Officer

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 3	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.
CCO2	Visitor Economy	CCO 03.02.22 (Min. No.	<p>Visitor Economy SPG report approved by CCO 03.02.22, recommending:</p> <ol style="list-style-type: none"> 1. That the findings of the scrutiny project group be considered by Cabinet alongside consideration of the visitor economy strategy and action plan. 2. That subject to the approval of the strategy and action plan by full council on 23 February, 2022, an update on the delivery of the action plan be reported to the CC&O 	12 months wef. 03.02.22	Update requested in line with recommendations in February 2023	

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			Scrutiny Committee after the strategy has been in place for 12 months to allow scrutiny to review the progress made.			

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EW6 Page 5	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.	Progress reported to E&W – 4.02.21. Skills Action Plan scheduled for refresh early 2022.	

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			<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 6	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 	TBC due to impact of COVID 19	Progress reported to E&W 4.02.21.	Data requested for February 2022 meeting in order to close this item

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			pricing of its sports and leisure services.			
EW8 Page 7	Parks and Open Spaces and Play Strategies	EW 14.10.21 (Min. No. 16)	<i>Committee Resolutions:</i> 1. <i>That the feedback provided by the committee be submitted as part of the public consultation process</i> 2. <i>That a further update be brought to the committee to demonstrate how the consultation feedback has influenced the final versions of the strategies.</i> 3. <i>That the committee undertake a monitoring role, particularly at the implementation stage of the process.</i>	Ongoing	Consultation on the draft strategies took place 14.10.21. Feedback was submitted to officers. The final versions due to be presented to Cabinet 22.02.22	
OP8	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.	Following Parliament's consideration of the Hybrid Bill	Recommendations approved by Cabinet 23.10.18 Monitoring update considered by OPSF - 19.03.19 and 27.02.22.	Monitor after Hybrid Bill has been taken to Parliament. Update from the Leader requested for second half of 2022/23 OSC work programme.

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Page 8			<p>2. That Cabinet notes and endorses the recommendations of the Overview and Performance Scrutiny Forum.</p> <p>3. That Cabinet endorses, in particular, the Forum's recommendation to establish a new Skills Scrutiny Project group and resolves to defer to the Overview and Performance Scrutiny Forum further consideration of the merit of establishing new Scrutiny Project Groups to look at particular 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>						

CHESTERFIELD BOROUGH COUNCIL

WORK PROGRAMME: OVERVIEW AND PERFORMANCE SCRUTINY FORUM

Scheduled Meeting Date(s):	Business Items :	Status :	Raised by:	Cabinet Member Responsibility
01.07.21	HS2 Station Masterplan		<i>Annual Scrutiny Work Programme 2019 & 2020 & 2021</i>	<i>Leader</i>
01.07.21	Scrutiny Annual Report		<i>Annual Scrutiny Work Programme 2021</i>	<i>Governance</i>
09.09.21	Council Plan	Recommended that an update be brought back after six months, which will be the Forum meeting on 24.03.22.	<i>Annual Scrutiny Work Programme 2021</i>	<i>Deputy Leader</i>
18.11.21	Budget		<i>Annual Scrutiny Work Programme 2021</i>	<i>Deputy Leader</i>
18.11.21	Climate Change Action Plan		<i>Annual Scrutiny Work Programme</i>	<i>Deputy Leader</i>

Work Programme as agreed by O&P 2021

CHESTERFIELD BOROUGH COUNCIL

Scheduled Meeting Date(s):	Business Items :	Status :	Raised by:	Cabinet Member Responsibility
			2019 & 2020 & 2021	
27.01.22	Emergency and business continuity planning		<i>Annual Scrutiny Work Programme 2021</i>	<i>Business Transformation and Customers</i>
24.03.22	People Plan		<i>Annual Scrutiny Work Programme 2021</i>	<i>Business Transformation and Customers</i>
24.03.22	Draft Work Programme		N/A	N/A
12.05.22	ICT Improvement Programme		<i>Annual Scrutiny Work Programme 2021</i>	<i>Business Transformation and Customers</i>
Monitoring:				
24.03.22	Return of Arvato/Kier PPP contract		<i>Annual Scrutiny Work Programme 2020 & 2021</i>	<i>Business Transformation and Customers</i>

