

# **BOROUGH OF CHESTERFIELD**

You are summoned to attend a Meeting of the **Council** of the **Borough of Chesterfield** to be held in the **Council Chamber, Town Hall, Rose Hill, Chesterfield S40 1LP** on **Wednesday, 20 July 2022** at **5.00 pm** for the purpose of transacting the following business:-

1. To approve as a correct record the Minutes of the meetings of the Council held on 27 April and 11 May, 2022 (Pages 5 - 20)
2. Mayor's Communications
3. Apologies for Absence
4. Declarations of Members' and Officers' Interests relating to items on the Agenda.
5. Public Questions to the Council

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

Question submitted by Martin Bruno;

There are limited historical buildings in Chesterfield and the decision to sell Tapton House truly disturbs me. The Council obviously have a passion and a desire to renovate the Stephenson Memorial Hall in the town centre and therefore had the appetite to source funding to carry out such renovations. Did the Council consider pursuing the same source of funding to renovate Tapton House or was there no such appetite to do this and have the Council considered any other viable uses for the above property?

Question submitted by Di Treece, Friends of Tapton House;

What was the reaction of the councillor in charge of Chesterfield's heritage when the decision to sell Tapton House was made?

6. Petitions to Council

To receive Petitions submitted under Standing Order No.13

(i) To receive petitions without discussion.

(ii) To debate the following petition received from the Chesterfield Skatepark Users on 27 April, 2022: -

The Chesterfield Skatepark Users petition Chesterfield Borough Council to carry out minor maintenance on Chesterfield Skatepark.

The petition contains in excess of 1,000 signatures; therefore it is referred to Council to be debated in accordance with the Council's petition scheme and Standing Order No. 13

A representative, of the Chesterfield Skatepark Users will attend Council to present the petition and answer questions.

7. Questions to the Leader

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

8. Election to the Borough Council - 7 July, 2022 (Pages 21 - 22)

9. Changes to Committee Appointments 2022/23

(Report to follow)

10. General Fund Budget Outturn 2021/22 (Pages 23 - 40)

11. Equality and Diversity Annual Report 2021/22 (Pages 41 - 86)

12. Overview and Scrutiny Annual Report 2021/22 (Pages 87 - 110)

13. Minutes of Committee Meetings (Pages 111 - 112)

To receive for information the Minutes of the following meetings:-

14. To receive the Minutes of the meetings of the Cabinet of 5 April, 26 April, 17 May and 21 June, 2022 (Pages 113 - 134)

15. To receive the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 21 June, 2022 (Pages 135 - 136)

16. To receive and adopt the Minutes of the meetings of the Overview and Performance Scrutiny Forum of 24 March and 12 May, 2022 (Pages 137 - 148)

17. To receive and adopt the Minutes of the meetings of the Community, Customer and Organisational Scrutiny Committee of 31 March and 19 May, 2022 (Pages 149 - 158)

18. To receive and adopt the Minutes of the meetings of the Enterprise and

19. Questions under Standing Order No. 19

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

Question submitted by Councillor Ed Fordham;

Given that suicide in the UK still runs above 10 people for every 100,000 - and that male suicide runs at 15.3 compared to female suicide at 4.8 - can I ask what progress has been made to limit the risk of suicide at the bridges of Chesterfield and what measures we have introduced with DCC, Network Rail, the Samaritans and others to limit such opportunities for suicide within the Borough?

Question submitted by Councillor Ed Fordham;

Can the council be updated on the roll out of segregated waste collection in the public rubbish bins in and around the Town Centre and by local shops in and around the Borough?

20. Notice of Motion under Standing Order No. 21

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

**Tapton House**

Chesterfield Borough Council notes that Tapton House is one of the most attractive examples of architecture in Chesterfield and certainly the finest owned by CBC. Apart from the visual aspect of the House and the much-valued community use of the grounds, it is also important in the heritage of Chesterfield.

The story of Stephenson is well known. The role of the Markham family was however even greater in terms of the economic development of Chesterfield and Staveley. Further still the Markham family played an important role in the political and social life of the Town being involved in slum clearance to improve living conditions and in school expansion for all. Violet Markham was also a pioneer as the first female Mayor of Chesterfield.

If Chesterfield really wishes to celebrate its own heritage and develop as a Tourist Town, then it needs to make the most of major assets such as Tapton House.

Chesterfield Borough Council resolves that:

1. Tapton House should remain in the ownership of CBC.
2. Tapton House will immediately be withdrawn from sale.
3. Interested Community Groups will be invited to contribute ideas about future use and possible community involvement.
4. Detailed options and costings will be drawn up for the various uses that Tapton House can be put to.
5. All Cllrs will be involved in a public discussion as to which option the Council will adopt.

By order of the Council,

A handwritten signature in black ink, appearing to read 'Huw Jones'.

Chief Executive

Chief Executive's Unit,  
Town Hall,  
Chesterfield

12 July 2022



## COUNCIL

Wednesday, 27th April, 2022

Present:-

Councillor G Falconer (Chair)

Councillors	Bagshaw	Councillors	P Innes
	Barr		Kelly
	Bellamy		Mannion-Brunt
	Bingham		Mann
	Blakemore		Marriott
	Blank		Miles
	Borrell		A Murphy
	Brady		T Murphy
	Brittain		P Niblock
	D Collins		S Niblock
	L Collins		Perkins
	Coy		Perry
	Davenport		Rayner
	K Falconer		Redihough
	Fordham		Rogers
	P Gilby		Sarvent
	T Gilby		Serjeant
	Hollingworth		Simmons
	Holmes		Thornton
	J Innes		

\*Matters dealt with under the Delegation Scheme

92 **TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 23 FEBRUARY, 2022**

**RESOLVED –**

That the Minutes of the meeting of Council held on 23 February, 2022 be approved as a correct record and be signed by the Chair.

93 **MAYOR'S COMMUNICATIONS**

The Mayor reflected on her extended term of office. The Mayor and her consort had attended 170 engagements to date and she was pleased to be back in the Council Chamber for the Annual Business Meeting.

The Mayor had observed Chesterfield's recovery from the pandemic through her term of office and noted that despite the difficult start she and her consort had been warmly welcomed at all their events and they had relished the opportunity to engage with the borough's many and varied communities.

The Mayor's Appeal fundraising total had reached £13,073.88. The Mayor thanked everyone for their support and concluded by saying that it had been an honour to serve as the 380<sup>th</sup> Mayor of Chesterfield.

**94 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Callan, Catt, Caulfield, Flood, Kellman, Ludlow and Snowdon.

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

No declarations of interest were received.

**96 VOTE OF THANKS TO THE RETIRING MAYOR AND CONSORT**

It was moved by Councillor Shirley Niblock, seconded by Councillor Tom Murphy and resolved:-

(a) That the best thanks of the Council be accorded to Councillor Glenys Falconer for her services as Mayor of the Borough for the past year, for the able manner in which she has directed the affairs of the town and for the deep interest which she has shown in all matters relating to the welfare of the Borough;

(b) That the best thanks of the Council be accorded to Councillor Keith Falconer for the enthusiasm, charm and dignity with which he has undertaken his duties as Consort.

**97 PUBLIC QUESTIONS TO THE COUNCIL**

Under Standing Order No. 12, the following question was asked by Mr Paul Stone:

In an emergency situation of widespread food shortages, what contingency plans are in place to help Chesterfield people?

Councillor Amanda Serjeant provided a verbal response explaining that Chesterfield Borough Council was an active member of the Derbyshire Local Resilience Forum which worked with partner agencies to provide strategic oversight and co-ordination of emergency planning in Derbyshire. These arrangements had been utilised during the pandemic and included new areas of support such as deliveries of food and medication to the most vulnerable members of the borough's communities.

Mr Stone asked if he could have access to the detailed plans and Councillor Blank replied that at such times as it was necessary for such plans to be put into place she would be happy to provide an overview of their content.

## 98 **PETITIONS TO COUNCIL**

The following petition was delivered by Councillor Fordham, on behalf of Mr George Sheppard:

Chesterfield Skatepark is in need of minor maintenance. The lights that were installed a few years ago have all since gone past their life span and need new bulbs, 8 in total. We are also in favour of a timer for the lights to turn off at midnight if it was to prolong the life of the bulbs. It's also going to be dark at 4pm meaning no one will be able to use the facility after work.

A new bin would be massively appreciated. The current bin has corroded through its own base and no longer fixed to the floor. As well it's too small, with skateboarding becoming more popular there's more litter. That being said, a bench or a seating area for parents would be beneficial as parents have a tendency to stand/sit in the way unintentionally.

Finally there is some metal coping that needs replacing on one of the blocks. This block has been ground on a daily basis ever since it opened in 2007 and it needs replacing. It's become so sharp and dented it is almost un-skateable.

Skateboarding is on the rise and we'd really appreciate it if the council could help and repair Chesterfield Skatepark. It doesn't deserve being neglected, it probably wasn't cheap to build.

The petition was received.

**99 DEPUTY LEADER OF THE COUNCIL AND CABINET APPOINTMENTS 2022/23**

**RESOLVED –**

1. That the appointment by the Leader of Councillor Amanda Serjeant as the Deputy Leader of the Council for the municipal year 2022/23 be noted.
2. That the appointment by the Leader of the following Members of the Cabinet for the municipal year 2022/23 be noted:

<b>Cabinet Member for Business Transformation &amp; Customers</b>	Councillor Jean Innes
<b>Cabinet Member for Economic Growth</b>	Councillor Dean Collins
<b>Cabinet Member for Governance</b>	Councillor Sharon Blank
<b>Cabinet Member for Health and Wellbeing</b>	Councillor Jill Mannion-Brunt
<b>Cabinet Member for Housing</b>	Councillor Chris Ludlow
<b>Cabinet Member for Town Centres and Visitor Economy</b>	Councillor Kate Sarvent
<b>Minority Member without Portfolio</b>	Councillor Paul Holmes
<b>Assistant Cabinet Member(s) (Special Projects)</b>	Councillor Peter Innes

**100 COMMITTEE APPOINTMENTS 2022/23**

**RESOLVED –**

1. That the Member-level bodies of the Council for 2022/23, and the number of Members on each be as follows:-

<b>Planning Committee</b>	15
<b>Planning Sub Committee</b>	3
<b>Appeals and Regulatory Committee</b>	14
<b>Licensing Committee</b>	14
<b>Employment and General Committee</b>	6
<b>Overview and Performance Scrutiny Forum</b>	16
<b>Community, Customer and Organisational Scrutiny Committee</b>	8
<b>Enterprise and Wellbeing Scrutiny Committee</b>	8
<b>Standards and Audit Committee</b> (Borough Council representatives only)	6

2. That the following named Members be appointed to the Council's Member-level bodies for 2022/23:

**Planning Committee**

Councillors: Barr, Bingham, Borrell, Brady, Callan, Catt, Caulfield, D Collins, Davenport, G Falconer, T Gilby, Mann, Marriott, Miles and Simmons.

**Planning Sub-Committee**

Councillors: Barr, Callan and D Collins.

**Appeals and Regulatory Committee**

Councillors: Bellamy, Bingham, G Falconer, Flood, P Innes, Marriott, Miles, A Murphy, S Niblock, Perkins, Perry, Rayner, Redihough and Rogers.

**Licensing Committee**

Councillors: Bagshaw, Bellamy, Blakemore, Brittain, Flood, A Murphy, T Murphy, P Niblock, S Niblock, Perkins, Rayner, Redihough, Rogers and Thornton.

**Employment and General Committee**

Councillors: Blank, Brittain, Davenport, K Falconer, T Murphy and Simmons.

**Overview and Performance Scrutiny Forum**

Councillors: Blakemore, Borrell, Brittain, Catt, Caulfield, L Collins, Coy, Dyke, Flood, Fordham, T Gilby, Hollingworth, Kellman, Kelly, Mann and Snowdon.

**Community, Customer and Organisational Scrutiny Committee**

Councillors: Bagshaw, Blakemore, Borrell, L Collins, Dyke, Fordham, Kellman and Kelly.

**Enterprise and Wellbeing Scrutiny Committee**

Councillors: Brittain, Caulfield, Coy, Dyke, Flood, Hollingworth, Mann and Snowdon.

3. That the following named Members be appointed to the Standards and Audit Committee (Borough Council representatives only) for 2022/23:

Councillors: Brady, Caulfield, Kellman, T Murphy, Rayner and Snowdon.

4. That the following named Members be appointed to the roles of Chairs and Vice-Chairs of Committees for 2022/23:

**Planning Committee**

Chair: Councillor Callan

	Vice-Chair: Councillor Simmons
<b>Planning Sub Committee</b>	Chair: Councillor D Collins Vice-Chair: Councillor Callan
<b>Appeals and Regulatory Committee</b>	Chair: Councillor A Murphy Vice-Chair: Councillor Perkins
<b>Licensing Committee</b>	Chair: Councillor A Murphy Vice-Chair: Councillor Perkins
<b>Employment and General Committee</b>	Chair: Councillor T Murphy
<b>Overview and Performance Scrutiny Forum</b>	Councillors L Collins and Flood to be alternating Chairs
<b>Community, Customer and Organisational Scrutiny Committee</b>	Chair: Councillor L Collins Vice-Chair: Councillor Borrell
<b>Enterprise and Wellbeing Scrutiny Committee</b>	Chair: Councillor Flood Vice-Chair: Councillor Dyke
<b>Standards and Audit Committee</b>	Chair: Councillor Caulfield Vice-Chair: Councillor Kellman

## 101 **QUESTIONS TO THE LEADER**

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

Councillor Davenport asked, following the announcement of Marks and Spencer's store relocation, can you tell us what communications have taken place with the building's owner and what strategies are in place to deal with such a large, prominent and soon-to-be empty building in the town centre.

Councillor Gilby replied, agreeing that although this was disappointing news for the town centre, she was delighted that Marks and Spencer were staying and expanding their operations in Chesterfield when stores in other cities and towns were closing. The Chief Executive had been in conversation with Marks and Spencer's Property Director and a 3-way meeting was planned with the building's owner and Marks and Spencer to develop a plan for the town centre building to be re-occupied as soon as possible. Marks and Spencer's lease did not expire until 2027 and as the building was privately owned CBC's role would be to influence the process and encourage the building's owner to keep the council and the people of Chesterfield informed.

Councillor Bingham asked what the Borough Council's carbon output was in 2019 when it declared a climate emergency and what is it today, three years later.

Councillor Gilby replied, explaining that a carbon accounting report was due soon, which would set out the latest information. A successful carbon reduction plan was in place and both officer and financial resources had been increased to support the plan's delivery.

Councillor Paul Niblock asked, following the closure of Eyres furniture store, what communication had taken place with the owners.

Councillor Gilby replied, expressing the disappointment felt by many that the store had closed. She acknowledged that there were significant challenges to restoring the building due to its age and condition. However, in officer conversations with the owner there had been no suggestion of any plans to close the store. The council would continue to reach out to the owners and planned to share with them details of the many growth projects already underway in and planned for the town centre to assist with the marketing of the site.

Councillor Gilby referenced the press reports of customers having placed deposits with little hope of receiving what they had paid for. The Leader advised that people so affected should contact Toby Perkins MP.

Councillor Nick Redihough asked, what the current figure was for the number of empty units in the Pavements Shopping Centre and given that the centre is owned by CBC what was the council doing to reinvigorate it and attract new tenants.



Councillor Gilby replied, confirming that there were currently a growing number of empty units and it was a challenging situation. However, the previous Monday the Leader had sight of a report on the council's whole estate which was very positive, and she would be happy to share the figures with Cllr Redihough. The town centre overall was on average better occupied than other comparable towns. Plans for the Pavements Shopping Centre would be drawn up and brought to Council once they were ready. It was acknowledged that there had been a delay on this due to the economic development team being very busy preparing bids for the Levelling Up Fund and Staveley Town Deal which had successfully secured more than £45 million to the borough.

Councillor Miles asked, what the Leader's significant engagements had been since the last meeting of the Council after having heard the Mayor's at the start of the meeting.

Councillor Gilby replied, firstly referring to her meeting with Sir John Peace, Chair of Midlands Engine and Midlands Connect. The Leader explained that she had been able to show Sir John the development opportunities in the Staveley Works Corridor, including the HS2 Infrastructure Maintenance Depot site and the former Hartington Colliery site, and finally the proposed site of the Derbyshire Rail Industry Innovation Vehicle (DRIVE) centre at the Round House in Barrow Hill. The training that would take place at the centre for learners from 16 years old through to post-graduates, had been made possible due to the council's excellent relationships with Chesterfield College, Derby University and New Rail. Two and a half thousand children were currently living in poverty in the surrounding area with the potential for all to have access to good quality training opportunities and jobs as a result.

Councillor Gilby had attended the opening of Badger Croft, the largest council housing development in a generation. The standard of housing provided was impressive and in keeping with the Council's climate change ambitions. The contractor had worked closely with the Holmebrook Valley Environmental Improvement Group on biodiversity projects including hedgehog runs between the properties. A beautiful art piece had been installed, illustrated with badgers as part of the Council's Percent for Art scheme.

Alongside the Cabinet Member for Housing Councillor Gilby had recently broken ground in Middlecroft for ten new council homes, and she also referenced the significant refurbishment scheme that the Council had

taken forward at Aston Court in Lowgates as evidence of the Council's commitment to investing housing capital in the Staveley area.

Councillor Gilby had attended a photo call alongside Derbyshire County Council representatives at Jewson's new Sheffield Road depot. Jewson had been moved from their Spa Lane depot to enable the Council to bring forward the Chesterfield Station Master Plan. Councillor Gilby thanked Christine Durrant for her professional expertise and hard work on the re-location project. Morgan Sindall had done a great job as the Council's construction partner and Jewson were delighted with their new depot.