CHESTERFIELD BOROUGH COUNCIL

Scheduled Meeting Date(s):	Business Items :	Status :	Raised by:	Cabinet Member Responsibility
27.01.21	HS2 Scrutiny Project Group	The Leader of the Council will be attending to provide an update after the Government announcement regarding the eastern leg. Further update requested end of 2022/23.	<i>Overview and Performance Scrutiny Forum meeting on 18.11.21</i>	<i>Leader</i>
Items Pending Reschedule or Removal:				
Scrutiny Project Groups:				
	Air Quality		<i>Annual Scrutiny Work Programme 2019</i>	<i>Health & Wellbeing</i>

Note: Members may wish to agree items from the Forward Plan (FP) and Scrutiny Monitoring Schedule for the work programme. *[KEY to abbreviations: O&P = Overview and Performance Scrutiny Forum. CCO = Community, Customer and Organisational Development Scrutiny Committee. E&W = Enterprise and Wellbeing Scrutiny Committee. TBC = to be confirmed].*

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OVERVIEW AND PERFORMANCE SCRUTINY FORUM

Thursday, 27th January, 2022

Present:-

Councillor Flood (Chair)

Councillors Blakemore
Coy
Dyke
Fordham
T Gilby

Councillors Hollingworth
Kellman
Kelly
Snowdon

Councillor Tricia Gilby, Leader +
Councillor Jean Innes, Cabinet Member for Business Transformation and Customers +++

Amanda Clayton, Democratic and Scrutiny Officer ++
Grant Ilett, Strategic Health & Safety and Risk Manager +++
Charlotte Kearsey, Democratic and Scrutiny Officer
Ade McCormick, Executive Director +++

+ Attended for Minute No. 34
++ Attended for Minute No. 35
+++ Attended for Minute No. 39

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

No declarations of interest were received.

32 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Borrell, Caulfield and Catt.

33 FORWARD PLAN

The Forum considered the Forward Plan.

Councillor Fordham raised concerns about reports being added to the Forward Plan without enough time for pre-decision scrutiny to be carried out as the Forum meets every two months. The Joint Chair advised that at previous Forum meetings she had asked scrutiny members to check the Forward Plan and to email the Joint Chairs about items on the Forward Plan which arise between meetings.

RESOLVED –

That the Forward Plan be noted.

34 SCRUTINY MONITORING

The Forum considered the Scrutiny recommendations implementation monitoring schedule.

The Leader of the Council provided a monitoring update regarding HS2. The Forum was informed that there had been some misunderstandings in the press and HS2 had not been cancelled but the HS2 tracks would only go as far as the East Midlands Parkway. HS2 trains would then travel from the Parkway to Chesterfield on Victorian tracks. Electrification of the Midlands Mainline was due to start in January but this had been promised twice before.

The Leader emphasised that the Derbyshire Rail Industry Innovation Vehicle (DRIIVe) at Barrow Hill was still required to train people to support the increase in rail innovation.

Lobbying was continuing along with work on alternative plans.

Members noted the disappointing news, agreed with the need to deliver DRIIVe at Barrow Hill and thanked the Leader for the update.

Members enquired how long it may take to revise and deliver the alternative plans; the Leader explained that it was difficult to tell how long because there remained outstanding responses from the Government but as much pressure as possible was being applied across the East Midlands.

RESOLVED –

1. That a further monitoring update from the Leader about HS2 be scheduled for the second half of the 2022/23 scrutiny work programme.
2. That the Scrutiny monitoring schedule be noted.

35

SCRUTINY PROJECT GROUP PROGRESS UPDATES

Scrutiny Project Group on Air Quality

Project group support officer, Amanda Clayton, presented the report of the scrutiny project group and asked Members to approve the recommendations.

In July 2019 the Council declared a climate emergency with the purpose of enabling Chesterfield to become a low carbon, resilient and sustainable borough and in February 2020 the council adopted a formal climate change action plan. The scrutiny project group was formed to look at the perceived problem of air quality within the Borough, particularly in relation to traffic hotspots on key routes, congestion around schools and increasing numbers of asthma/chronic breathing conditions.

The aims of the project group were to:

- Identify existing plans and strategies in respect of air quality within the Borough.
- Identify areas of concern within the Borough and the management plans in place.
- Examine air quality around schools within the Borough and if any issues were identified to suggest ways in which the schools can impact/mitigate against them.
- Identify any opportunities to improve the air quality in the Borough thus contributing to the Council's vision of a clean, green and attractive Borough, where our open spaces and built heritage are valued.

RESOLVED –

That the recommendations of the Scrutiny Project Group's review of Air Quality, as detailed below, be approved:

1. That the Scrutiny Project Group conclude its work in this area.

2. That the subject of air quality remains a key element of the Council's Climate Change work to ensure continued improvement for the benefit of all residents of the Borough.

36 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.

37 OVERVIEW AND SCRUTINY DEVELOPMENTS

There was no update.

38 MINUTES

The Minutes of the Overview and Performance Scrutiny Forum held on 18 November, 2021 were presented.

RESOLVED –

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

39 CABINET MEMBER FOR GOVERNANCE - EMERGENCY AND BUSINESS CONTINUITY PLANNING

The Cabinet Member for Business Transformation and Customers and Executive Director attended to present a report about Emergency and Business Continuity Planning.

Since 2005 Chesterfield Borough Council (CBC) had contracted with Derbyshire County Council (DCC) to deliver an Emergency Planning and Business Continuity service. To further strengthen the capacity and co-ordination of emergency or business continuity events two senior CBC officers, the Service Director - Corporate and Strategic Health & Safety and Risk Manager, hold emergency planning liaison roles. These officers would work alongside the DCC Emergency Planning team and CBC's

Senior Leadership Team and Corporate Leadership Team to respond to an emergency or business continuity event. Senior officers receive regular Emergency Planning and Business Continuity training, including training on Joint Emergency Services Interoperability Programme (JESIP) principles which would be used in response to a major multi agency incident.

The Council had a detailed emergency plan and business continuity plan in place, which was regularly updated. Service specific business continuity plans were also regularly reviewed and updated.

The Council leadership teams would review, agree and document the priority services for protection and restoration in an emergency. This process would then inform the activities which would need to be undertaken when the business continuity plan was invoked. Individual Corporate Business Continuity Plans existed in respect of winter planning, flood planning, flu pandemic and more recently Coronavirus.

The number and type of strategic and tactical groups that would be initiated to effectively manage the emergency or business continuity event would depend on the size and scale of the event. This would be determined when an emergency or business continuity event was triggered.

The officer's report detailed the business continuity structure which had been implemented to enable the management of coronavirus business continuity activity across Derbyshire.

The Covid-19 Emergency Planning/Business Continuity report presented to Overview and Performance Scrutiny Forum in November 2020 outlined how the Coronavirus pandemic had presented unprecedented risks, disruption and changes to Council working practices. It highlighted that the business continuity plans needed further review to ensure they incorporated all the learning from the new pandemic and were updated appropriately. Over the period of the pandemic to date, Business Continuity Plans had been updated and any new developments had been incorporated. Urgent work had been carried out to ensure that the Council had arrangements in place to create and maintain safe working environments within council buildings and workspaces which included the creation of a network of support to enable home working for many of the Council's staff. Where there were capacity pressures on key services,

such as the Crematorium, some staff were redeployed to provide service support as part of our business continuity arrangements.

Objective 1 - How successful have the Council's plans and actions been in response to the Covid-19 pandemic?

A number of further arrangements had continued to be kept in place specifically in response to the Coronavirus pandemic e.g. three task and finish groups, regular engagement with partners through the Local Resilience Forum (LRF) emergency response arrangements and Coronavirus focussed leadership team meetings. Each of the three task and finish groups focussed on the response and recovery of a key theme: Economic, Community and Resources. Both the Economic and Community themes had established strategic recovery plans, which have been previously approved by Cabinet and were in implementation stage.