Finally, Councillor Gilby referenced Look North's recent coverage of three Chesterfield-based projects – the restoration of Chesterfield Canal, the refurbishment of the Pomegranate Theatre and Chesterfield Museum, and the work of Gussies Kitchen. Councillor Gilby congratulated everyone involved in these projects.

## **102 COUNCIL'S DELEGATION SCHEME AND CONSTITUTION**

The Monitoring Officer submitted a report seeking confirmation of the Council's scheme of delegation and constitution for the civic year 2022/23.

The constitution sets out the principal powers, duties, and procedures of the Council, including, in Part 3, to whom decision making over the Council's various functions is delegated.

The current versions had been approved and confirmed at the April 2021 Annual Business Meeting and all changes made since then were documented in Appendix A of the officer's report.

### **RESOLVED –**

That the Constitution, including the scheme of delegation in Part 3 be confirmed.

## **103 VISION DERBYSHIRE CLIMATE CHANGE STRATEGY**

The Deputy Leader presented a report to Council seeking endorsement for the Vision Derbyshire Climate Change Strategy.

The importance of working collaboratively on climate change had been acknowledged by all Derbyshire councils as evidenced by their work in creating an overarching strategy, supportive of individual authorities' plans. The development and adoption of a joint strategy had also been identified as an opportunity to establish common ambitions and priorities, foster collaboration and resource sharing, and promote consistency and best practice in delivery.

A Vision Derbyshire Climate Change working group, comprising of political and officer representatives from all Derbyshire councils had been established and a series of ambition areas identified which were supported by a detailed action plan.

#### **RESOLVED –**

That the publication and delivery of the Vision Derbyshire Climate Change Strategy (2022-2025) be endorsed by Council.

#### **104 MINUTES OF COMMITTEE MEETINGS**

#### **RESOLVED –**

That the Minutes of the following Committees be noted:

- Appeals and Regulatory Committee of 16 February, 2 March, 9 March and 6 April, 2022.
- Employment and General Committee of 28 March, 2022.
- Planning Committee of 21 February, 28 February, 14 March and 4 April, 2022.
- Standards and Audit Committee of 16 February, 2022.

#### **105 TO RECEIVE THE MINUTES OF THE MEETINGS OF THE CABINET OF 22ND FEBRUARY, 2022 AND 15TH MARCH, 2022**

#### **RESOLVED –**

That the Minutes of the meetings of Cabinet of 22 February and 15 March, 2022 be noted.

106 **TO RECEIVE THE MINUTES OF THE MEETING OF THE JOINT CABINET AND EMPLOYMENT AND GENERAL COMMITTEE OF 22ND FEBRUARY, 2022**

**RESOLVED –**

That the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 22 February, 2022 be noted.

107 **TO RECEIVE AND ADOPT THE MINUTES OF THE MEETING OF THE OVERVIEW AND PERFORMANCE SCRUTINY FORUM OF 27TH JANUARY, 2022**

**RESOLVED –**

That the Minutes of the meeting of the Overview and Performance Scrutiny Forum of 27 January, 2022 be approved.

108 **TO RECEIVE AND ADOPT THE MINUTES OF THE MEETING OF THE COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE OF 3RD FEBRUARY, 2022**

**RESOLVED –**

That the Minutes of the meeting of the Community, Customer and Organisational Scrutiny Committee of 3 February, 2022 be approved.

109 **TO RECEIVE AND ADOPT THE MINUTES OF THE MEETING OF THE ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE OF 10TH FEBRUARY, 2022**

**RESOLVED –**

That the Minutes of the meeting of the Enterprise and Wellbeing Scrutiny Committee of 10 February, 2022 be approved.

110 **QUESTIONS UNDER STANDING ORDER NO. 19**

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

- “Given the apparent policy within the CBC Housing is to replace damaged doors from Council Estates and Properties rather than repair them, what steps does the Council take to ensure that such waste, which appears to go into skips for collection, does not just go to landfill?”

Councillor Serjeant provided a verbal response explaining that CBC always undertakes repairs to damaged doors where appropriate to limit waste and any doors that are replaced are recycled through Wards recycling.

The Council was currently progressing several major replacement programmes to ensure that the highest standards of security and fire safety were achieved. Only minor repairs could be carried out on fire doors that were already to the required FD30s standard. Repairs couldn't be carried out on old doors where there was no certification or proof of compliance with the required standard, also items such as locks would need to be capable of being opened from the inside without a key, and letter boxes and other components fire rated. Similarly, if fire doors were damaged and their integrity compromised, the only option was to replace them.

The contractor used to recycle old or damaged doors as part of the current Holme Hall door replacement scheme, Ventro, had a Sustainability Policy which ensured all waste was re-cycled where possible and other measures taken to achieve the company's net-zero targets. The Policy was available on Ventro's website for reference.

- “It is now a year since the Elder Way Co-op store for food closed – a situation driven largely by a reduction in footfall and the pandemic. Given this sits at the heart of the Northern Gateway with the new car park, the Enterprise Centre and of course the development of the empty shops that comprise the former Co-op Department Store - isn't this now the time to lead by example regarding town centre living and offer in-town housing flats and apartments in the Council owned former Co-op food store building?”

Councillor Dean Collins provided a verbal response confirming that the Council's Local Plan sought to prioritise town centre living and that the Council was already seeing a pleasing increase in applications for town centre housing schemes.

Whilst the Council owned the freehold for the property, Central England Co-operative still had over 80 years remaining on their lease. The site was being actively marketed by the Co-op and the Council was supporting this by including the site within its site and premises guide.

The site offered limited potential for conversion to Council housing stock as the key pressure points for social housing were for bungalows and larger properties. This site would be more suitable for upper floor 1- and 2- bedroom apartments for which there was less demand.

There had however been several recent town centre property conversions where the Council had worked pro-actively with private sector investors and developers to secure attractive, high-quality schemes enabling key town centre buildings to be brought back into use. A good example was Knightsbridge Court.

#### 111 **NOTICE OF MOTION UNDER STANDING ORDER NO. 21**

##### **Motion to Adopt the All-Party Parliamentary Group Definition of Islamophobia**

It was moved by Councillor Serjeant and seconded by Councillor Blank:

That Chesterfield Borough Council believes racism in all its forms is unacceptable and must be stamped out. Recent high-profile cases have shown that islamophobia is still rife in areas where young people often look for role models such as in the world of sport. It is, therefore, proposed that this Council adopts the All-Party Parliamentary Group on British Muslims' definition of Islamophobia –

"Islamophobia is rooted in racism and is a type of racism that targets expressions of Muslimness or perceived Muslimness."-

to demonstrate solidarity with our Muslim communities and to assist the Council in furthering its aim of putting our Communities First and improving the lives of the people of Chesterfield.

On being put to the vote the motion was declared carried.

**COUNCIL****Wednesday, 11th May, 2022**

Present:-

Councillor G Falconer (Chair)

Councillors	Barr	Councillors	J Innes
	Bellamy		P Innes
	Bingham		Kellman
	Blakemore		Kelly
	Borrell		Mannion-Brunt
	Brady		A Murphy
	Brittain		T Murphy
	Caulfield		P Niblock
	L Collins		S Niblock
	Coy		Perkins
	Davenport		Redihough
	Dyke		Rogers
	K Falconer		Sarvent
	Flood		Serjeant
	P Gilby		Simmons
	T Gilby		Snowdon
	Holmes		Thornton

\*Matters dealt with under the Delegation Scheme

**1 TO ELECT THE MAYOR FOR THE CIVIC YEAR 2022/23**

It was moved by Councillor Paul Holmes, seconded by Councillor Kate Sarvent and resolved that Councillor Tony Rogers be elected Mayor of the Borough of Chesterfield for the Civic Year 2022/23.

(At this point, the Chair was vacated by Councillor Glenys Falconer and occupied by the new Mayor.)

The Mayor then made the Declaration of Acceptance of Office and took the Oath of Allegiance.

**2 PRESENTATION TO THE RETIRING MAYOR AND CONSORT**

Pursuant to Minute No. 96 (2021/22), the Mayor presented Councillor Glenys Falconer with a former Mayor's badge and a record of her year of office and a former Consort's badge to Councillor Keith Falconer.

**3 TO ELECT THE DEPUTY MAYOR FOR THE CIVIC YEAR 2022/23**

It was moved by the Mayor, seconded by Councillor Tricia Gilby and resolved that Councillor Mick Brady be appointed Deputy Mayor of the Borough of Chesterfield for the Civic Year 2022/23.

**4 TO RECEIVE THE APPOINTMENT OF THE MAYOR'S CHAPLAIN FOR THE CIVIC YEAR 2022/23**

The Mayor indicated that he had appointed Reverend Canon Patrick Coleman to be the Mayor's Chaplain.

**5 TO CONFIRM THE RECOMMENDATIONS OF THE ANNUAL BUSINESS MEETING HELD ON 27 APRIL, 2022**

**RESOLVED -**

That the recommendations of the Annual Business Meeting of Council held on 27 April, 2022, at Minute No.100 (2021/22), be noted and approved.



## For Publication

### ELECTION TO THE BOROUGH COUNCIL – 7 JULY, 2022

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<b>MEETING:</b>	<b>COUNCIL</b>
<b>DATE:</b>	<b>20 JULY, 2022</b>
<b>REPORT BY:</b>	<b>CHIEF EXECUTIVE AND RETURNING OFFICER</b>
<b>WARDS:</b>	<b>HOLLINGWOOD &amp; INKERSALL</b>

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#### **For Publication**

BACKGROUND PAPERS FOR PUBLIC REPORTS:	Nil
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#### **1.0 PURPOSE OF REPORT**

- 1.1 To report on the outcome of the Hollingwood & Inkersall Ward Borough By-election on 7 July, 2022.

#### **2.0 RECOMMENDATION**

- 2.1 That it be noted that Councillor Deborah Wheeldon has been elected as Councillor for the Hollingwood & Inkersall Ward.

#### **3.0 BACKGROUND**

- 3.1 At a By-election held on 7 July, 2022, Councillor Deborah Wheeldon (Labour Party candidate) was duly elected as Councillor for the Hollingwood & Inkersall Ward.

#### **4.0 RECOMMENDATION**

- 4.1 That it be noted that Councillor Deborah Wheeldon has been elected as Councillor for the Hollingwood & Inkersall Ward.

HUW BOWEN  
CHIEF EXECUTIVE AND RETURNING OFFICER

**For publication**

**General Fund Budget Draft Outturn Report 2021/22**

<b>Meeting:</b>	Council
<b>Date:</b>	20 July 2022
<b>Cabinet portfolio:</b>	Deputy Leader
<b>Directorate:</b>	Finance

## **1.0 Purpose of report**

1.1 To report on the draft General Fund Revenue and Capital Outturns for 2021/22, provide details of significant variations and consider carry forward requests. Also highlighted are the movements from the previous forecast based on quarter 3, which was reported to Cabinet in February 2022.

1.2 This report precedes the production of the Council's formal Statement of Accounts and whilst it is not expected that any further adjustments will alter the final outturn position, it is possible that this could be the case.

Note: the external audit of the accounts is expected to start in August 2022. The formal published Statement of Accounts 2021/22 will be presented to the Standards and Audit Committee for approval in November on conclusion of the external audit. Once approved, a copy of the Statement of Accounts 2021/22 will be placed on the Council's website.

1.3 This report was considered by Cabinet at its meeting on 21 June, 2022 where it was resolved that the report and its recommendations be supported and referred to Council for approval.

## **2.0 Recommendations**

2.1 That Council notes the report on the General Fund Revenue and Capital Outturns for 2021/22.

## **3.0 Reason for the Recommendation**

- 3.1 This report forms a key part of formal revenue and capital monitoring against the 2021/22 budget. There will be a separate report for the Housing Revenue Account covering both the revenue and capital elements. The information in these reports will be incorporated into the published Statement of Accounts 2021/22.
- 3.2 The approval of the budget outturn, in-year movements, carry forward requests and reserves are required by corporate financial procedures.
- 3.3 To consider the reserves position given the challenges facing the Council over the period of the MTFP.

#### **4.0 Report Details**

##### **Background General Fund Revenue**

- 4.1 The Council approved the original budget 2021/22 on 24 February 2021 with a forecast deficit of **£188k**, which was to be funded from reserves if savings and efficiencies were not identified in the year.
- 4.2 The deficit assumed the in-year delivery of savings of **£524k**, of which **£374k** would be delivered through the ICT Improvement Programme. A further **£250k** vacancy rate allowance was also included for all years of the MTFP.
- 4.3 The budget for 2021/22 was set in the midst of the ongoing Covid-19 pandemic and, as reported in previous monitoring reports, the resulting lockdowns have had a significant impact on the financial position of the Council in 2021/22, resulting in additional expenditure being incurred, disruption to the delivery of planned activities and significant reductions across all income streams.
- 4.4 At the end of the second quarter the Council was forecasting a deficit of **£1.005m** after applying Covid-19 related grant support. This was mainly due to the increased costs of providing a kerbside recycling service and the ongoing impact of the Covid-19 pandemic on income. These costs were partly offset by increased income from the buyout of the superior landlord's interest in the Pavements Shopping Centre and Covid-19 related grant support.
- 4.5 It was acknowledged that the forecast deficit would have major implications for the MTFP and it was clear that, without further management actions, any adverse variance would increase the financial gap and size of the challenge in future years.
- 4.6 The Council therefore worked collectively and at pace to agree clear, robust and immediate management actions to reduce the adverse variance. Measures included the review of non-essential spending, maximising grant opportunities, appropriate charging to other funds and general efficiencies.

These measures together with strict budgetary control culminated in a small surplus of **£128k** at the end of the third quarter.

- 4.7 It was agreed by Council in February 2022, that any surplus at outturn would be used to supplement the Budget Risk Reserve.

### General Fund – Revenue Outturn

- 4.8 For 2021/22 the Council delivered services within budget and reports an underspend of **£758k** for the year. This is a movement of **£630k** from the last revenue monitoring report to Cabinet in February 2022 (period 9, quarter 3).

<b>Table 1: Summary of main variances to 31 March 2022</b>			
<b>Budget Movement</b>	<b>Movement up to Q3 £000</b>	<b>Movement at Outturn £000</b>	<b>Total variance £000</b>
MTFP Budget - February 2021 deficit	188	0	<b>188</b>
<b>Movements during the year</b>			
Vicar Lane	239	0	239
Recycling Contract	869	(188)	681
Reduced Sales Fees and Charges (Car Parking, Sports Facilities, Venues, Markets and Catering)	1,417	(182)	1,235
Industrial and Commercial Properties	125	0	125
Pay Award Negotiations	85	0	85
Removal of Voluntary Redundancy Savings	50	0	50
Security deficit	0	35	35
Pavements Shopping Centre	(895)	28	(867)
Spirepride Surplus	(149)	(60)	(209)
Employee - Vacant posts and training	0	(182)	(182)
Refund on Court Costs	0	(93)	(93)
Trade Refuse	0	(60)	(60)
Other Net Movements	(76)	15	(61)
Covid-19 and grant support	(1,331)	0	(1,331)
Management mitigations	(650)	57	(593)
<b>Net variances</b>	<b>(128)</b>	<b>(630)</b>	<b>(758)</b>

- 4.9 Details of the variances that contributed towards the small surplus of **£128k**, at the end of quarter 3, were set out in previous monitoring reports to Cabinet. The significant variances relating to quarter 4 are set out below:

- Recycling contract - Emergency arrangements were put in place for the kerbside recycling service when the contract with the previous contractor was terminated in February 2021. There was a recognition at that time that the new arrangements would be far more costly and budget provision was increased accordingly by **£894k**. The outturn position

shows that the increase was not as high as expected and costs are **£177k** lower than the adjusted budget for 2021/22.

- Reduced Fees and Charges:
  - Car parking income - Income was lower than expected particularly at New Beetwell Street MSCP (**£50k**) and surface car parks (**£109k**).
  - Markets income - Although some savings have been made from staffing vacancies, occupancy levels and corresponding rents from market stalls continue to fall for both the general market and flea market (**£48k**).
  - Sports Centre income - The sports centres have been highly impacted by closures due to the Covid-19 pandemic and a reluctance for customers to return to use the facilities during 2021/22. Despite a reduction in the level of staffing required, income at both centres was significantly below forecast at the end of the third quarter leading to additional net costs of **£617k** at QPSC and **£247k** at HLC. However, customer numbers have recovered in the final quarter of the year and the outturn position is an improvement of **£169k** at QPSC and **£95k** at HLC.
  - Venues income - The Winding Wheel and Pomegranate Theatres had similar problems to the sports centres but again have seen an improvement in attendances in the final quarter which, together with Arts Council grant funding, has led to a reduction in net spend at outturn of **£55k** at The Winding Wheel Theatre and **£75k** at the Pomegranate Theatre.
- Security services – Staff regrade in 2020/21 has resulted in higher costs for the service. Charges have not been increased for tenants as this would increase the difficulty of letting units in the Pavements and surrounding area. This has led to a deficit of **£35k** in 2021/22.
- Pavements rental income - Income from shop rentals and service charges are lower than expected due to the granting of rent-free periods as incentives to retain tenants.
- Spirepride surplus - Spirepride costs were lower than expected due to an increased number of staffing vacancies. A carry forward of budget is requested to address areas that have begun to materialise post pandemic; more attention to be given to the removal of graffiti; a review of dog bin provision, following the significant rise in dog ownership; and deep cleaning of areas following periods of staff absence and re-prioritisation of resources to respond to the pandemic.
- Employee Vacancies and Training
  - Staff Vacancies - The budget assumes that savings of **£250k** will be generated from staff vacancies during the year. Due to a higher level of staff turnover and difficulty recruiting to vacancies, further savings of **£144k** over and above this target were realised. A carry forward request is made for this amount to be earmarked for progressing projects in 2022/23 which have been delayed either by the Covid-19 pandemic or reduced staff capacity, for example, work to identify the property maintenance repairs backlog and upgrade the financial management system.