It had been broadly acknowledged that the work of the Resources T&F group along with managers, teams and Trade Union colleagues across the organisation had been effective. There have been no staff deaths attributed to Coronavirus and only four RIDDOR coronavirus incidents reported since the pandemic began.

At the end of 2021, the Council had managed to maintain service delivery in line with Government restrictions and Council H&S guidance.

One of the main risks to maintaining business continuity across services was the availability of staff to deliver the service. This was being monitored on a weekly basis via the Resources task and finish group and in conjunction with the Corporate Leadership Team to proactively respond to any emerging staffing issues.

Objective 2 – What lessons have been learnt from the Council's emergency and business continuity planning relating to the Covid-19 pandemic.

One of the key attributes to how effective the Council had been during the pandemic had been a willingness to learn, be decisive and apply changes without delay.

The key areas of learning were:

- Don't be afraid to change, it was the constant change that kept things on track;

- A no blame culture - learning from one another had been very beneficial;
- Use data and experience to plan for a better future;
- The decision making process which had been developed over time had worked well, there had been:
 - Quick access to decisions when required;
 - Strong relationship between governance and decision-making groups;
 - Open communication.
- Regular virtual meetings and updates across the organisation had worked well.

It had been key to utilise the strengths of staff and the Council had sustained business continuity due to the dedication and commitment of Council employees. The Council would continue to work with partners across the business continuity network to keep up to date, incorporate shared learning and ensure that business continuity plans were kept up to date.

Further to the November 2020 report to Overview and Performance Scrutiny Forum, the Council was now in a far more resilient position to respond to and effectively manage future challenges.

Objective 3 - To consider other emergencies which could occur and plan a response.

From an emergency planning perspective, a response to an emergency was dependent on the size and scale of the emergency or business continuity event. This would determine the nature and scale of the response and would be determined when an emergency or business continuity event was triggered.

With regard to the consideration of 'other emergencies which may occur', the current emergency plan incorporated the likely emergency events which were considered possible.

There was a risk regarding staff not continuing to comply with Council Covid-19 safety measures over the longer term. Many of the previous Government restrictions had been removed, but the Council had maintained a more cautious approach as there remained a threat to staffing levels due to isolation and positive testing numbers.

Since the report to Overview and Performance Scrutiny Forum in November 2020, the corporate responsibility for business continuity had been re-assigned to the Service Director - Corporate. The Service Director had recently recruited a Strategic Health & Safety and Risk Manager, who would work with the Service Director in the emergency planning liaison roles on behalf of the Council. There were plans for a strategic review regarding the future of emergency planning and business continuity and it was suggested that a further report would be brought to a future Overview and Performance Scrutiny Forum meeting to outline this work.

Members thanked CBC staff for their work during the Covid-19 pandemic.

Members noted that DCC had not been mentioned in references to partnership working and suggested that there were learning points to raise with DCC as joint working could have been more productive. The Executive Director advised that DCC had participated in the LRF for Derbyshire which had been a very effective group.

Members enquired about the support which had been provided to staff who had been required to work from home and then adjusting to returning to working in offices in the recovery phase. The Executive Director explained that staff had been provided with the equipment they would need to carry out their work, digital support progress had been significant and staff had been surveyed to understand the preferences going forward which had found that 80% of staff wanted to continue with a hybrid approach to working.

Members asked about how information had been shared between Local Authorities and the Executive Director advised that information and examples of best practice had been shared through the LRF.

Members noted that climate change would increase the instances of excessive heat which would increasingly become an issue in work places and enquired whether this would fall under emergency planning. The Executive Director advised that this would be a health and safety risk and he believed that an emergency response would be required.

RESOLVED –

1. That the Emergency and Business Continuity Planning report be noted.

2. That a report regarding the strategic review of the future of emergency planning and business continuity be brought to a future Overview and Performance Scrutiny Forum meeting.

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Long list of scrutiny work programme topics 2022/23 by Cabinet portfolio

Leader

Item	Boundary Commission Review	Comments
<p>Details</p> <p>OPSF</p>	<ul style="list-style-type: none"> • Significant impact to the borough, large amount of public interest and confusion so how will information be shared, importance of an appropriate Comms strategy, how will this be ensured? • The focus needs to be on voters and not on councillors. 	<p>Summary of comments from service lead: Propose report to committee rather than a project group. Could present the draft communications plan for discussion early in the process, suggest July 22.</p> <p>Scrutiny officer comments: Much of the boundary commission review is out of the control of the council therefore difficult for scrutiny to add value. However, communication with the public is important and scrutiny could engage and add value to the development of the draft communications plan.</p>

Page 23

Item	Vision Derbyshire / Levelling Up	Comments
<p>Details</p> <p>OPSF</p>	<ul style="list-style-type: none"> • Vision Derbyshire and how this would play out – and how it sat with Levelling Up white paper. • Maybe another one for a monitor report on how Levelling Up progressing/playing out. 	<p>Summary of comments from service lead: Will need more time to understand the impacts of this further before reviewing. Awaiting further negotiation and announcements re. county deal and this is a big part of the levelling up agenda. Suggest not including now but keep an eye on developments and could be added in later.</p> <p>Scrutiny officer comments: Relevant as affecting whole organisation and will bring benefits to residents. Query the timeliness though, agree with service lead suggestion to not schedule in but DSOs to monitor and suggest update if there are developments. Note that written updates could be provided or given in member e-bulletin as it is important for all members to be aware.</p>

Agenda Item 10

Deputy Leader

Item	Climate Change Action Plan (already on the SWP for 2022/23)*	Comments
Details OPSF	<ul style="list-style-type: none"> • Important to have this as a central piece of scrutiny work. • How successful has embedding climate change within the organisation been? • Scrutiny can add value to the development of the new action plan. • Important to integrate into other scrutiny topics. 	<p>Summary of comments from service lead: Happy to continue with this approach – suggest twice yearly update to committee.</p> <p>Scrutiny officer notes: Organisational priority and high in the public interest, advise continue involvement in a monitoring capacity.</p>

Governance

Item	Member development	Comments
Details CC&O	<ul style="list-style-type: none"> • How to encourage ownership of skills and skills development amongst members. • Options for providing training on broader/basic skills like chairing, budget management, skills needed to be a rounded councillor – consider needs of new and longer serving members. • Making sure that councillors are skilled for the committees they are on. • Ensuring sessions are relevant to enhance role as a councillor. • DCC have e-learning courses on specific topics which have been useful such as governance, constitution, finances – look at what DCC do. • Options for online learning – makes it more accessible and can be interactive. • Fire safety for councillors – would be a good as a mandatory session. • Requirement for enhanced social media training due to fact that people are more scrutinised on things like this these days. Need an awareness of how to best utilise all types of social media. 	<p>Summary of comments from service lead: Potential for a special scrutiny session to help develop the 2023 member induction. Could be handled via a facilitated focus group / discussion to help inform that programme. The objective could be to develop a new member induction programme for 2023/24. Suggest starting off this work from May 22.</p> <p>Scrutiny officer notes: There is real opportunity for scrutiny to add value to this topic; suggest a focus group meeting supporting the development of the induction programme and delving into the detail of the programme. This work would be timely and present an opportunity for scrutiny to have a real impact.</p>

Item	Constitution	Comments
Details CC&O/ OPSF	<ul style="list-style-type: none"> • Links somewhat to member development – ensuring members are fully aware of the detail of the constitution – vital to doing a good job of the councillor. • Revisiting terms of reference of committees and ensuring members are aware of these. 	<p>Summary of comments from service lead: Link to member development. Important that new and returning members have a good understanding of constitutional matters early in their term of office. Be aware of impact on this topic due to boundary review and reduced councillor numbers.</p> <p>Scrutiny officer notes: Can be fed into the member development item.</p>