- Training - The centralised training budget has not been fully utilised in 2021/22, due to capacity restraints, giving an unused balance of **£38k**. It is requested that this underspend be carried forward into 2022/23.
- Court Costs refund - The Ministry of Justice has recently concluded a review of court cost charges for hearings for council tax and business rate arrears. The review found that the price enforced by the courts was higher than the actual cost and the Ministry have therefore provided a refund to reflect this overcharging (**£93k**). This refund covers a 3-year period from 2015 to 2018.
- Trade refuse - During 2020/21, the trade waste service was suspended for several weeks for some clients due to lockdown restrictions. A provision was made at the end of 2020/21 for refunds to customers. The level of the provision was reduced by **£60k** as part of the normal review process at the end of 2021/22.
- Business Transformation - An opportunity to apply the flexibility to utilise capital receipts for revenue purposes was identified for the Business Transformation team part way through 2021/22. However, there was insufficient time to put in place the required permissions to make this happen for 2021/22, leading to an overspend of **£57k**. This opportunity has not been lost and the **£57k** will be available to use for other Organisational Development initiatives during the next 3 years as permissions are now in place.

## **Business Rates**

- 4.10 The General Fund Revenue outturn includes **£3.560m** of government grant to compensate for loss of income from business rates. This grant is provided to meet the deficit in business rates income arising from the Covid-19 business rates reliefs awarded in 2021/22, the impact of which will not be reflected in the General Fund Revenue budget until 2022/23. The full value of this grant has therefore been transferred to the Business Rates Reserve to meet the Council's obligations as they become due in future financial years.
- 4.11 Business Rates Pool – Chesterfield is a member of the Business Rates Pool which consists of eight Derbyshire district or borough Councils, Derbyshire County Council and Derbyshire Fire Authority. Instead of each borough or district Council paying 50% of their growth above the baseline over to the Government, it is kept within the pool and distributed amongst all the members on an agreed basis. In 2021/22 Chesterfield received **£1.034m** distribution from the pool relating to the 2020/21 financial year. **£734k** of this has already been set aside to increase the capacity of the Business Rates Reserve to smooth the impact of any potential Business Rates volatility in future years.
- 4.12 The 2021/22 budget assumed a return of **£300k** from the pool and this is reflected in the outturn figures, however, the 2021/22 distribution has yet to be announced. It is recommended that any surplus over and above the **£300k** is transferred to the Business Rates Reserve.

## Carry Forward Requests

- 4.13 There are three carry forward requests to consider and these are set out in paragraph 4.9. Further details are set out in table 2 below.

<b>Portfolio</b>	<b>Service</b>	<b>Description</b>	<b>Amount £000</b>
Deputy Leader/ Economic Growth	Finance and property	Capacity funding to enable specific projects to progress in 2022/23 including the property condition survey and support for the Financial Management system upgrade – Unit 4.	144
Governance	HR	Unspent training budget to support Service improvement through the Organisational Development programme	38
Health and Wellbeing	Spirepride	Capacity funding to enable focused activity on areas that have begun to materialise post pandemic	90
<b>Total carry forward requests</b>			<b>272</b>

## Living Wage

- 4.14 The real living wage provides a benchmark for responsible employers who choose to offer a rate of base pay that meets the basic cost of living in the UK. It is calculated independently by the Resolution Foundation and is overseen by the Living Wage Commission. It has been in place since 2011.
- 4.15 The real living wage is higher than the government's national living wage rate. It is informed by minimum income standards, which reflect the level of income which is required by households to reach a socially acceptable living standard. Chesterfield Borough Council first introduced the real living wage in April 2016.
- 4.16 In April 2021, the real living wage was increased to £9.50 per hour (previously £9.30 per hour), and councillors agreed to uplift the hourly rate of employees on Grades 1 and 2 of the National Joint Council (NJC) pay scales, on the basis that until the national pay award was announced, these employees would be paid below the real living wage. This affected 91 employees within Chesterfield Borough Council.



- 4.17 The real living wage for the financial year 2022/23 has risen to £9.90 per hour and it is recommended that the Council's minimum pay rates are uplifted to this amount from 1 April 2022, so that Chesterfield Borough Council continues to pay wages that reflect living costs. The net increase over and above the 2% provision within the budget is **£34k** (with oncosts) based on 257 employees. This increase can be met from the 2021/22 underspend and the ongoing additional costs built into the base budget

### **Chesterfield Pride - Sponsorship**

- 4.18 A decision has been approved to provide a three-year sponsorship for Chesterfield Pride. The cost of providing this sponsorship is **£12k** over the financial years from 2022/23 to 2024/25. No budget provision exists in 2022/23 and it is proposed that this funding of **£12k** would be met from the Budget Risk Reserve.

### **General Fund Balances, Reserves and Provisions**

- 4.19 General Fund Balance – The General Fund working balance has been set at **£1.5m** and has been informed by the risk assessment undertaken as part of the budget process.
- 4.20 Earmarked Reserves – In addition to the General Fund working Balance the Council maintains several other reserves. Earmarked Reserves by their very nature, are set aside and committed for specific purposes.
- 4.21 Table 3 details the balance of earmarked reserves as at 1 April 2021 of **£17.842m** and the closing balance at 31 March 2022 of **£16.170m** (prior to the allocations within this report). These balances exclude S106 contributions and provisions.

Table 3: Reserve Balances		
Reserve	Opening Balance 1 April 2021 £'000	Closing Balance 31 March 2022 £'000
Budget Risk Reserve	1,809	1,626
Repairs and Maintenance - various	1,419	1,639
Service Improvement/ Redesign	976	814
Insurance	1,073	923
Business Rates Reserve	9,500	6,550
Other Earmarked Reserves	1,654	2,049
Enterprise Zone Business Rates	1,411	2,569
<b>Total Reserves</b>	<b>17,842</b>	<b>16,170</b>

4.22 Earmarked Reserves - these reserves are held for specific purposes. The total balance on these reserves decreased by **£1.672m** during the year, the most significant changes include:

- The Budget risk reserve - provides a supplement to the General Fund Balance to provide a contingency for unforeseen items. The underspend of £271k from the revised budget forecast is due to rephasing of project timings.
- Vehicle & Plant - £378k underspend against the revised forecast estimate due to rephasing of spend into future years.
- ICT - £231k below the revised forecast estimate due to rephasing of spend into future years.
- Business rates – inclusion of £2.217m in government grant to meet the deficit in business rates income arising from the Covid-19 Business Rates Reliefs awarded in 2021/21, the impact of which will not be reflected in the General Fund Revenue budget until 2022/23 due to accounting regulations.
- Enterprise Zone Business Rates (Economic Growth) – underspend of £1.717m due to rephasing of spend into future years caused by delays due to the impact of the pandemic.

4.23 Provisions - Provisions are made where an event has taken place that gives the Authority a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate of the obligation can be made. The Council holds two provisions:

- Transport Company Pensions Provision – this provision has been established to cover the Council's future liabilities for pension costs relating to employees of the former Transport Company.
- Insurance Provision – An independent review of the value and nature of the council's insurance provision was undertaken in January 2020 and changes implemented as part of the annual budget setting process in February 2020.

4.24 A previous provision in relation to remedial works is no longer required and therefore does not meet the accounting requirement to maintain as a provision. This has been transferred to reserves pending a review in 2022/23.

#### **Impact of the outturn position on reserves**

4.25 Table 4 sets out the impact of the 2021/22 draft outturn on the Budget Risk Reserve balance as at 31 March 2022 based on the recommendations in this report.

Table 4: Outturn 2021/22 allocation	
Reserve	£'000
Outturn (prior to allocations)	(758)
Carry forwards (table 2)	272
Living Wage	34
Chesterfield Pride Sponsorship	12
<b>Amount to be transferred to the budget risk reserve (subject to finalisation)</b>	<b>440</b>

- 4.26 It is recommended that the General Fund Revenue surplus at year end of **£440k** will be prudently transferred to the Budget Risk Reserve to mitigate the risks and pressures for 2022/23 and for future years, as outlined in paragraphs 4.35 to 4.41. This will increase the balance on this reserve to **£2.066m**. Any changes to the outturn figure as a result of the production and/ or audit of the financial statements will adjust the amount to be transferred to the reserve accordingly.
- 4.27 It is important to note that many of the reserves and provisions are earmarked for specific purposes. The funds should not, therefore, be regarded as being available for general use. An additional consideration is the fact that the council receives interest from investing the reserves and provisions pending their allocation, income that is used to support the Council's General Fund Revenue budget.

### Capital Expenditure & Financing

- 4.28 The Capital Programme is aligned to the Capital Strategy and presents the Council's plan for investment related to the purchasing, building and improvement of capital assets. The Capital Programme for 2021/22 was approved as part of the budget setting process in February 2021. An update to the Programme was included in the budget monitoring report to full Council on 22nd July 2021 and as part of the MTFP report to full Council in February 2022.
- 4.29 Actual expenditure on schemes in 2021/22 was **£36.5m** compared with the original budget estimate for the financial year of **£17.2m** (as at Feb 2021) and **£42.8m** at the MTFP report stage (February 2022).
- 4.30 **Appendix B** provides details of the General Fund Capital Programme expenditure and financing arrangements at year end (2021/22).
- 4.31 The main reasons for the variances from the revised budget estimate in February 2022 (**£6.3m**) include slippage on the following schemes:
- Waterside Basin Square Development (**£1.2m**) – re-phasing of the budget with more works now due in 2022/23 than originally expected.
  - Northern Gateway Enterprise Centre (**£493k**) – re-profiling of a small amount of spend into 2022/23.

- Hollis Lane Link Road Phase 1 (**£1.4m**) – re-phasing of the budget with more works now due in 2022/23 than originally expected.
  - Disabled Facilities Grants (**£741k**) – due to delays in assessment and design of adaptations. Discussions are ongoing with Derbyshire County Council to identify solutions.
  - Green Homes Grants (**£1.4m**) – re-phasing of the budget with more grant now expected to be spent in 2022/23. £200k has already been spent in 2022/23 and £1m of this funding is required to be spent by September. An extension of 6 months has been requested given the difficulties encountered by the sector.
- 4.32 There were no significant overspends on any capital schemes during 2021/22.
- 4.33 The financing of the programme has been reduced accordingly particularly in relation to Capital grants (**£3.3m**) and in the amount of borrowing required (**£3.0m**)

### Capital Receipts

- 4.34 The movement on useable capital receipts in the financial year 2021/22 is summarised in the table 5 below. **£581k** of General Fund capital receipts were used to finance spend in 2021/22.

Table 5 - Useable Capital Receipts			
	Gen Fund £'000	Housing £'000	Total £'000
Balance b/forward 1 <sup>st</sup> April	1,077	2,317	3,394
Add: Receipts in the year	581	5,842	6,423
Less: Housing receipts 'Pooled'	-	(925)	(925)
Less: Applied to capital expenditure	(581)	(4,066)	(4,647)
<b>Balance c/forward 31<sup>st</sup> March</b>	<b>1,077</b>	<b>3,168*</b>	<b>4,245</b>

\* The Housing balance of £3.168m relates to the retained 'one-for-one' element of RTB receipts.

### Implications for the current year and the Medium- term Financial Plan

- 4.35 Whilst this report focuses on 2021/22, it is anticipated the implications of the Covid-19 pandemic will have a significant impact on the Council's finances for a number of years. With the likely scale of funding pressures and future resource reductions, it is important that the Council holds a robust position on reserves and maintains the ability to deal with issues that arise during the financial year.

- 4.36 In the months since the General Fund Revenue Medium-term Financial Plan was approved, a number of spending pressures have emerged, and the national fiscal and economic situation has changed significantly.
- 4.37 The Office of Budget Responsibility (OBR) are forecasting inflation to peak at 8.7% at the end of 2022, its highest rate in around 40 years, and above 7% in each quarter from Q2 2022 to Q1 2023. This is a significant upward movement on the peak of 4.4% that was forecast by the OBR in October 2021. In May 2022, the Bank of England voted to increase the Bank rate by 0.25 percentage points to 1.00%, the highest level in 13 years and warned that the cost-of-living crisis could push the economy into recession this year.
- 4.38 In addition, the cost of utilities and fuel has increased significantly, due to a number of factors including the post Covid increase in activity and the war in Ukraine, which will inevitably put pressure on delivery of Council services.
- 4.39 Assumptions around recovery of income streams following the Covid-19 pandemic were built into the approved budget for 2022/23. With the increasing pressures on the cost of living, there is a risk that behaviours and habits change as disposable income and potential secondary spend is impacted.
- 4.40 The 2022/23 budget included the additional costs relating to the pay award for 2021/22 and the increase in National Insurance contribution. The MTFP assumes a 2% pay award for 2022/23 and any further increase will impact on the MTFP. The recent increase in the real living wage to £9.90 per hour was not included within the original budget estimates for 2022/23 but is now proposed to include an additional provision of £34k (paras 4.14 to 4.17 refers) to enable the real living wage to be paid to eligible staff.
- 4.41 The likely impact of these additional pressures has increased the risks facing the Council in terms of delivering against the original budget estimates for 2022/23, as well as managing the effect of increased costs in future years. A full assessment of the scale of the impacts will be reported to Cabinet as part of the annual budget monitoring process.

### **Government Funding uncertainty**

- 4.40 The national context around future local government funding is uncertain. At the time of reporting the MTFP in February 2022 there were strong expectations that changes in local government funding would be implemented in 2023/24. It was expected that a consultation paper would be published in the Spring of 2022 on the Fair Funding Review which would seek to rebalance the funding formula used to assess resource needs for local authorities. This now seems unlikely as there is little time available to implement major changes in funding, prior to the Local Government Finance Settlement (LGFS)

announcement in December. This is likely to mean another one-year settlement for local government for 2023/24.

## **5 Alternative options**

- 5.1 There are no alternative options to present as the closure of accounts is governed by statute.

## **6 Implications for consideration – Council Plan**

- 6.1 In preparing the General Fund Revenue and Capital outturn reports for 2021/22, detailed consideration has been given to the need for the Council's finances to be at levels that enable the Council to deliver in full on the priorities and objectives that it has set itself for the remaining term of the Council Plan through March 2023.
- 6.2 The maintenance of adequate General Fund Revenue reserves and provisions over the medium term is also essential in demonstrating delivery against the third Council Plan priority of delivering value for money services.

## **7 Implications for consideration – Financial and value for money**

- 7.1 The report in its entirety considers the financial and value for money implications of maintaining balanced General Fund Revenue and Capital budgets over the medium-term whilst ensuring sufficient resources are available to enable the Council to deliver on its agreed priorities and objectives.

## **8 Implications for consideration – Legal**

- 8.1 The Accounts & Audit Regulations 2015 require the council to produce an annual Statement of Accounts prepared in accordance with proper accounting practices.

## **9 Implications for consideration – Human resources**

- 9.1 There are no human resource implications arising from the matters considered in this report.

## **10 Implications for consideration – Risk management**

- 10.1 In preparing the year end accounts, some elements are based on assumptions regarding risks and uncertainties. Any assumptions made take account of historical experience, current trends, and other relevant factors.
- 10.2 The year-end accounts are subject to an audit process conducted by independent external auditors.

## **11 Implications for consideration – community wellbeing**

11.1 There are no direct community wellbeing implications arising from the matters considered in this report.

## **12 Implications for consideration – Economy and skills**

12.1 There are no direct economy and skills implications arising from the matters considered in this report.

## **13 Implications for consideration – Climate Change**

13.1 A climate change impact assessment is not required to be undertaken for the closure of accounts process. Such assessments are undertaken as part of the decision-making processes for specific spending plans.

## **14 Implications for consideration – Equality and diversity**

14.1 A full equality and diversity impact assessment is not required to be undertaken for the closure of accounts process. Such assessments are undertaken as part of the decision-making processes for specific spending plans.

### **Decision information**

<b>Key decision number</b>	
<b>Wards affected</b>	

### **Document information**

<b>Report author</b>	<b>Contact number/email</b>
Theresa Channell	<a href="mailto:Theresa.Channell@chesterfield.gov.uk">Theresa.Channell@chesterfield.gov.uk</a>
<b>Background documents</b>	
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>	
<b>Appendices to the report</b>	
Appendix A	General Fund Reserves & Provisions
Appendix B	General Fund Capital Programme

**APPENDIX A**

**GENERAL FUND RESERVES AND PROVISIONS 2021/22**

<b>9001 code</b>	<b>Purpose</b>	<b>Balance at 1 April 2021  £'000</b>	<b>Revised forecast  £'000</b>	<b>Balance at 31 March 2022  £'000</b>
3240	Vehicles and Plant	731	472	850
3241	Property Repairs	688	732	789
3395	DSO/DLO	560	538	560
3560	General	0	425	425
3419	Tier 4	0	265	285
3263	Museum Exhibits	25	25	25
3264	Local Plan Review	66	81	81
3265	Flooding Restoration Fund	51	18	51
3378	MMI Clawback Reserve	153	153	153
3380	ICT	514	314	83
3390	Insurance - claims not yet reported	920	770	770
3418	Theatre Restoration	105	130	194
3372	Repaid Improvement Grants	153	131	165
3399	Retained Business Rates	9,500	4,418	6,550
3243	Northern Gateway	149	149	149
3429	ICT Digital Innovation	31	0	31
3430	Service Redesign	676	597	571
	Enterprise Zone Business Rates (Economic Growth)	1,411	852	2,569
	<b>Earmarked Reserves</b>	<b>15,733</b>	<b>10,070</b>	<b>14,301</b>
3388	Budget Risk	1,809	1,355	1,626



3412	Service Improvement	300	168	243
	<b>Reserves Total</b>	<b>17,842</b>	<b>11,593</b>	<b>16,170</b>

3237/8	Insurance - reported claims	666	666	836
3247	MMI Claw-back	6	-	6
3239	Transport Co. Pensions	1,079	1,118	1,119
	<b>Provisions Total</b>	<b>1,751</b>	<b>1,784</b>	<b>1,961</b>

	<b>Reserves &amp; Provisions Total</b>	<b>19,593</b>	<b>13,377</b>	<b>18,131</b>
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**APPENDIX B**

**GENERAL FUND CAPITAL PROGRAMME 2021/22**

	<b>Original £'000</b>	<b>Revised £'000</b>	<b>Actual £'000</b>	<b>Variance Rev to Act £'000</b>
<b><u>CAPITAL EXPENDITURE:</u></b>				
Home Repairs Assistance	450	300	68	(232)
Disabled Facilities Grants	2,600	1,500	991	(509)
Green Homes Grants	0	1,465	56	(1,409)
Waterside Basin Square Development	4,830	5,329	4,123	(1,206)
Northern Gateway – Public Realm	431	1,156	1,007	(149)
Northern Gateway – Enterprise Centre	1,568	2,208	1,715	(493)
Stand Road Bowls Pavilion	0	67	63	(4)
Badger Recreation Ground	0	48	49	1
Safer Streets Scheme - CCTV	0	368	303	(65)
CIL Capital Schemes	0	50	50	0
IT Transformation Project	26	724	605	(119)
Tapton Terrace Flood Resilience Work	0	33	0	(33)
Revitalising the Heart of Chesterfield – Public Realm*	600	0	0	0
Revitalising the Heart of Chesterfield – Town Centre*	800	0	0	0
Staveley Town Deal - DRIIVe	0	187	85	(102)
Staveley Town Deal – Construction Skills Hub	0	23	0	(23)
Staveley Town Deal – Staveley 21	0	243	101	(142)
Hollis Lane Link Road – Phase 1	5,000	4,692	3,287	(1,405)
Calow Lane Industrial Units	367	50	5	(45)
Stephenson Memorial Hall	0	710	588	(122)
Town Centre Transformation	0	461	216	(245)
Acquisition of Leasehold Interest	0	22,732	22,732	0
HS2 Station Masterplan	500	250	238	(12)
Electric Charging Points	0	104	104	0
Car Parking Machines	0	69	67	(2)
Vehicles (from vehicles reserve)	0	0	20	20
<b>Grand Total</b>	<b>17,172</b>	<b>42,769</b>	<b>36,473</b>	<b>(6,296)</b>

\*Revitalising the Heart of Chesterfield – Public Realm has now been incorporated within Northern Gateway Public Realm and Revitalising the Heart of Chesterfield – Town Centre has now been incorporated within Town Centre Transformation.

	Original £'000	Revised £'000	Actual £'000	Variance Rev to Act £'000
<b>CAPITAL FINANCING</b>				
Borrowing: General	11,212	36,199	33,135	(3,064)
Grants & Contributions - see below	4,350	5,940	2,640	(3,300)
Capital Receipts	1,610	521	581	60
Vehicle & Plant Reserve	0	47	67	20
Flood Reserve	0	12	0	(12)
CIL Contribution	0	50	50	0
<b>Total resources available in year</b>	<b>17,172</b>	<b>42,769</b>	<b>36,473</b>	<b>(6,296)</b>
Less total expenditure in year	17,172	42,769	36,473	(6,296)
<b>Net in-year surplus / (deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Surplus / (deficit) b/f from prev year	0	1,077	1,077	
<b>Cumulative surplus / (deficit) c/f</b>	<b>0</b>	<b>1,077</b>	<b>1,077</b>	

	Original £'000	Revised £'000	Actual £'000	Variance Rev to Act £'000
<b>CAPITAL GRANTS etc:</b>				
Flood Risk Management Grant – EA	0	21	0	(21)
Disabled Facilities Grants (CLG/PCT)	3,050	1,800	1,059	(741)
Green Homes Grants	0	1,465	56	(1,409)
Revitalising the Heart of Chesterfield – Business Rate Growth	0	796	0	(796)
Levelling Up Fund – Stephenson Memorial Hall	0	710	588	(122)
Levelling Up Fund – Town Centre Transformation	0	115	216	101
Staveley Town Deal Funding	0	453	186	(267)
Home Office Grant – Safer Streets	0	368	303	(65)
Hollis Lane Link Road – DCC	1,300	0	29	29
Badger Play Area – Viridor/Friends Group	0	48	49	1
Stand Road Bowls Pavilion – DCC/Sport England	0	67	57	(10)
Electric Charging Points – Office for Zero Emission Vehicles/BP Pulse	0	97	97	0
<b>Grants Total</b>	<b>4,350</b>	<b>5,940</b>	<b>2,640</b>	<b>(3,300)</b>

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## For publication

### Equality and Diversity Annual Report 2021 - 2022

<b>Meeting:</b>	Council
<b>Date:</b>	20 <sup>th</sup> July 2022
<b>Cabinet portfolio:</b>	Governance
<b>Directorate:</b>	Corporate
<b>For publication</b>	

#### 1.0 Purpose of the report

To present the Council's Equality and Diversity Annual Report for 2021/22 for consideration.

- 1.1 This report is due to be considered by Cabinet at its meeting on 19 July, 2022 where it is recommended that the report be supported and referred to Council for approval.

#### 2.0 Recommendations

- 2.1 That the Equality and Diversity Annual Report be approved.
- 2.2 That the Equality and Diversity Annual Report is published on the Council's website and circulated to partners.

#### 3.0 Reason for recommendations

- 3.1 Equalities legislation and good practice require public bodies to publish annual equalities reports. The report should summarise equalities progress during the last year, and future plans.

#### 4.0 Report details

- 4.1 The Equality and Diversity Annual Report is attached at Appendix 1. The report, which has been developed in consultation with the Equality and Diversity Forum, includes improvements and achievements over the last year, including:
- Progress in delivering the corporate Equality and Diversity Strategy (2019-2023)

- The continued success of the Chesterfield Equality and Diversity Forum; acting as a critical friend to the council, hosting guest speakers at online meetings to provide education and raise awareness of equality and diversity issues and hosting four events during the year as per the Council Plan. In particular feedback following the Holocaust Memorial Day event was a that it was a very thought provoking and moving session.
  - Increased focus on partnership working with a range of organisations to maximise the positive impacts we can achieve in our local communities.
  - A summary of the equality impact assessments undertaken during 2021/22 around Council policies, strategies and plans.
  - Progress updates on Equality and Diversity issues throughout the year.
  - The report also helps the Council to show some of the steps being taken to meet the Equality Act 2010 and associated Public Sector Equality Duty.
- **Alternative options**
    - The alternative approach would be to not publish the Annual Report, however, this would make it difficult to demonstrate the Council's progress in delivering Equalities outcomes.
- **Implications for consideration – Council Plan**
    - The activities within the Annual Report are linked to the priority of 'Improving the Quality of Life for Local People' - Improving community cohesion, raise awareness of equality issues and celebrate our diverse communities through the delivery of a minimum of four events each year with the Chesterfield Equality and Diversity Forum.
    - In addition to the Forum's activities, the report also brings together a range of activities delivered across the Council's services which support the promotion of equalities and inclusive services.
- **Implications for consideration – Financial and value for money**
    - No additional resources are requested in the annual report.
- **Implications for consideration – Legal**
    - The annual report provides an opportunity for the council to demonstrate compliance with the Equality Act 2010 and associated Public Sector Equality Duty, including delivery of its Equality Objectives. It is required that all relevant documents and reports are published.
- **Implications for consideration – Human resources**

- No implications identified.

- **Implications for consideration – Risk management**

This work concerns the implementation of statutory and good practice performance requirements. It is required that all relevant documents and reports are published.

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Reputational and legislative risk of not publishing the Annual Report which demonstrates compliance with Equality Annual Report.	M	L	Publish the Annual Report on the Council's website and distribute via partner mailing lists.	L	L

- **Implications for consideration – community wellbeing**

- The annual report draws on community wellbeing activities that have a close connection with equality and diversity objectives.

- **Implications for consideration – Economy and skills**

- The annual report draws on activities relating to the economy and skills that have a close connection with equality and diversity objectives, and protected groups.

- **Implications for consideration – Climate Change**

- No implications identified, although continuing with a blended approach to online and face to face events and activities will support the climate change agenda.

- **Implications for consideration – Equality and diversity**

- The annual report provides the community and relevant organisations with an update of the Council's progress in delivering equality outcomes.

### Decision information

<b>Key decision number</b>	
<b>Wards affected</b>	All wards

## Document information

<b>Report author</b>	
Allison Potter, Policy Officer, Corporate	
<b>Background documents</b>	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
<b>Appendices to the report</b>	
Appendix 1	Equality and Diversity Annual Report 2021/2022
Appendix 2	





**Chesterfield Borough Council**

**Equality and  
Diversity Annual  
Report  
2021 – 22**



# Are we accessible to you?

- We want everyone to be able to understand us.
- We want everyone to be able to read our written materials.
- We aim to provide you with what you need to read, speak and write to us.

## On request we will provide free:

- Language interpreters, including British Sign Language.
- Translations of written materials into other languages.
- Materials in Braille, large print, on tape, and in Easy Read.

## Please contact us:

**Telephone:**                   **01246 345247**

**Text:**                           **07960 91 02 64**

**Email:**                        [enquiries@chesterfield.gov.uk](mailto:enquiries@chesterfield.gov.uk)

## 1. Introduction from Cllr Sharon Blank, Cabinet Member for Governance



*Welcome to Chesterfield Borough Council's Equalities Annual Report for 2021/22. The report highlights some of the work we have been doing over the last year to promote and celebrate equality and diversity within our services and out in the wider community.*

*Online meetings and activities continued throughout the year and it is pleasing that they were attended by a much wider and diverse audience than previously. Once again, the Holocaust Remembrance Day event was, for me personally, such a moving and effective event managing to, somehow, take the participants into the fearful world described.*

*I am acutely aware of how important the various exercise programmes designed for those with or recovering from ill health are to the individuals involved - socially as well as for the physical benefits. It is fantastic that these have resumed at the leisure centres, for example "Exercise by Referral" or "Live Life Better" programmes, and out in the community, for example walking groups, giving some of the most vulnerable people a lifeline to a more fulfilling life.*

*We are very proud of our achievements and will continue to "Put Our Communities First", treating people fairly in everything we do as a service provider, employer and community leader. We believe we are continuing to make a real difference to the quality of life of our residents, businesses and visitors.*

## 2. Equality and Diversity Strategy – Action Plan Progress

2.1. Our current Equality and Diversity Strategy outlines our corporate equality objectives between 2019 and 2023, and the way in which we plan to promote equality and diversity both within the Council and with our communities. The Equality and Diversity Policy and Strategy provide a framework for the Council to continue to ensure that the services we provide are fair and meet the needs of the local community, and that we discharge and progress our responsibilities under the Equality Act 2010.

2.2. In addition to reporting on our progress in implementing the strategy and action plan through these annual reports, progress is also monitored via the corporate performance management framework. The Equality and Diversity Forum also have a role in scrutinising our performance in delivering the strategy.

2.3. Below is a table which details progress during 2021/22 for the activities which contribute to the action plan outcomes for the four-year Strategy:

<b>Objective 1: Ensuring a fair approach to the Council’s decision making, and that service changes address the needs of our communities in an equitable way, taking account of the needs of people with protected characteristics.</b>	
<b>Fair decision making</b>	<b>Update</b>
<b>1.</b> Continuing to embed the Council’s commitment to equalities in its service planning and delivery by delivering a robust equality impact assessment process, and upholding the importance of this during financially challenging times.	During 2022 the Policy and Partnerships team have continued to highlight the need for EIAs to be completed for new projects, policies etc. So far more than 13 EIAs have been reviewed by the team.
<b>2.</b> Providing employees with training and development opportunities so that they have the skills, abilities and confidence to recognise and respond appropriately and sensitively to diversity and discrimination, both within the workplace and when delivering services. Delivering ongoing equality and diversity refresher training as required with services and a range of additional awareness raising modules on locally relevant themes.	Working with the forum, the Policy and Partnerships team have provided equality and diversity awareness training which is available for staff to attend (for example deaf awareness, online hate and presentations from the Samaritans and Deaf-initely women.) Refresher training for staff continues to be provided online via Aspire learning
<b>3.</b> Encouraging involvement from all communities in the shaping, development, delivery and monitoring of local services, continuing to monitor use and satisfaction with our services to identify access/accessibility issues / satisfaction with our services from different groups.	The Policy and Partnerships team continue to work closely with the Chesterfield Equality and Diversity Forum which acts as a critical friend for CBC (e.g. reviewing the Breast Feeding Policy, choosing locally relevant themes for training). Regular engagement and consultation activity throughout the year helps the shaping of local services (e.g. LGBT+ project, Leisure survey, Are You Being Served resident’s survey, STAR tenant’s survey).



	Documentation for the website is now being accessibility checked before being published.
<b>4.</b> Empowering local communities and organisations by publishing equality and diversity information and outcomes so that they feel they can understand the reasons for Council decisions and challenge them if they feel it necessary.	Regulatory Public Sector Equality Duty data is published on line and can be found here: <a href="https://www.chesterfield.gov.uk/living-here/people-and-families/equality-and-diversity/equality-and-diversity-data.aspx">https://www.chesterfield.gov.uk/living-here/people-and-families/equality-and-diversity/equality-and-diversity-data.aspx</a>
<b>Understanding our communities</b>	
<b>5.</b> Support the planning and delivery of the local arrangements for the 2021 Census.	The 2021 Census was successfully delivered. Output from the Census is now awaited, work on analysing the data will follow. A key part of Census delivery in Chesterfield included working with the Office of National Statistics to develop local accessibility arrangements to enable harder to reach groups to take part in the Census and ensure strong response rates and data quality.
<b>6.</b> Maintain the State of the Borough report in line with latest available information, including Census 2021 data as available.	The State of Borough was last updated Summer 2021 and is available on the CBC website. This will be updated further in Summer 2022 when initial census data is received.
<b>7.</b> Ensuring that translation and interpretation made available by Chesterfield Borough Council meets the needs of local communities by reviewing and revising our current arrangements.	Census output is awaited. Once received, data will be analysed and translation / interpretation available will be adjusted accordingly. Procedures are now in place to respond to the translation needs of refugees and asylum seekers, this may mean that additional languages need translation services moving forward.



<b>Objective 2: Supporting equitable access to high quality services that recognise the needs of different customers</b>	
<b>Supporting access to services</b>	<b>Update</b>
<p><b>1.</b> Supporting and facilitating the Chesterfield Equality and Diversity Forum to act as a critical friend, improving and championing access to the Council's services for all.</p>	<p>The Equality and Diversity Forum have met regularly and have worked together with Chesterfield Borough Council and acted as a critical friend when discussing current issues and projects and agreeing relevant topics for discussion at meetings and training events. The forum has worked with the team to plan activities for the year to meet the Council Plan objective. The forum has also been involved in reviewing / considering new initiatives (e.g. Breast feeding policy)</p>
<p><b>2.</b> Making sure that our communities are able to access our bespoke health and wellbeing offer in our Theatres, parks and leisure centres, for example, by facilitating the Theatres Access Group, providing targeted activities such as autism friendly swim sessions, encouraging groups who share protected characteristics to use our parks for events, maintaining our Green Flag status for 5 parks, and promoting positive mental health and wellbeing especially in targeted and hard to reach sectors of the community.</p>	<p>Health and Wellbeing officer continues to provide this service; the cultural access group continues to work effectively, targeted sessions are being run, Green Flag status is retained.</p>
<p><b>3.</b> Retaining our Customer Service Excellence accreditation</p>	<p>The Customer Services team continue to meet the requirements of the Customer Service Excellence Standard with all elements being fully compliant.</p>
<p><b>4.</b> Continuing to take an active role in Dementia Friendly Chesterfield</p>	<p>Dementia friendly walks and films continue to be a regular offer and are well supported by the community.</p>
<b>Accessibility of information</b>	
<p><b>5.</b> Review the corporate accessibility statement to ensure that it is reflective of and accessible to our local communities</p>	<p>Census output is awaited. Once received, data will be analysed and translation / interpretation available will be adjusted accordingly.</p>
<p><b>6.</b> Developing the council's website, intranet and microsites to make them accessible to all our internal and external customers. This will include improving the quality and usability of our online information, to comply with EU Web Accessibility Directive, and to improve the user experience for customers with additional needs (such as visual, reading or motor impairments). We will also include subtitles on all videos published online, such as on YouTube, Facebook, Twitter and on the council website including self service areas.</p>	<p>We carry out weekly spot checks and quarterly reviews of the full council website, to make sure that it remains accessible to our customers. The site consistently ranks in the top ten per cent of council websites in the independent Sitemorse Local Government Index. A website accessibility statement was published on 23 September 2020 in accordance with the EU Web Accessibility Directive, and was most recently reviewed on 11 January 2022.</p>