Item	Volunteer sector	Comments
Details CC&O	<ul style="list-style-type: none"> • How many volunteer sectors are available in Chesterfield? • Options for creating a record (i.e. by conducting a survey) so if we ever have another crisis we could look at the list of what is available to refer people to. • Look at with the Health and Wellbeing Board. 	<p>Summary of comments from service lead: Query what is meant by “voluntary sectors”. Work already undertaken by volunteer centre and DCC in partnership with CBC re. maintaining a record and responding differently to crises. Unsure that scrutiny could add value at this time.</p> <p>Scrutiny officer notes: Work would be duplicated and the number of external partners involved will make this topic a challenge to scope and may not be manageable.</p>

Page 25

Item	Members on outside bodies	Comments
Details CC&O	<ul style="list-style-type: none"> How are the outside bodies chosen? 	<p>Summary of comments from service lead: Will be a review of outside bodies (OB) during 2022/23 which will include looking at current OBs, defining the role of sitting on an OB and the selection process. Scrutiny could really help with this, it would lend itself to a project group. Propose starting time of May 22.</p> <p>Scrutiny officer comments: A timely project that provides an opportunity for scrutiny to add value. Also relates well with the community as many outside bodies involve external organisations. Agree with a project group approach and potentially could be a short, impactful project.</p>

Item	Emergency Planning and Business Continuity	Comments
Details OPSF	<ul style="list-style-type: none"> Included on 2021/22 SWP, needs to continue – agreed at January 2022 OPSF meeting that an update about future work would be brought because a large amount of work planned. 	<p>Summary of comments from service lead: Could do another update, suggest Autumn as fits with work schedules.</p> <p>Scrutiny officer comments: Already on draft programme following recent review at OPSF, suggest aligning with service leads timeline for further review. Could be considered as monitoring rather than main item.</p>

Business Transformation

Item	People Plan	Comments
Details OPSF	<ul style="list-style-type: none"> Link to mental health returning to work etc. effects of homeworking and the return and how longer term will impact. Finding a criterion to use going forward when interviewing people that can measure against. How are we managing vacancies in staff? Review feedback after surveys have been done etc. 	<p>Scrutiny officer comments: Officer report received at OPSF in Mar 22. Potentially consider specific items for further review following this update and receive as monitoring updates.</p>

	<ul style="list-style-type: none"> • Investors in people gold: look at the standards they use and see if we could use them. • Auditor report – code of corporate governance. Are there any benchmarks to measure outcomes? 	
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Item	My Chesterfield	Comments
Details OPSF	<ul style="list-style-type: none"> • Enhancing the service offered whilst balancing against the risk that it could be a barrier for some being able to access – is there a plan b? • What does that mean for the staff? • Electronic means of communication are not consistently applied across the whole council, very select on what can be done online. Understand what new services are added and why. • Review and see the take up of it – number of people subscribed so far. • How can we make sure as many people as possible know it's there, how to access it and how to use the tool? 	Scrutiny officer comments: Update received as part of ICT Improvement Programme in Jan 21, also scheduled for May 2022. In the public interest and a top organisational priority. Use points from this item to scope report at May meeting however more consideration needed on what value scrutiny can add to this topic in terms of driving outcomes.

Page 27

Item	Organisational development	Comments
Details OPSF	<ul style="list-style-type: none"> • Difficult to see which officers/services do what and how they all interact. • Is there value in creating a method of seeing the structures of the council and how they all interact? 	Scrutiny officer comments: Further information needed in order to fully scope. The organisational development programme has not been completed yet so may be more beneficial to wait until that is finished. More of a training point and will be useful for all members to be aware of; could be fed into the member induction or as an article in the e-bulletin.

Item	Business grants	Comments
Details E&W	<ul style="list-style-type: none"> • Successful, need to keep on top of/monitor. • What was the method/protocol for awarding grants? How did we ensure they got to the businesses who needed them most? 	Scrutiny officer comments: Feedback on the roll out of grants has been very positive. Also potential for duplication as the internal audit service have a role in monitoring this. Scrutiny

	<ul style="list-style-type: none"> • Lessons learned exercise. 	would need to consider what it's objectives of reviewing it were and how it could add value.
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Item	ICT Improvement Programme	Comments
Details OPSF	<ul style="list-style-type: none"> • Needs to be carried forward because aimed to bring efficiencies and monetary savings and Covid-19 had significant impacts. 	Scrutiny officer comments: Already on work programme, due at OPSF May 2022. Consider points above re. My Chesterfield.