	<p>In January 2022 we passed an accessibility audit that was carried out on chesterfield.gov.uk by the Government Digital Service (GDS), on behalf of the Cabinet Office.</p> <p>We add subtitles to all our videos using the functionality in YouTube; subtitles are carried forward wherever the video is displayed such as on Facebook, Twitter, or embedded in web pages on the council website.</p>
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<b>Objective 3: Encourage mutual understanding and respect between our communities.</b>	
<b>Raising awareness</b>	<b>Update</b>
<p><b>7.</b> Raising awareness of local equality issues and celebrating our diverse communities through the delivery of a minimum of four events each year through Chesterfield Equality and Diversity Forum on a range of locally relevant equality themes.</p>	<p>The Equality and Diversity Forum have successfully delivered four online events during 2020/21; Deaf Awareness Training, Stop Hate Training, Holocaust Memorial Day and International Women’s Day. An LGBT+ research project is also being completed across two financial years.</p>
<b>Supporting vulnerable people</b>	
<p><b>8.</b> Managing the Syrian vulnerable persons resettlement and associated programmes for CBC.</p>	<p>CBC continues to play a key role in the UK Resettlement Scheme Partnership regional meetings, supporting and coordinating local approaches to a number of schemes including: the Syrian vulnerable persons resettlement, Afghan Relocations and Assistance Policy (ARAP), Afghan Citizens’ Resettlement Scheme (ACRS), Homes for Ukraine and asylum dispersal.</p>
<p><b>9.</b> Completing the Safeguarding Children and Vulnerable Adult self-assessment and action plan working with Derbyshire safeguarding Boards</p>	<p>CBC continues to play a key role in the Derbyshire District Safeguarding Leads meetings, where best practice sharing and joint working takes place, particularly in the development of policy and training approaches.</p>
<p><b>10.</b> Delivering community safety priorities through the Community Safety Partnership using this forum to help tackle issues facing our communities through creating a common vision and sense of belonging developing strong, positive relationships between people from different backgrounds and ensuring joint community engagement and tension monitoring plans are in place where appropriate.</p>	<p>The Policy and Partnerships team have worked extensively with the Community Safety Partnership to ensure that equality and diversity is at the forefront of their strategies, policies, procedures, and practices – for example in the development of the new Anti-social behaviour strategy.</p>
<p><b>11.</b> Continue to work with partners to tackle homelessness – dealing with over 900 cases per year</p>	<p>The revised Rough Sleeper Strategy was approved by Cabinet in June 2021. The strategy includes 38 commitments around prevention, intervention and recovery. The official Rough Sleeper Count figures</p>





	demonstrate a reduction in rough sleeper numbers:										
	<table border="1"> <thead> <tr> <th>Year</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>18</td> </tr> <tr> <td>2019</td> <td>13</td> </tr> <tr> <td>2020</td> <td>9</td> </tr> <tr> <td>2021</td> <td>5</td> </tr> </tbody> </table>	Year	Number	2018	18	2019	13	2020	9	2021	5
Year	Number										
2018	18										
2019	13										
2020	9										
2021	5										

**Objective 4: To maintain a modern and diverse workforce that is reflective of the local community and feels valued and treated fairly**

<b>Employee wellbeing</b>	<b>Update</b>
<b>12.</b> Responding effectively to the gender pay gap reporting requirements including action planning.	The gender pay gap report has been produced for 2021 and can be found here: <a href="https://www.chesterfield.gov.uk/living-here/people-and-families/equality-and-diversity/gender-pay-gap.aspx">https://www.chesterfield.gov.uk/living-here/people-and-families/equality-and-diversity/gender-pay-gap.aspx</a>
<b>13.</b> Seek employee feedback through the annual employee survey and develop and deliver annual action plans to address issues and trends identified.	The annual employee survey wasn't carried out during 21-22 due to the IIP assessment. However as part of the IIP assessment a staff survey was carried out and employee feedback gained through survey questions. An action plan has been developed and will be reviewed at 12 and 24 months.
<b>Recruitment</b>	
<b>14.</b> Maintain and build on the Council's Investors in People status	Gold standard achieved reflects the culture of trust, collaboration, and strong values that we have all created here at Chesterfield Borough Council.  In October 2021 the Council also received the Silver Award in the Ministry of Defence Employer Recognition Award.
<b>15.</b> Transform the recruitment web portal to attract a diverse range of candidates, using best practice from other councils	In 2021 we reviewed and updated the recruitment web portal. Firstly to make sure it was in an accessible format for applicants and secondly to refine all of our documents held on the site. HR worked alongside the Communications and Marketing team to update all of the materials using a variety of methods (as much as COVID lockdowns allowed) and it went live in June 2021.
<b>16.</b> Maximise opportunities for engagement with businesses and schools, promoting careers and apprenticeships in local government	Monitored in the Council Plan, apprenticeships and careers continue to be promoted.

**Objective 5: To make sure that local people who share protected characteristics are able to access opportunities in employment and growth.**

<b>Inclusive approach to growth</b>	<b>Update</b>
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<p><b>17.</b> Supporting 5000 children to prepare for future job opportunities through the HS2 and you initiative.</p>	<p>HS2 and You Careers Information Leaflet was issued to 5000 students in years 5/6/7/8 across the North Derbyshire Growth Zone. This was followed by a 2 year careers engagement programme from June 2019 providing in -school careers activity workshops that raised awareness of rail related careers and STEM Skills required to access opportunities in the rail sector. The COVID Pandemic severely impacted delivery meaning that the in-person programme ceased in March 2020. To mitigate impact of this disruption a rail competition was launched in schools in the spring of 2021. The winning School were treated to a VIP tour of Barrow Hill Round House in November 2021 which included Rail Related Careers Workshop delivered by Rail Forum Midlands.</p>
<p><b>18.</b> Providing the Young Person’s Market, where stalls are available free of charge for anyone aged between 5 and 25 years old.</p>	<p>The Young Persons’ Market is a national initiative being run across England and has been successfully run in Chesterfield for the last 5 years with 4 markets held each year.</p>
<p><b>Apprenticeships</b></p>	
<p><b>19.</b> Help to develop the careers of over 90 apprentices across the Council by ensuring that we provide opportunities for people to develop qualifications, vocational skills and increase employability</p>	<p>In the last 4 years we have had 97 apprenticeships within the council as follows: 2018/19 – 28 Apprenticeships 2019/20 – 28 Apprenticeships 2020/21 – 23 Apprenticeships 2021/22 – 18 Apprenticeships</p>
<p><b>20.</b> Enable 350 apprenticeships via the apprentice town initiative by working alongside and supporting apprentice providers.</p>	<p>The transition from Apprenticeship Frameworks to Standards and the Covid 19 pandemic has impacted upon apprenticeship start; There were 670 apprenticeship starts in 2020/21. The Apprentice Town Web pages have continued to be updated to highlight local case studies, vacancies and support available to residents and employers – The web pages have been supported with a social media programme and blog series and since 2019 there has been 113% increase in the number of annual unique page views rising from 7091 in 2019 to 15,121.</p>
<p><b>21.</b> Work in partnership with Chesterfield college to explore opportunities for joint working (e.g. catering placements, trade staff supporting tutors and assessors)</p>	<p>We have continued to work in partnership with Chesterfield College, particularly in respect of project development for a number of skills capital projects including DRIIVE. We work closely with the College, along with other training provider partners to align ‘local labour activity’ – For example, a programme of work experience was a range for college students during the construction of the One Waterside Place and students have been involved in construction related careers activity including</p>

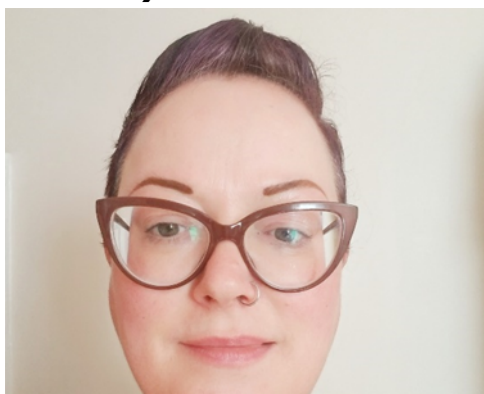
	site visits and the women in construction mentoring programme .
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Objective 6: Supporting independence at home for our tenants, local residents and vulnerable people.	Update
<b>22.</b> Support independence at home for vulnerable people through our Careline and Neighbourhoods service, and delivering Disabled Facilities Grants.	81 Disabled Facilities Grants were completed in 2021. Careline have continued to operate providing an essential falls service and support for our customers.
<b>23.</b> Maintain independent living through the continued support of vulnerable people - Invest in over 1350 major improvements in our council homes including new kitchens, bathrooms, heating systems, windows and rewiring, ensuring that 100% of our Council homes meet the decent homes standard	We continue to strive to maintain independent living for vulnerable people through Careline and tenancy sustainment services. 100% of our homes meet the decent homes standard.

### 3. Chesterfield Equality and Diversity Forum

3.1. Despite the ongoing covid-19 restrictions during 2021/22, Chesterfield Equality and Diversity Forum has continued to reach wide audiences, with meetings and activities continuing online. As a result of hosting activities online, we have managed to reach a wider and more diverse audience, with new participants being able to take part, and this approach is something that the Forum would like to continue alongside the more traditional face-to-face activities. The Forum has continued to work together to share ideas and best practice, be a 'critical friend', and raise awareness in the community of equality and diversity. One of the most important contributions of the Forum is the successful engagement with the wider community, and at the beginning of this year, the Forum held a workshop looking at demographics and locally relevant topics to develop a plan of activities and events for the year. This resulted in a year of excellent online educational and awareness raising activities led by the Forum.

#### ***A message from Sarah Roy, Chair of Chesterfield Equality and Diversity Forum***



I am very pleased to be able to carry on as chair of the Equality and Diversity Forum again this year. Once more, it's been a challenging year and we are very proud that we have



again been able to offer new and inspiring activities, learning and events for the people of Chesterfield. A big thank you to all of our forum members, old and new, for their support to enable the Council to fulfil its commitment to equality and diversity. It has been encouraging for us to see our core groups of charities and organisations continuing their involvement throughout the final months of the pandemic as we acknowledge they had such a difficult time over the last two years and it had been a worry that some may not withstand the restrictions and financial pressures they were put under.

So, let's look at some of our greatest achievements over the last year!

In September 2021, Bill Howe from Stop Hate UK presented a two hour webinar entitled "Free speech, Social Media and Hate Speech – what is lawful, what is appropriate and what is not". The delegates explored how opinions attitudes and prejudice are influenced and shaped by unconscious bias, media bias, fake news and the impact of hate speech upon individuals and communities. Participants were from a wide variety of backgrounds, age groups and with different experiences of using social media. The discussions resulting from the session provided an excellent opportunity for people to share their experiences and reflect on how they might reconsider some of their social media interactions.

After listening to the feedback from forum members, we worked with a company called Signs 4 Life in November to deliver some deaf awareness training. Key topics covered included identifying the barriers that Deaf people and people with hearing loss face, methods of communication including applying the finger-spelling alphabet and exploring the Deaf community and culture. The training was available to the public and received some excellent feedback.

This year, the guest speaker at our Holocaust Memorial Day event this year was Anita Peleg, who spoke about her mother, Naomi Blake. Naomi was born in 1924 in Czechoslovakia. In April 1944 Naomi and her family were transported in the notorious cattle trains to Auschwitz where many of her family members died in the gas chambers. Naomi and her sister were sent to Brahnau concentration camp to work. After escaping from her Nazi captors Naomi returned home to find that her home was in ruins and 17 family members, including 10 young nieces and nephews had been murdered. Anita used audio testimony of Naomi, historical photos and images of Naomi's sculpture work to illustrate the talk, which was delivered via a very well-attended online Teams event.

For International Women's Day in March 2022, in line with this year's theme of #BreakTheBias, we connected with local women who have been making their



mark and successfully building a career in industries that are usually male dominated. In partnership with Chesterfield College and the Fire Service a series of short videos and testimonials were posted on social media throughout the day. Online engagement was particularly high, with 310 on Facebook, 62 on Twitter, 21 on LinkedIn, 14 on Instagram and 73 views on YouTube.

With Covid restrictions now ended, we will be able to bring you more events in person in the coming year and we are welcoming some new forum members in 2022. If you would like further details of our future meetings or activities, please get in touch because we have a lot of exciting plans!

### **3.2. Equality and Diversity Forum meetings and engagement**

A key aim of the Forum is to raise awareness of equalities and issues affecting local people. The Forum has over 200 members that receive regular information about the meetings, events and equalities news. Some of the participants represent a community group, or statutory organisation, while others are there as individuals from the community with an interest in promotion of equality and diversity.

During 2021/22 there were high levels of engagement at the online meetings with a variety of issues being considered including: LGBT+ activity update and renunciation of rights in Poland, Ashgate Hospice equalities update, Samaritans vision and support offered by Deaf-initely Women. During February, the Forum had an initial workshop looking at local data to plan equality and diversity events, training and activities for 2022-2023.

### **3.3 Equality and Diversity Forum events and activities**

In addition to the meetings, during 2021/22 the Equality and Diversity Forum have continued to organise, host and support a number of events throughout the year on a range of equality themes that are relevant to the community, and drawing in additional funding to maximise the impact we can all make in the community and to pool our limited resources. We would like to thank all those who have given up their time to support and help plan the following events that have taken place over the past year. Events during 2021/22

included:



## Signs4Life Deaf Awareness Training

In November 2021, Signs 4 Life provided an online Deaf Awareness and Sign Language workshop. Key topics covered included:

- Identifying the barriers that deaf and people with hearing loss face
- Methods of communication including applying the finger-spelling alphabet
- How to implement positive methods of communication, and offer an equal service
- Exploring the deaf community and culture.

Some of the comments provided to us when we asked for feedback from the session are below:

I will use this in my day to day work. I meet deaf and hearing impaired people in my role working with members of the public.

I found the personal experiences of the presenter of growing up and living with deafness were very enlightening.

To have a better understanding from a deaf persons' point of view. I found it very interesting the difference in which BSL say the same sentence as the one we speak.



### Free Speech, Social Media and Hate Speech Training

In September, Bill Howe from Stop Hate UK presented a two hour webinar focussing on Free speech, Social Media and Hate Speech – what is lawful, what is appropriate and what is not.

The delegates explored how opinions attitudes and prejudice are influenced and shaped by unconscious bias, media bias, and fake news and the impact of Hate Crime/Hate Speech upon individuals and communities.

Some of the comments provided to us when we asked for feedback from the session are below:

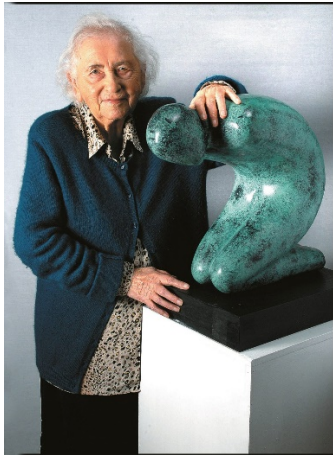
To impart knowledge and challenge young people I work with.

Makes me more aware of fake news and stuff that incites negative thoughts or feelings

Become more aware and responsive to microaggressions

What hate crime is and how under reported these instances are





## HOLOCAUST MEMORIAL DAY 27/1



### **Holocaust Memorial Day 2022**

The Holocaust Memorial Day activities continue to be very well supported by our local community, drawing in large audiences. The theme set by the Holocaust Memorial Day Trust for 2022 was 'One Day'. This year, many people came together to mark Holocaust Memorial Day virtually, to help those in need and to build a better future.

Our guest speaker this year was Anita Peleg from the charity Generation 2 Generation who spoke to the Forum about her mother, Naomi Blake. Naomi was born in 1924 in Czechoslovakia. In April 1944 Naomi and her family were transported in the notorious cattle trains to Auschwitz where many of her family members died in the gas chambers. She and her sister were sent to Brahnau concentration camp to work. After escaping from her Nazi captors Naomi returned home to find that her home was in ruins and 17 family members, including 10 young nieces and nephews had been murdered.

Anita used audio testimony of Naomi, historical photos and images of Naomi's sculptures that demonstrate the strength of the human spirit to survive against the odds and provide a positive legacy for the future.

The online event ended with a Q and A session touching on locally relevant issues and themes.

Feedback was invited after the event and out of those who responded, 100% said that the event was interesting and engaging and that the speaker was very knowledgeable. Comments included:

After last years' online event, I thought I was prepared for how moving and effective the event would be - however, I was, again, glued to my seat totally absorbed in what I was being told. The way the photographs were shown also added to the atmosphere of, somehow, being taken into the world described & feeling the fear etc.

I don't think it could've been improved. It had a real impact on me and I thought it was absolutely fantastic.

It was excellent and informative,



Due to Covid-19 restrictions our HMD Memorial Book was presented online again for comments this year. The entries are detailed below:



HOLOCAUST  
MEMORIAL  
DAY 27/1

## Messages left in our Holocaust Memorial Day Book of Remembrance 2022

The shoah or Holocaust as it is known in English is a reminder of what unchecked antisemitism, bigotry and hate can lead to. I hope as we remember these terrible events that the memory events become our immune system to hatred.

We must never forget and should continue to challenge dangerous ideologies and behaviour that may lead to such atrocities.

Thinking of all the innocent victims of the Shoah today and always. May they Rest in Peace.

We must remember each story and each life, especially as each year we lose more of those who were there. By sharing these stories from survivors and their children we can spread the message that this must never happen again or be forgotten.

I will continue to remember all of you in the holocaust, not just today, but everyday, until my last breath. RIP every one of you.

We should never forget those who have suffered in the past and also those who are still suffering today.

It is always important to remember and remember together about Holocaust so that can remind ourselves of how we have been and what we can be towards one another.

The Holocaust of World War Two was our chance to learn - and many did - but genocide continues and indeed as recent as 1995 occurred in Europe itself. We should stand committed to never forget but also to act and ensure that it is never again.





## International Women's Day



### **International Women's Day 2022**

For International Women's Day in March 2022, in line with this year's theme of #BreakTheBias, we connected with local women who have been making their mark and successfully building a career in industries that are usually male dominated.

In partnership with Chesterfield College and the Fire Service a series of short videos and testimonials were posted on social media throughout the day promoting success stories.

Online engagement (the amount of comments, likes, post clicks and shares our content gets) was particularly high, with 310 on Facebook, 62 on Twitter, 21 on LinkedIn, 14 on Instagram and 73 views on YouTube.



"My career in the fire service began in 2003 in the 999 emergency control room, but I soon got the idea that I wanted to be a firefighter after seeing other females doing it, learning more about the role and seeing the team working."