Economic Growth

Item	Town centre economy	Comments
Details CC&O	<ul style="list-style-type: none"> • What impact will cuts to visitor information and events budgets have on the drive to boost tourism? • Link to Visitor Economy Strategy – this will be monitored after 12 months by CC&O following the scrutiny project group. • Make better use of empty properties. • Look at the softer side of what goes on in town centres – arts/photography/dance. • Talk to the above areas and see what they can offer (activities etc) for the town centre. • Is there potential for growth in the education sector? • How could we support/achieve that growth? 	Scrutiny officer comments: Scrutiny has just finished a project group on the visitor economy strategy, the recommendations from this will be monitored by CC&O SC. These points and questions can be fed into the monitoring.

Item	Pavements Shopping Centre	Comments
Details CC&O/E&W	<ul style="list-style-type: none"> • What are the options for the centre now it is under council ownership? • How can we make the best use of it? • Possible topic for working group. 	Scrutiny officer comments: As above, will be part of the visitor economy strategy monitoring.

Item	Marketing and successfully letting retail units	Comments
<p>Details</p> <p>CC&O/E&W</p>	<ul style="list-style-type: none"> • How are retail units being advertised? • Awareness that not all are council owned however that is not the perception of the public so what can we do to address this and support the letting of the units? • Need to keep under observation. • Update on the Waterside Development and the Enterprise Centre, what types of business are using/are they relocating from elsewhere? What types of businesses are we attracting to Chesterfield? • Acknowledged that scrutiny can't influence new tenants but as CBC owns The Pavements Shopping Centre scrutiny needs to understand the work CBC doing and support work where possible. • Comms strategy needs to be right. • Like for like comparisons need to be used. • Important to understand the good and bad parts of the development process. • Monitor performance after the developments have been completed and all commercial properties e.g. number of tenants, finances 	<p>Scrutiny officer comments: Report on this topic received by CC&O in Feb 22. Much of this is outside of the council's control and likely to duplicate work of the economic growth team. Query value added by scrutiny involvement. Will need careful scoping if included on SWP.</p>

Item	Activities and skills for young adults	Comments
<p>Details</p> <p>E&W</p>	<ul style="list-style-type: none"> • Look at activities'/skills learning for young adults who are looking for work. 	<p>Scrutiny officer comments: Feeds into the Skills Action Plan work coming to E&W. Likely to duplicate so suggest consolidating this into one item alongside Skills. When scoping topic, need an awareness of extent of CBC involvement due to education sitting with DCC.</p>

Town Centres and Visitor Economy

Item	Stephenson Memorial Hall Project	Comments
Details CC&O	<ul style="list-style-type: none"> • Will be a large amount of interest and disruption to the public. • Comms strategy around the project will be really important and needs to be right. • Need for members to be kept informed so they can respond effectively to residents' queries. • Option for scrutiny monitoring rather than main item. 	Scrutiny officer comments: Other bodies are involved in this project, e.g. planning committee. However, public interest and need for members to be kept informed is important. Potential to be done via member update/e-bulletin rather than topic at scrutiny as would be beneficial for all members, not just scrutiny. If consider beneficial for scrutiny, propose looking at communications plan for all town centre developments e.g. Revitalising the Heart of Chesterfield, Stephenson Memorial Hall, levelling up fund.

Item	Museums on the move	Comments
Details CC&O	<ul style="list-style-type: none"> • Where, how and why will locations be chosen for this? • Can the community involved, what sort of statistics/evidence will be looked at to inform this? • Consideration of the legacy after the Stephenson Memorial Hall project is finished. 	Scrutiny officer comments: This is a time sensitive topic and may be too late for scrutiny to be involved in criteria for choosing locations/involving the community. There is potential for considering the legacy after the project however due to the timescales of the project, this would more likely fit onto a future work programme.

Page 30

Housing

Item	Private sector housing	Comments
Details E&W	<ul style="list-style-type: none"> • Private sector landlords. • Involve the law centre in terms of their work they do with housing. • Bringing empty homes back into play and homelessness strategy – how will that work with private landlords? • Needs to be carried forward because the team is still understaffed, they are struggling to recruit and a large backlog. 	Summary of comments from service lead: New posts within the private sector housing team have been approved including empty homes lead. Current joint working with the law centre is across a broad range of housing areas, areas of focus would require streamlining if it goes forward as a scrutiny topic. Scrutiny officer comments:

		Item already provisionally included following last review at E&W SC. Is of public interest and scrutiny has demonstrated its ability to influence this area from previous similar reviews. When scoping, further clarification needed over law centre involvement. Suggest include in first meeting of the new year to look at a number policies in development.
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Item	CBC Housing	Comments
Details E&W Page 31	<ul style="list-style-type: none"> • Providing decent homes is very important. • How long does it take to turn around a vacant property for new tenants to move in? • What is CBC providing with properties? e.g. carpets. • Impact of Covid-19 backlog and how service recovering – possibility of a further topic about the recovery of all services mentioned. 	<p>Summary of comments from service lead: Plan was put in place to manage/prioritise repairs during Covid and emergency repairs and voids continued during the lockdowns. Still working through some repairs from the backlog as additional repairs are reported continuously. Re. decent homes, consultation and review undertaken by government, awaiting timetable for this and further guidance from government.</p> <p>Scrutiny officer comments: Question on length of time to turn void property around was asked at Full Council in Feb 22. Lead officer can provide information on repairs/voids, particularly the impact of Covid-19. Will need to consider the objectives of this if included and what value can scrutiny add. Potential for a lessons learnt activity. What would scrutiny's objectives be? Potential to look at next year once more government guidance issued.</p>

Health and Wellbeing

Item	Parks and Open Spaces	Comments
Details E&W	<ul style="list-style-type: none"> • How "green" are our open spaces? (green = environmentally friendly) • Can we champion where we are using "green" methods? 	<p>Scrutiny officer comments: Included on monitoring schedule for update following implementation of the two strategies approved at</p>

	<ul style="list-style-type: none"> • Can we add value by raising the profile of what we do so that it's something that every member of the community can get involved in? 	Council in Feb 2022. Suggest putting towards the end of the year to allow time for implementation to have taken effect.
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Item	Recycling rates	Comments
Details E&W	<ul style="list-style-type: none"> • What are the current rates of recycling? • Has there been an impact due to Covid-19? • Issues with waste disposal in the news, understand more about recycling collections in the borough. • Performance of the current contract. 	Scrutiny officer comments: E&W SC have reviewed this topic regularly, most recently in Feb 2021 which incorporated the impact of Covid-19. Consider value of scrutiny input again (is it too soon?), suggest looking at as a monitoring item rather than main item.

Item	Health and Wellbeing partnership working	Comments
Details CC&O	<ul style="list-style-type: none"> • Understand how much the partnership working is benefiting/detrimental to CBC/residents. • What value are the partnerships adding to residents? • Ask Cabinet Member for more information why the topic was suggested? Only three groups for the borough, could the names of the groups be improved to better reflect the area. • COVID distance i.e. people on a screen, community leaders have been unable to attend meetings and we need to engage these to come back and to listen to the issues. • Very top down at the moment, need to go back to people in the community to let them know the issues that we want tackling. • Integrated Care System, need a report to see what their intentions are. 	Summary of comments from service lead: Links to the future of the Health and Wellbeing Boards and Locality Partnerships through the development of the integrated care system. Currently building up knowledge of how this is going to work but still a long way to go on a national, regional and local perspective before we have some more developed thinking. Scrutiny officer comments: Will affect the community in a big way however still at the earlier stages which we do not have much control over. As with the Vision Derbyshire/Levelling Up, suggested not scheduling in at this stage but DSOs to monitor and bring forward updates if necessary.

Those highlighted in **green** are topic areas that are already covered on the OSC work programme.