**Joanna Raisin**  
Watch Manager  
Chesterfield Fire Station



## **4.0 Promoting equality and diversity through our services**

Throughout the year, a range of activities and developments take place within the Council's services which contribute towards our commitment to embrace diversity and treat everyone fairly.

### **4.1 Customer Services**

The Council's Customer Services have once again retained their Customer Service Excellence accreditation, meeting the standards with full compliance. Retaining the accreditation gets harder each year, requiring us to prove that we continue to deliver good customer service, whilst also making improvements since the last assessment.

The Customer Service Excellence standards consist of 5 key areas:

- Customer Insight
- The Culture of the Organisation
- Information and Access
- Delivery
- Timeliness and Quality of Service

Through our case studies and evidence, we were able to demonstrate that the customer service delivery over the five areas had been of a high standard, with numerous improvements. We were also able to show a commitment to continual development in the service which we provide to our customers.

### **4.2 Sport and leisure**

The measures required over the past year to ensure compliance with the Government's response to the Covid-19 pandemic have had an impact upon the activity programmes within the sports centres. These measures have been gradually relaxed in accordance with Government guidance and as a result the service has, where appropriate, re-introduced activities as quickly as possible to support our communities engaging in their chosen forms of physical activity within our centres.

Given the required adaptations to the services activity programmes it has been a very challenging year. When the sports centres re-opened in April 2021 attendance remained low in comparison to pre-pandemic levels. However as time progressed and control measures evolved the service was able to provide a range of activities which were well received by our customers as follows;



- By September 2021 attendance to children's swimming lessons reached pre-pandemic levels ensuring this life skill was delivered to a large number of local children.
- By October 2021 attendance to other children's courses, e.g. gymnastics, had also returned to pre-pandemic levels enabling more children to engage in their chosen activities.
- Pre-booking requirements for swimming and gym access was removed in July 2021 enabling easier access to our facilities and activities.
- Sports hall activities re-commenced in full from the summer 2021 enabling programmes such as 50+ sessions to be delivered.
- Gym membership continued to grow throughout the year and reached pre-pandemic levels across the centres by the end of January 2022 enabling large numbers of customers to routinely engage in their chosen forms of physical activity.
- The Exercise by Referral programme recommenced in late autumn 2021 and as a result ensured that those who are vulnerable were able to access their exercise referral programmes.
- Other specific activities, e.g. The Light hearted group, which accommodates people who have recovered from coronary illness and develops further recovery and resilience to further potential issues, restarted in February 2021
- The swimming pool programme continued to develop throughout the first six months of the year and by September 2021 Chesterfield Swimming Club had fully returned and school swimming lessons had returned, providing further activity opportunities for children of all ages.

Our program of group walks was impacted by changing Covid restrictions throughout the year, but we have eventually re-established three group led walks based in our parks and in a local community garden. The walking groups offer residents a chance to take safe, simple exercise outdoors and enjoy the benefits to both their physical and mental health. These friendly, sociable walks are an ideal way to help residents overcome some of the issues of social isolation caused by the pandemic. For example, our Buggy Walk in Queen's Park is a great way for parents and carers of babies and small children to meet and chat. In recognition of the social element of the walking groups we have renamed the program as Chesterfield Borough Council's "Walk With Us" program.

We have also supported a number of local organisations and voluntary sector groups with training and advice to help them re-start or even launch their own walking groups - these include a mental health peer support group, a cancer support group, a local independent community-based walking group and an organisation which supports clients into employment.



We have continued to work with colleagues across the county to implement a “Walk Derbyshire” framework, encouraging all our residents to walk more, whether that be with local walking groups, exploring on one’s own, with friends and family, walking to school or work or simply to get from A to B.

Across the year we organised over 200 activity sessions from kite making to canoeing, bush craft to bird box building, pickleball to pond-dipping and much more. In particular we ensured there was something available for families somewhere in the borough every weekday of the summer school holidays. Feedback from residents has been overwhelmingly positive, with many expressing their thanks to the Council for providing these free activities to help residents recover from the difficulties of the last 12 months.

We offered a very successful Inclusive Activity Day in Queens Park and Queen’s Park Sports Centre, working alongside a local organisation which offers support to people with learning difficulties, which more than 60 people attended. Activities included adapted karate, arts and crafts, dance, tennis, football and chair-based exercise. We hope to repeat similar events in 2022.

The CBC Community Lifestyles Officer has resumed an outreach program offering healthy lifestyle and physical activity advice and guidance to community and health-related groups, beginning with a program of talks to patients of a Community Respiratory Rehabilitation group, particularly pertinent post-Covid.

### **4.3 Parks and open spaces**

Chesterfield’s parks continue to provide excellent facilities for the community and visitors. We are proud to hold 5 Green Flags which recognise the best parks and green spaces across the country with one of the key considerations being accessibility. We continue to invest in our smaller local parks aiming to make them as accessible and appropriate as possible. Parks provide outlets to play sport (football, petanque, cricket, walking football, bowls and pickleball) and informal recreation and we also maintain many equipped play areas, several of which have had recent makeovers and new facilities.

A growing number of people are holding events on our parks, Chesterfield Pride is a regular event now and is growing by the year providing a family friendly safe event. As part of the walking festival we host a ‘roll and stroll’ event designed for people with physical and learning disabilities, and a dementia walk. In the summer of 2021 the council hosted an inclusive activity day which was held in the Queen’s Park and the sports centre. This attracted around 60 people from a variety of day centres across the borough. We



regularly engage with organisations such as Macintyre and One Vision One Future and these groups attend sessions in the park such as outdoor yoga, bulb planting, orienteering and bird box building. An external partner delivers an inclusive 'Pedals in Queen's Park' which is attended by the Freedom Centre.

We aim to instil ownership and pride at a young age by engaging infant and junior school groups, along with many community groups, with bulb planting at their local parks. This has helped contribute towards the 20,000 spring bulbs planted in 2021 by 300 children to make Chesterfield a brighter borough.

## 4.4 Housing

Throughout 2021- 22 design and consultation on a new redesigned Housing Service took place. In February 2022 the Council approved the changes proposed. This reshape will significantly increase the frontline staff resources of the Housing Service to provide an increased neighbourhood presence and customer engagement. The reshape will be rolled out over the next six months and new staff will be appointed to roles allowing a much more customer focused service that will provide increased support for residents.

### **Tenancy sustainment**

Our dedicated tenancy sustainment team work with our most vulnerable tenants such as those with:

- Physical and mental health needs.
- Learning difficulties and disabilities.
- Women and men at risk of violence.

The team provide support to:

- Apply for funding to prevent homelessness.
- Ensure they are claiming the correct benefits.
- Pay priority bills, budget and deal with debts.
- Access the correct support services for their needs. For example, domestic abuse, mental health, social care.
- Ensure their accommodation is suitable for their needs, and they have any aids and adaptations they require.
- Access grants for things like furniture and carpets.

Of the tenants engaged with by the team 91% remained in their tenancies a year after support started.

### **Adaptations**

As well as investment in new build properties, new kitchens, bathrooms, boilers etc our Capital Programme also includes investment in making adaptations to properties to make sure properties are suitable for tenants needs. During 2021 to early March 2022 the Housing Options team have worked to deliver 128 major adaptations to properties at a cost of over £550,000. In addition to these major projects a further 186 properties received minor adaptations at a cost of £42,926.85.

The Council's housing service also includes work on delivering adaptations to private properties in the Borough. Our Private Sector Housing Team have delivered 117 major adaptations at a cost of £667,000 through Disabled Facilities Grant.

### **Private Sector Housing team**





In addition to work on adapting people's homes over the past year our private sector housing team also:

- Ran 'Healthy Homes' designed to enable people to be discharged from hospital by carrying out any necessary work such as repairs and house clearances so homes are suitable for occupation by recovering patients.
- Funded a homelessness worker through the charity P3 to advise and assist those with chaotic lifestyles and mental health issues.
- Lent older vulnerable homeowners £72,000 to carry out urgent repairs and maintenance to their homes.

### **Careline and independent living services**

Throughout the continuing pandemic during 2021 – 22, Careline have continued to operate providing an essential falls service and support for our customers which assist the emergency services to concentrate services to the most critically ill during this time. The support service maintained contact with all our customers on a regular basis switching the visiting service to a phone contact service to help minimise risk for both customers and staff.

The service is rolling out its investment in digital equipment as the call platform is upgraded to receive digital calls. As we move forward all previously installed analogue units will be upgraded and replaced as part of the digital rollout.

The reshaping of the Housing Service included the ILS service and Careline and will bring more structure to all areas and assist us in future proofing the services and support we can offer our residents. This will assist residents in maintaining their independence for as long as possible and retaining tenancies for longer.

The team also made referrals to Chesterfield Borough Council's Benefit Team which resulted in over £84k of additional benefits claimed. The team also supported customers to manage debts and complete applications for budgeting loans via telephone during this time. 651 referrals were made in Chesterfield under prevention of hospital admission and prevention of declining health and mobility whilst 761 referrals and outcomes were achieved under improving quality of life which covered social interaction, preventing isolation, living and home environment/safety.

### **Homelessness**

The Homelessness Team have worked tirelessly all year to rehouse and support vulnerable people in the borough. The team have taken on additional work in implementing Government Covid response programmes such as Protect and Vaccinate funding and administering the Household Support Fund to people at risk of eviction. It has been the busiest period in the team's history as by the beginning of March 2022 1474 homelessness applications





had been made. Around of third of these cases resulted in accepting a duty to prevent or relieve homelessness.

### **Repairs and Maintenance**

Our repairs and maintenance teams were unable to carry out non-urgent internal repairs due to the restrictions during the height of the pandemic but throughout this difficult time they ensured our vulnerable tenants in relation to repairs and gas servicing were prioritised to keep them safe and warm in their homes.

## **4.5 Apprenticeships town and improving our economy**

During 2021/22 we have continued to deliver activity outlined in the Skills Action Plan with a focus on economic recovery in response to the coronavirus pandemic. This includes working with Chesterfield College and other partners to continue to develop Chesterfield as an Apprentice Town. CBC have its own successful apprenticeships scheme that currently supports 30 apprenticeships. However, we want to support all young people in our communities to gain employment, further education and to develop their skills. In 2020/21 over 1500 individuals were participating in apprenticeships in Chesterfield with over 58% participating in apprenticeships at level 3 or above and over 25% being at higher or degree level. So far in just Q1 of academic year 2021/22 there have been 290 new apprenticeship starts for Chesterfield, over 68% of which were at level 3 or above and over 27% at higher or degree level.

Apprenticeships also featured heavily in the 6th annual Employability and Skills Conference which took place at the Speedwell Rooms in Staveley on 9th February 2022. The conference was attended by an estimated total of 93 people including business delegates, operational staff and school students, and provided a platform for speakers from Chesterfield College, University of Derby, D2N2 LEP and local employers including AECOM to highlight why the development of green and digital skills is a priority for the area. The conference also featured an employer panel who discussed current recruitment challenges faced by businesses in the area. The panel was chaired by an apprentice currently working with Chesterfield based engineering and weighbridge company, Weightron Bilanciai. Ivan Fomin, Chair of the Staveley Town Deal Board, showcased employment and learning opportunities across the 11 projects within the Staveley Town Investment Plan. Ivan was assisted by 8 students from Springwell School who facilitated round table discussions



with conference delegates about what the key priorities should be for the emerging skills and employability framework for Staveley.

Last year's conference showcased the launch of the flagship My Future Online Careers Platform. Believed to have been the first of its kind in the UK, My Future, an innovative online careers and employability platform, was originally designed to provide virtual support for young people facing uncertainty in their future as a result of the Coronavirus pandemic and help employers reach prospective employees. The platform was revamped in October 2021 with enhanced functionality and included 6 new pods featuring Chesterfield businesses, training providers and new information on opportunities created by the Staveley Town Deal. Continuing to offer this platform in an online format has enabled those people who previously wouldn't have been able to attend an in-person event (due to disabilities, finance restrictions, limited time etc) to take part. My Future accommodates 100 virtual employer exhibition pods across 11 searchable sectors in a 360° fully immersive careers fair setting which can be accessed via computer or through the mobile application. Through multi-media functionality, each pod provides a unique opportunity for businesses, training and employment support providers to showcase their resources, job roles and vacancy information. Between January 2021 and December 2021 there were a total of 4409 unique page views for My Future via the Destination Chesterfield website totalling over 250 hours of time spent by users viewing the platform, a 100.5% increase on the previous year's figures of 2199 unique views between January 2020 and December 2020.

The annual MADE in Chesterfield festival was held in November 2021. MADE in Chesterfield is supported by manufacturing and construction business who seek to inspire the next generation into the industry through a series of workplace tours and activities for school and college students. In November 2021, 12 school visits took place across 10 industry employers in Chesterfield, with an estimated 174 individuals supported. One of the workplace tours saw 8 students from Springwell School visit Superior Wellness Ltd in Chesterfield. As part of the visit, the students were given a tour of the office space, an explanation of roles from a member of each department and a meeting with an apprentice currently with the company.



The coronavirus pandemic saw a sharp rise in youth unemployment, peaking in Chesterfield at a 11.6% claimant count rate for those aged 18-24 in June 2020. Despite this, as of January 2022 the claimant rate for ages 18-24 in Chesterfield was 6.5%, higher than the East Midlands and National averages but just 0.2% above March 2020 figures of 6.3%.

In addition to developing the My Future platform, through the continued delivery of Apprentice Town and MADE in Chesterfield, Chesterfield Borough Council have worked in partnership with the DWP and East Midlands Chamber of Commerce to help promote the Kickstart Scheme; a scheme that provides paid 6 months' work experience to 16-24 year olds in receipt of Universal Credit. The Kickstart scheme closed to employers in December 2021 but continued accepting new applicants for live vacancies up to March 31st, 2022. Chesterfield Borough Council has supported partners including Job Centre Plus and gateway organisations like the East Midlands Chamber of Commerce to raise awareness and promote the benefits of the scheme to local businesses and residents. To date 683 Kickstart vacancies and 305 starts have been generated from Chesterfield Job Centre, 98 of which have now completed their Kickstart placements.

Recognising the rise in vacancies and recruitment challenges being faced by employers, Chesterfield Borough Council have worked in partnership with Job Centre Plus Chesterfield to facilitate two Market recruitment events in September and November 2021. The events provided members of the public and job centre plus customers with direct access to employment and training opportunities. Employers, apprenticeship and employability providers made use of the market stalls to promote vacancies and a number of employability workshops and interview sessions were delivered from the Market Hall by Derbyshire Careers Service and recruiting employers, respectively. 24 organisations attended the September event which also had a focus on Kickstart employers, with 137 positive referrals and 59 immediate job starts secured as a result. Following increased interest and focus on employability skills providers and networking opportunities, a total of 40 organisations booked on to the November event, which JCP estimated had an attendance of 220-250 jobseekers, leading to 203 positive referrals and 19 immediate starts.

As part of regular meetings with the DWP we are discussing further scope for similar events in 2022.

Ensuring that local people and businesses have the right skills to access current and future opportunities is a key objective underpinning the Skills Action plan and one that contributes to the Councils priority to make Chesterfield a thriving Borough. We are progressing two key skills capital projects through the Staveley Town Deal, including DRIIVE (Derbyshire Rail Industry Innovation Vehicle), a modern innovation centre encompassing research and development, training and commercial office and workshop space at Barrow Hill and a Construction Skills hub in Staveley that will see the creation of an on-site construction training facility that will help students gain practical skills and experience with direct access to sector employers.

Local labour clauses have continued to be agreed on 100% of eligible developments and from Q1-Q3 of 2021 so far 462 local jobs and 81 apprentices have been provided and over £20.4 Million of contracts awarded to local supply chain businesses as well as creating a number of other social value outputs including careers support, school visits, partnerships with FE colleges and work experience.

The Council is still actively supporting the delivery of key regeneration schemes (Peak and Waterside) and is actively engaged in the direct delivery of the Northern Gateway Scheme which has now seen the completion of Saltergate MSCP, with the Enterprise Centre due to be completed in 2022. These developments will directly deliver hundreds of new employment opportunities to Chesterfield.

#### **4.6 Commemorations Review**

The council committed to listen to and work with local communities to review the appropriateness of commemorations within Chesterfield Borough on public land including monuments, statues, plaques and street names. A commitment was also made to ask our communities who is currently missing from our commemorations and how we can ensure future commemorations provide opportunities for education and to celebrate the history of Chesterfield Borough and our diverse communities.

In January 2021 Cabinet received a report on phase 1 of the commemorations review which considered the current position regarding monuments and statues, plaques, street names, street naming and re-naming processes and other types of commemoration activity. In July 2021 Cabinet received a report on phase 2 (final phase) of the commemorations review which focused on further public and stakeholder consultation to inform future commemoration activity and policy. The recommendation to develop a Commemorations Policy which draws upon the key principles for commemoration activity delivered or supported by Chesterfield Borough Council and to provide a single route and process for commemoration proposals to be submitted to the Council.

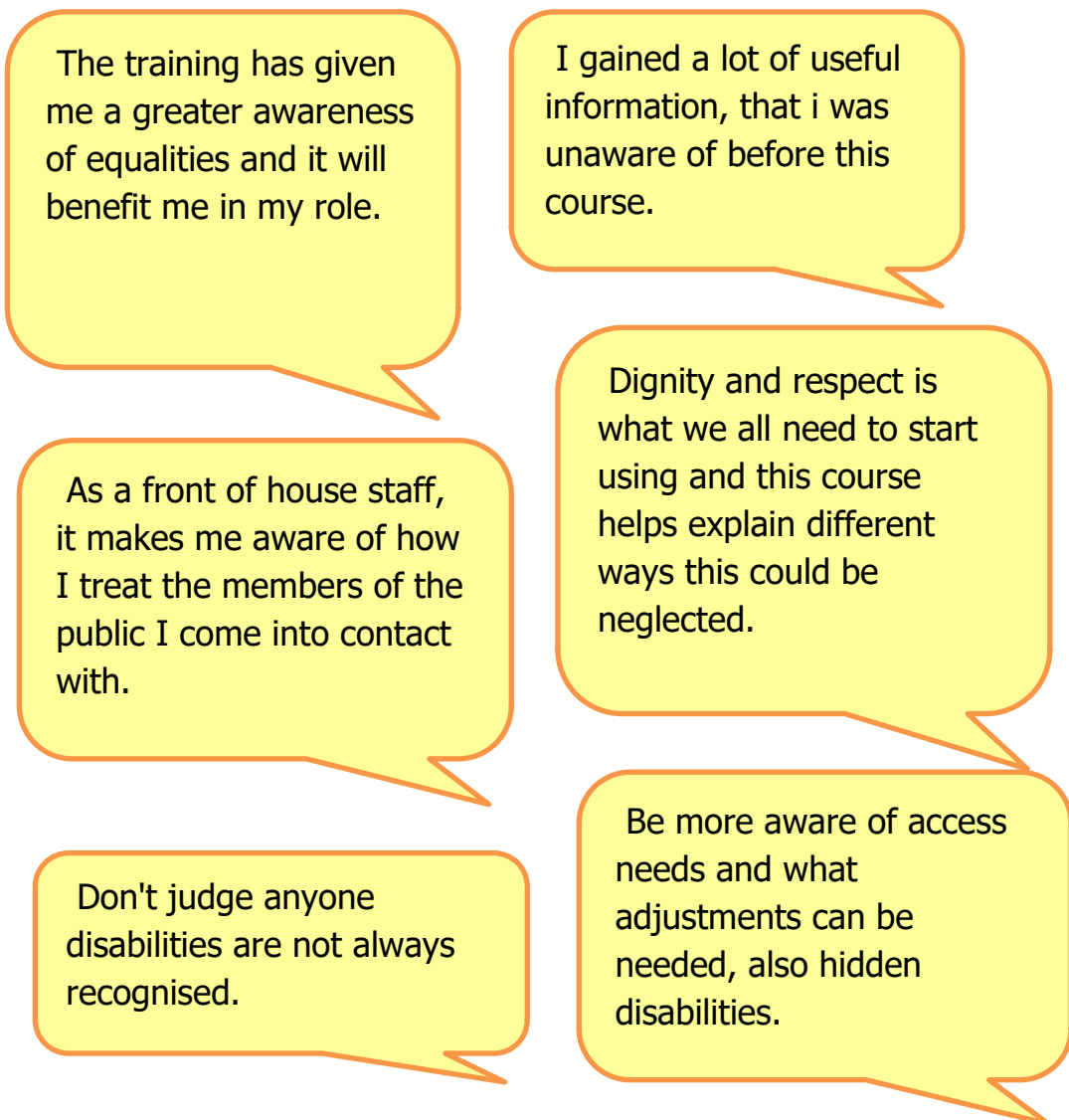
The Commemorations Policy is now live and:

- Establishes a clear scope for what is covered and not covered by the policy
- Confirms the six guiding principles the Council will use when considering requests for commemorative activity
- Identifies a range of opportunities to commemorate and celebrate key individuals, organisations and historical events which have helped to shape our great borough
- Provides a clear route for both Chesterfield Borough Council services and members of the public, community and voluntary sector groups, faith organisations, businesses or other public sector agencies to submit commemoration proposals

## 5.0 Equalities training for our staff

We offer the three mandatory equalities training modules in an online format, covering the Equality Act 2010, equality and diversity in Chesterfield's communities, and a guide to reasonable adjustments. Prevent training has also been added to the mandatory modules for all employees.

Feedback from employees shows that these modules have been effective, with an average of 99% of participating employees stating that the modules either met or exceeded their expectations. In addition, a number of comments were made by employees who completed the modules about how they would apply their learning including:



The training has given me a greater awareness of equalities and it will benefit me in my role.

I gained a lot of useful information, that i was unaware of before this course.

Dignity and respect is what we all need to start using and this course helps explain different ways this could be neglected.

As a front of house staff, it makes me aware of how I treat the members of the public I come into contact with.

Be more aware of access needs and what adjustments can be needed, also hidden disabilities.

Don't judge anyone disabilities are not always recognised.

Some additional training has taken place during the year, as follows:

### **Mental Health First Aid Training**



We now have 38 qualified MHFAs across all areas of the council. We are delivering bespoke Mental Health awareness training to employees at the Stonegravels Depot and suicide awareness training to managers. We are trying to encourage more males, particularly in the trades, to train as MHFA's as this sector is under represented and statistically they are less likely to ask for help with mental health issues.

### **Mentoring programme**

Twenty employees undertook mentoring training and are available as mentors. This programme will be revitalised during 2022/23. There are also now 2 people in HR who are fully trained coaches/mentors and CBC is a member of the East Midlands Coaching and Mentoring Group. This means we can access outside mentors if required.

### **Lone-working – Specialist Training**

Following the tragic murder of two MPs recently, specialist lone working training is now being offered to all elected members.



## **6.0 Working in partnership to promote equality and celebrate diversity**

The Council recognises the importance of working in partnership with a range of organisations to maximise the positive impacts we can achieve in our local communities. We continue to play a key role in our local partnerships, many of which have a real impact on our equalities work and the protected groups in our communities including:

- Chesterfield Health and Wellbeing Partnership and sub-groups, and the Derbyshire Health and Wellbeing Board
- Chesterfield Local Place Alliance
- Chesterfield Community Safety Partnership
- Chesterfield Childrens Locality Partnership
- Derbyshire Districts Safeguarding Leads
- UK Resettlement Partnership (regional)
- Derbyshire Community Response Forum
- Derbyshire Armed Forces Covenant
- Nottinghamshire and Derbyshire Local Authorities Energy Partnership
- Vision Derbyshire
- Derbyshire Homelessness Officers Group
- Derbyshire MAPPA Strategic Management Board
- Chesterfield and North East Derbyshire Financial Inclusion Group
- Derbyshire Housing Strategy Group
- Derbyshire Fire and Rescue Service
- Social Housing Providers
- Apprentice Town (Chesterfield)
- Destination Chesterfield
- Derbyshire Economic Partnership
- Derbyshire Skills Forum
- Visit Peak District and Derbyshire
- D2N2 Local Enterprise Partnership
- South Yorkshire Mayoral Combined Authority
- Staveley Town Deal
- Chesterfield Waterside
- (Development of the Derbyshire Integrated Care System)

Below are just some of the activities that we have provided through our partnership working during the year.

### **Community Recovery Approach**

The Council led the development of the Chesterfield Community Recovery Approach which was then promoted widely throughout our partnerships. It focussed on an overall vision for our communities 'to live healthy and fulfilling lives', with three key priorities:





1. Material insecurity - supporting individuals and families that are feeling the effects of material insecurities, such as food, housing, financial hardship
2. Population mental health and wellbeing – supporting vulnerable individuals that need low level and clinical mental health support, recognising that there are increasing numbers of people struggling with specific mental health and wellbeing issues stemming from the increasing challenges brought about by COVID-19
3. Social connectedness – supporting those significant numbers of individuals that are showing signs of loneliness and that lack social connection, and without support will begin to suffer from more significant mental health difficulties.

This approach was promoted and adopted by our key local partnerships in health and wellbeing, providing a joint focus for activities as we move through the pandemic.

### **Year of Outdoors**

As part of our Covid-19 recovery approach, Chesterfield Borough Council led a 'Year of Outdoors' campaign during 2021/22, supporting people to re-engage in physical activity and to benefit from the wider advantages of using our parks and green spaces. In addition to physical benefits, the range of activities helped to connect our communities to the natural environment, to improve mental health and wellbeing. The programme also built on the success of our Beat the Street game during 2020/21 by encouraging people to keep active.

The Year of Outdoors programme was enhanced with funding and support from the Chesterfield Health and Wellbeing Partnership, and many of the Year of Outdoors activities were planned to run alongside the HAF programme activities to maximise the benefit to the local community.

Year of Outdoors included different outdoor-based activities suitable for a range of ages and abilities, with a different theme each month, including self-led games and activities for families, group events, sports days, play days, and walks (all dependent upon the Covid-safe arrangements at the time). We used as many of our local spaces as possible across the borough, and at different times of the day and weekends to maximise the opportunities for as many residents as possible to take part.

### **Armed forces community**

Chesterfield Borough Council was presented with the Silver Award for its support to the Armed Forces during a ceremony at the International Bomber Command Centre in Lincolnshire on Thursday 14 October.



The council was given the award through the Armed Forces Covenant Employer Recognition Scheme (ERS) which encourages employers to implement human resources policies that support members of council staff who are also part of the Armed Forces community while inspiring others to do the same.



We have a number of policies, procedures and practices that aim to support members of the Armed Forces community employed by the council and also the wider Armed Forces community living in Chesterfield, these include:

- Changed leave policies to support staff to carry out their duties including up to ten days per year for reservist duties
- Access to employee assistance and occupational health schemes to support employees' physical and mental health
- A generous career break policy which can be used to support mobilisation
- A clear support plan for members of the Armed Forces returning from mobilisation and a clear cross-council understanding of their rights
- Chesterfield's Armed Forces cadet units are given pride of place at our key annual ceremonies including Armistice Day, Remembrance Sunday and the Mayor's annual parade
- We are partners in the Veterans Hub (Chesterfield) led by the Department for Work and Pensions, which includes regular events at the Town Hall
- The council is a registered employer with both the Career Transition Partnership and Forces Families Jobs

### **Health and Wellbeing Partnership activities**



Chesterfield Health and Wellbeing Partnership has continued to focus on financial inclusion, mental health and physical activity, with particular focus on areas of deprivation in the borough.

The partnership has worked with Rural Action Derbyshire and the community group Rother Active Group to coordinate and deliver the government's Holiday Activity and Food Programme (HAF) in the local area. HAF is designed to concentrate on the areas of Chesterfield where there is the highest uptake of children on free school meals. Activities took place during the summer and Christmas holidays of 2021. All participants were offered free packed lunches to eat at the activities or take away with them. Activities included lots of sports, crafts, art, visiting the pantomime, wreath making, lantern making workshops and lantern parade in the town centre. This project is designed to support nutrition for children who are likely to eat significantly less than they would during the school term where they have access to food in school.

Partnership working with Derbyshire County Council saw the introduction of Live Life Better programmes at Queen's Park Sports Centres in December 2021. These sessions are aimed at those for whom exercise will help with other medical conditions through self-referral and are free for anyone in the borough.

We have continued to work with partner agencies to support the wellbeing of residents across our communities, through the 3 local area Health and Wellbeing Networks which are sub-groups of the Health and Wellbeing Partnership. We also actively participate in the Chesterfield area Mental Health Network, working to reduce stigma around mental health and promoting positive mental health through participation in national initiatives such as Mental Health Awareness Week and World Mental Health Day, and local initiatives such as "Living Well", the Young Peoples' Emotional Health and Wellbeing project and mental health First Aid training for employees.

We support a youth club based at Queen's Park Sports Centre which, when it resumed post-Covid, has focussed on supporting young women aged 11- 16 from the surrounding area, who have been especially disadvantaged during the pandemic.

## **Sport and Leisure**

The Outswimming Cancer programme at Queen's Park Sports Centre (initially launched early March 2020) recommenced and continued to develop with funding from Western Park and received national recognition as a result of Swim England awarding the programme with Health Impact Award for 2021. This programme is aimed at anyone who is living with Cancer.

### **Arts and culture accessibility**

The Cultural Venues Access Group continues to meet to improve access at the Council's Theatres. We continue to provide performances with audio description, signed performances and touch tour to improve accessibility for people with disabilities.

We provide a varied programme of arts for health activities during the year including films for people with Dementia.

The Access Group will be key consultees on the improvement works at the Stephenson Memorial Hall over the next two years.

### **LGBT+ Project**

Throughout 2021 – 22, we have worked on a joint engagement project with Derbyshire LGBT+. The project aims to capture LGBT+ customer insight and perceptions about our services, identify barriers which the community face in accessing any services and highlight possible areas for improvement. This will coincide with the release of Census data about the local population.

An initial questionnaire was completed by 45 service users. Derbyshire LGBT+ then conducted two focus groups and worked with its existing client group in Chesterfield to further expand the reach of the questionnaire and facilitate conversations. A total of 51 people participated in this way.

A report including findings and recommended actions to improve inclusiveness will follow in 2022.

## **7.0 Press Releases and Communications**

Throughout 2021/22 the CBC Communications and Marketing Team have continued to promote equality and diversity events and news items via our social media platforms. Some examples are below:

10 May 2021 - Reconnect with nature for Mental Health Awareness Week and Mindful May (Year of Outdoors).

9 June 2021 - Free swimming sessions for cancer patients.





21 June 2021 - Chesterfield Borough Council and Chesterfield Pride join forces for this year's LGBTQ+ community celebration, with Chesterfield Borough Council being announced as the events main sponsor.



19 July 2021 - Love Chesterfield Community Market Launches (community market for charities and other organisations to fundraise and promote services).

28 July 2021 - Council achieves Silver Award for Armed Forces support

20 September 2021 - Donate unwanted sports kit at Queen's Park Sports Centre and the Healthy Living Centre

22 September 2021- New bowls facilities open in Stand Road Park



1 October 2021 - National Monument Against Violence and Aggression 'The Knife Angel' is to visit Chesterfield



1 October 2021 - Discover Chesterfield's Black History at the Museum

7 October 2021 - Green-fingered residents brighten up communal gardens

10 January 2022 - Take part in Holocaust Memorial Day online

20 January 2022 - Innovative swimming programme picks up national award (Outswimming Cancer)

15 March 2022 - Get together to discover groups and activities for the over 55s

31 March 2022 – Pomegranate Theatre joins nationwide charity screening of Ukrainian film.

## **8.0 Equality impact assessments**

The Council is committed to demonstrating that all relevant equality issues have been considered before changes are made to policies, projects, services, functions and strategies, or when new ones are created. Chesterfield Borough Council does this through its robust Equality Impact Assessment (EIA) process.



The EIA process enables us to look at our work in depth to see what impact it has on different equality groups, and to mitigate against any potentially negative impacts that are identified. Staff received training in the completion of EIAs ensuring that the process is embedded across all council services.

During 2021/22 the Council undertook around 14 Equality Impact Assessments (EIAs) for a variety of changes to policies, strategies and projects. These have taken into consideration: best practice, demographic information and employee and customer feedback and other engagement activities. The EIAs were published with the relevant reports to the Council's Cabinet. Through the EIA process, we have been able to address any negative impacts on sections of the community promote equality by identifying and acting on opportunities to implement positive impacts for groups where possible.

## **9.0 Gender pay gap report 2021**

At Chesterfield Borough Council we value diversity and inclusion and believe that it strongly contributes to the quality of our services. We are committed to being an equal opportunities employer and aim to treat all employees and job applicants fairly, regardless of their gender (including gender reassignment), age, race, sexuality, full or part-time status, marital status and disability. We believe it is important to attract and retain a workforce that reflects the customers and communities we serve.

We welcome the gender pay gap reporting requirements for a number of reasons including:

- It will help to confirm to our existing and prospective employees that we are committed to building a diverse and inclusive workplace, that provides equal opportunity to all employees irrespective of gender
- It will help us to monitor pay and career progression more closely and to ensure that all employees, irrespective of gender are supported to reach their full potential
- It is an opportunity to review our data and consider any issues we need to address and we can capture our journey over the next few years in our gender pay gap reporting and review our progress

### **What is the gender pay gap?**

The gender pay gap is concerned with differences in the average earnings of men and women over a standard time period, regardless of their role or





seniority. The law requires any organisation with more than 250 employees to publish its gender pay gap information annually based on a snapshot date. For the public sector the snapshot date is 31 March.

Gender pay gap is not the same as equal pay. The law says that men and women must be paid the same for doing the same or equivalent work. We use job evaluation techniques to evaluate each role and not the post holder to ensure that all roles are fairly remunerated in comparison to other roles. It makes no reference to gender or any other personal characteristics of any existing or potential job holders. We are therefore confident that our gender pay gap does not stem from paying men and women differently for the same or equivalent work, rather it is a result of the roles in which men and women work within the organisation and the salaries these roles attract.

### **Our gender pay gap data**

Gender pay reporting legislation requires employers with 250 or more employees to measure how large the pay gap is between their male and female employees. The measurement must be taken each year - on 31 March for public sector organisations and 5 April for other employers - and must be made public. Our gender pay gap reports are available [here](#).

## **10.0 Looking forward to 2022/23**

The Covid-19 pandemic has brought with it unprecedented challenges for Chesterfield Borough Council. During this time, we have worked hard to provide support to both staff and the wider community, particularly those who are more vulnerable who may need more assistance, and we will continue to do so.

We will continue to work with partners to promote and support equality and diversity with our communities and within our organisation. We will need to adapt as we move towards community and economic recovery but here is a sample of some of the activities we would like to take forward in 2022/23:

- Continuing to work in partnership with communities to organise a range of equality and diversity themed awareness activities and events, through the Equality and Diversity Forum.
- Continuing to embed the Council's commitment to equalities in its service planning and delivery of major projects (e.g. Staveley Town Deal and Chesterfield Levelling Up Project) by delivering a robust Equality Impact Assessment process and upholding the importance of this during financially challenging times.





- Providing employees with training and development opportunities so that they have the skills, abilities and confidence to recognise and respond appropriately and sensitively to diversity and discrimination, both within the workplace, when delivering services and, ultimately, in their everyday lives. Delivering ongoing equality and diversity refresher training as required with services and a range of additional awareness raising modules on locally relevant themes.
- Build upon our Covid-19 community recovery approach by embarking on the development of a Social Investment Plan.
- Deliver the LGBT+ research project to coincide with Census 2021 delivery and develop key actions for service improvement and engagement.
- Work with the Communications team to develop a unified approach to promotion of health and wellbeing and equalities events and activities, and key messages.
- Continue to meet our statutory duties including: Gender pay gap and Public Sector Equality Duty reporting, and publishing objectives through our updated Equality and Diversity Strategy (due 2023).
- Key learning from Census data – refreshing the State of the Borough document to provide up to date and consistent demographic information for CBC and the wider community, enabling us to consider the protected groups in all we do and to support the Equality Impact Assessment process.
- Continuing to work both formally and informally in partnership with local groups, including the Equality and Diversity Forum working more closely with the Cultural Access Group and Dementia Friendly Chesterfield to share knowledge, experiences and resources.
- Continue to develop the Local Democracy campaign, working with younger people to develop their knowledge of the democratic process.



## **11.0 Further information**

If you have any comments on our Equalities Annual Report or would like to request further information or copies of any of the documents highlighted in the report, please contact:

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## For publication

### Overview and Scrutiny Annual Report 2021/22

<b>Meeting:</b>	Council
<b>Date:</b>	20 July, 2022
<b>Cabinet portfolio:</b>	Non-executive
<b>Directorate:</b>	Corporate
<b>For publication</b>	

#### **1.0 Purpose of the report**

- 1.1 To present to council the Overview and Scrutiny Annual Report which details the work of the council's overview and scrutiny committees, and development of the overview and scrutiny function, during 2021/22.
- 1.2 To provide an outline of overview and scrutiny work programme plans for 2022/23.

#### **2.0 Recommendations**

- 2.1 That the Overview and Scrutiny Annual Report 2021/22 be noted.

#### **3.0 Reason for recommendations**

- 3.1 To enable council oversight of the work and operation of its statutory overview and scrutiny function, the function's effectiveness and contribution to the work of the council.

#### **4.0 Report details**

- 4.1 The Overview and Scrutiny Annual Report is produced and presented to the Council each year. This is the council's 17th scrutiny annual report for submission to Council, following approval by the Overview and Performance Scrutiny Forum on 30 June, 2022.
- 4.2 The provision of a scrutiny annual report is considered to be good practice and is a requirement of the Council's Code of Corporate Governance which is adopted to ensure effective operation of the council's functions.

- 4.3 The annual report, attached at Appendix 1, sets out the work, achievements and impact of the council's overview and scrutiny function during 2021/22. The annual report intends to:
- i. Give an overview of the effectiveness of the overview and scrutiny function and how it is developing;
  - ii. Evidence and provide a comprehensive record of the work of the overview and scrutiny committees;
  - iii. Promote the role and raise the profile of the statutory overview and scrutiny function and the work of the council's overview and scrutiny committees; and
  - iv. Provide an outline of the overview and scrutiny committees' work programme plans for 2022/23.
- 4.4 Council may wish to provide comments on the report to the Overview and Performance Scrutiny Forum.

## **5.0 Alternative options**

- 5.1 The alternative option is not to produce an annual report. This is not recommended for the purposes outlined in paragraph 4.2. The importance of the annual report was also highlighted in the statutory guidance on overview and scrutiny in local and combined authorities released in 2019.

## **6.0 Implications for consideration – Financial and value for money**

- 6.1 The Overview and Performance Scrutiny Forum undertake budget scrutiny for the council and is involved in the early stages of budget preparation in order to review and challenge the budget forecast outturn. Budget and value for money is a key area for questioning across all scrutiny topics.

## **7.0 Implications for consideration – Legal**

- 7.1 Overview and scrutiny is a legal requirement for local authorities under the Local Government Act 2000. The scrutiny function ensures that there is accountability to the public and that the needs and concerns of the community are reflected in executive decision making. The annual report helps to raise the profile of the work of scrutiny amongst the council and its communities.

## **8.0 Implications for consideration – Human resources**

- 8.1 Support for the scrutiny function is provided within the Democratic Services team. Scrutiny has the power to call senior officers and cabinet members to attend meetings and provide evidence, this is done in consultation with senior officers and cabinet members through discussions at pre-agenda meetings.

## **9.0 Implications for consideration – Council Plan**

9.1 The overview and scrutiny function supports the delivery of the council plan and delivery plans by aligning the scrutiny work programme to the key activities identified for delivery within the year. Scrutiny also receives regular reports on council plan performance and provides a valuable check and balance opportunity to support the council in achieving its targets.

## **10.0 Implications for consideration – Climate Change**

10.1 Climate change has been a key area of interest for overview and scrutiny as scrutiny members are keen to support the council in achieving the goals set out in the Climate Change Action Plan. This will continue to be an important area of review for scrutiny during 2022/23.

## **11.0 Implications for consideration – Equality and diversity**

11.1 Overview and scrutiny members bring experiences and skills from a wide range of different backgrounds, this enables our overview and scrutiny function to reflect and represent the needs of all our communities.

## **12.0 Implications for consideration – Risk management**

12.1 There are no risk management implications.

## Decision information

<b>Key decision number</b>	Non-key
<b>Wards affected</b>	All wards

## Document information

<b>Report author</b>	
Rachel Appleyard	
<b>Background documents</b>	
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>	
<b>Appendices to the report</b>	
Appendix 1	Overview and scrutiny annual report 2021/22



**CHESTERFIELD**  
BOROUGH COUNCIL

# **OVERVIEW AND SCRUTINY ANNUAL REPORT**

*2021/22*

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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 2021/22, 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.

One of the highlights of the past year has been exploring the different ways that scrutiny can carry out its work. The focus group approach has been used several times by both Committees and Scrutiny Project Groups during the year. Using this method has enabled scrutiny to take an in depth look at a specific policy, strategy or set of information in an informal arena which encouraged all scrutiny members to contribute to the discussions. The outcome resulted in a collaborative response which has carried more weight due to the number of views it represented. This has been a successful method used by scrutiny to respond to the draft Play and Parks and Open Spaces Strategies, private sector housing policies and refresh of the Skills Action Plan.

Scrutiny committees have the power to set up task and finish groups to carry out in depth reviews. Over the past year, our scrutiny project groups have showcased the value that scrutiny can add to policy development. The project group that ran alongside the development of the Visitor Economy Strategy has enabled us to develop a model for engaging scrutiny in policy and strategy development. The model used for this project enabled scrutiny to work alongside the cabinet member, officers and consultants and provide stakeholder input at each of the key stages. This model will continue to be used for our future project groups over the next year.

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 Lisa Collins**  
**Councillor Jenny Flood**



## 2 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 2021/22.

During the last 12 months, 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 2021/22 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 2021/22 work programme include engagement in the preparation of the council's parks and open spaces and play strategies, monitoring and providing consultee input on the development of the new visitor economy strategy and reviewing the consultation responses prior to adoption of the Chesterfield Station Masterplan.

## The Forward Plan

A standing item for noting 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 public the details of key or private decisions 28 days' in advance of the decision.

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. Scrutiny members have been encouraged to have early conversations with the scrutiny chairs when an item appears on the forward plan that they feel requires scrutiny involvement.

Scrutiny members value the forward plan as a key tool in planning their work and recognise that, in order to carry out pre-decision scrutiny, items should be added in a timely manner. The Scrutiny Chairs regularly remind members to contact them directly if there are any pressing issues arising from the forward plan and the timeliness of items on the forward plan has been discussed at a meeting of the CC&O Scrutiny Committee.

## 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 2021/22 year no 'call-ins' were made.

## OSCs' Work and Achievements Summary

Throughout 2021/22 OSCs undertook both pre-decision and post-decision scrutiny, receiving reports and influencing decisions on the policies, strategies, plans and services outlined below.

### Overview and Performance Scrutiny Forum:

- **Chesterfield Railway Station Masterplan**

In July, 2021, the Forum received a report from the Strategy Planning and Key Sites Manager on the development of the station masterplan. A public consultation had taken place earlier that year and the findings were presented for scrutiny consideration.



Members highlighted key concerns including the provision of public transport services to the station and links to the climate change action plan, particularly regarding the integrated transport plan.

- **Council Plan Progress update**

In September 2021, the Forum considered an update on the delivery of year 2 (2020/21) of the Council Plan 2019 – 2023 and the impact of Covid-19. Members also reviewed progress against the Council Plan Delivery Plan during the first quarter of 2021/22. Members recognised the challenges that staff had faced due to the impact of Covid-19 on working arrangements and noted the hard work that had gone into enabling flexible ways of working.

- **Climate Change Action Plan**

The Forum monitored the progress of the council's Climate Change Action Plan in November 2021. A review of the action plan had taken place in early 2021 and a further six actions had been added to the plan to support future climate change action and build capacity within the council to meet the goal of becoming a carbon neutral organisation by 2030. Members provided constructive input on actions on the plan including the tender process for producing a "pathway to a climate neutral council" report, progress on the actions under waste and the transition to a new waste provider, and the installation of LED lighting in CBC premises.

- **Budget update**

In November 2021, members monitored the progress made by the Council in delivering General Fund revenue services within the approved budget for 2021/22 and looked ahead at challenges in delivering the Medium-Term Financial Plan for 2022 to 2026. Members asked questions on how the reduction on the deficit in quarter two had been achieved, whether the downwards trend in car parking income was a long term concern and progress on the Elder Way tenancies.

- **Emergency and business continuity planning**

Following on from scrutiny's work last year looking at the emergency planning arrangements in the midst of the Covid-19 pandemic, in January, 2022 the Forum continued to monitor the arrangements in place that enabled the Council to respond swiftly and appropriately in emergency situations. Members reviewed how successful the response to the pandemic had been and whether there had been any lessons learnt to improve the council's emergency and business continuity plans.

- **Update on the Arvato and Kier transition – lessons learnt**

In May, 2022, members reviewed the outcomes of a lessons learnt report following the return of the services provided by Arvato and Kier. Members of staff who had transferred from Arvato and Kier had been consulted to understand how to ensure they felt integrated into the Council. Members

highlighted the amount of work that had gone into the transition and that the process had delivered on savings for the Council.

- **People Plan**

The Forum monitored progress of the implementation of the People Plan 2019-23 in May 2022 and members congratulated the Service Director on the significant achievement of receiving Gold Standard from Investors in People. Members queried the impact of the shortage of job applicants in the private sector and reviewed the council's approaches to this which included the successful launch of the Kickstart Scheme. Members also reviewed the opportunities for existing staff and looked at the ability for employees to undertake qualifications and how the apprenticeship funding supported this.

- **HS2**

In January, 2022 the Forum had an update from the Leader regarding HS2. There had been some changes to the Government plans and the HS2 tracks would only go as far as the East Midlands Parkway however the trains would still travel to Chesterfield via the existing tracks. The Derbyshire Rail Industry Innovation Vehicle (DRIVE) at Barrow Hill was still a necessity to train people to support the increase in rail innovation. The Committee expressed their disappointment at the news and heard that the East Midlands were applying pressure to the Government to deliver the plans.



**Community, Customer and Organisational Development Scrutiny Committee:**

- **Anti-social behaviour**

In July, 2021 the Committee reviewed an update on the Chesterfield Community Safety Partnership Safer Streets Grant Fund application which had been successful. The fund would enable the council to deliver a number of safety benefits to residents including the update of existing and new CCTV, automatic number plate recognition cameras and enhanced street lighting.

- **Arts and venues**

Members monitored the re-opening of Chesterfield's theatres and venues following the Covid-19 pandemic in July, 2021. The majority of venues had been able to re-open in 2020 in a Covid secure way for a brief period before fully re-opening in 2021; the Winding Wheel was continuing to be used by the NHS as a vaccination centre. Customers had responded positively to returning to the venues.



- **Crime and Disorder update**

*(see further details in 'Statutory Crime and Disorder Scrutiny Committee' section below)*

- **Implementation of Universal Credit**

November, 2021 the committee continued to monitor the implementation of Universal Credit and the ongoing impact this was having on the council and its residents. Universal Credit had been fully implemented in the borough and relationships had been developed with Job Centre+ voluntary sector organisations such as the Citizens Advice Bureau. Members reviewed the impact of moving claimants to managed payments and commended the positive reduction in arrears that had been achieved through this method. The Committee also discussed ways in which members could best support residents who they knew were falling into arrears. Members determined that the recommendations for the monitoring of Universal Credit had now been achieved and decided to complete scrutiny's review of this area.

- **Lighting Strategy**

In March, 2022, the Committee received an overview of a proposals to develop a new strategy regarding lighting in the town centres of Chesterfield and Staveley. The initial vision was to use lighting to change the way people view and feel about a place. Lighting had the effect of improving perceptions of safety, making the place feel more attractive in its offer and more inviting to visit, and increased the time people stay and spend in a place. Following the overview presentation in March, the Committee established a scrutiny project group to monitor and contribute to the development of the strategy. An update on the progress of this group will be provided in the next Scrutiny Annual Report.

- **Commercial occupancy rates**

The Committee received details in March, 2022 of the current occupancy rates for the council's commercial property which consists of industrial, office and retail portfolios. The Committee heard that occupancy was high with the commercial rate staying above 90% during the whole pandemic.

## **Enterprise and Wellbeing Scrutiny Committee :**

- **Social housing white paper**

In July, 2021 the Committee received an introduction to the Social Housing White Paper in order to consider areas for further scrutiny involvement. The white paper had been produced as a response to the Grenfell disaster and would be important legislation for Housing. One of the key messages from the paper was the need to listen to residents and involve them more and it was felt that this was an area that scrutiny could be involved, particularly during policy development. Members were interested to hear about how safety checks were conducted in council properties and in particular how these were recorded and monitored.

- **Parks and Open Spaces and Play Strategy consultation**

The Committee were consulted on the draft Parks and Open Spaces and Play strategies in October, 2021. A focus group approach was taken and members critically reviewed the draft documents and provided comprehensive feedback to the Cabinet Member and officers on the objectives of the strategies and length of the documents.



- **Apprenticeships**

In December, 2021 the Committee reviewed the progress made in delivering apprenticeships in the borough, particularly the impact of Covid-19, as well as changes to Government policy in this area such as the announcement of the Kickstart Scheme. Members discussed the increase in the number of apprenticeships that were available in the care sector, the impact of some qualifications moving away from the apprenticeship standards and the presence of the University of Derby who provide higher level health sector qualifications.

- **Private sector housing update**

Since the last review of this area by scrutiny in 2019, the Private Sector Housing team had been working on a number of policies designed to reflect new legislation and bolster existing enforcement tools. The committee received an update on these policies in February 2022 which consisted of the Emergency Performance Certificate (EPC) Policy, Fees and Charges Policy, House of Multiple Occupation (HMO) Amenities and Space Standards and Park Homes. The Committee discussed some of the key issues relating to these policies and agreed to review the final drafts of the policies as part of next year's work programme.

- **Skills Action Plan**

In April, 2022 the Committee were asked to contribute to the development of the refreshed Skills Action Plan. The session took the form of a focus group and members were asked for their thoughts on what the key priorities should be for the refreshed action plan and also what the role of the council is in delivery of skills and employment activity and where the council can add most value.

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:

Leader, Councillor Tricia Gilby

Deputy Leader, Councillor Amanda Serjeant

Cabinet Member for Business Transformation and Customers, Councillor Jean Innes

Cabinet Member for Economic Growth, Councillor Dean Collins

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



Cabinet Member for Housing, Councillor Chris Ludlow  
Cabinet Member for Town Centres and Visitor Economy, Councillor Kate Sarvent  
Assistant Cabinet Member, Councillor Peter Innes

The work of the scrutiny committees has also been supported by the attendance of Council officers.

### **Scrutiny Project Groups:**

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

Following the project group's final report being approved by Cabinet in October, 2019, the Enterprise and Wellbeing Scrutiny Committee have been monitoring the implementation of the recommendations from the project group. The two outstanding recommendations, relating to monitoring the use of the sports pitch and the marketing approach and pricing structure, were completed in February, 2022 and the Committee agreed to remove this item from the monitoring schedule.

#### ***Scrutiny Project Group on Air Quality***

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. This SPG 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.

During the project members of the SPG had met with a number of stakeholders including the council's Senior Environmental Health Officer and Environmental Health Officer who provided an overview of how air quality was monitored in the borough, how it is reported and where the air quality management are was within the borough. They also advised the SPG of the current limits set by the EU Air Quality Directive and advised that the overall trend in air quality standards showed an improving situation over the last five years in Chesterfield.

At this point, the project was disrupted by the Covid-19 pandemic. In December, 2021 the SPG received an update from the Environmental Health Officer who provided data



gathered over the last 2 years and gave a comprehensive update on the situation. The key points of discussion included:

- The impact of national lockdowns on air quality where improvements were seen due to the reduced number of vehicles on the roads
- The effects of trans-boundary pollution from Europe
- The long-term trend of a gradual reduction in pollution in Chesterfield
- An expected return to pre-pandemic levels of nitrogen dioxide and fine particulates
- There had been no breaches of air quality objectives within the Borough over the last four years

The SPG presented a report of its findings to the O&P Scrutiny Forum on 27 January, 2022 which concluded its review and recommended that:

1. 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.
2. The report be considered by the Deputy Leader and Cabinet Member for Health and Wellbeing and that a response be reported back to the Overview and Performance Scrutiny Forum.

### ***Scrutiny Project Group on the Visitor Economy Strategy***

As part of the 2020/21 scrutiny work programme, the Community, Customer and Organisational Scrutiny Committee appointed an SPG to contribute to the development of a new visitor economy strategy and action plan, provide a wider member and community perspective and strengthen the quantitative and qualitative methods and evidence base.



The SPG met virtually during 2020 and 2021 and provided constructive 'critical friend' engagement at each of the key stages of the strategy development. Meetings were carried out virtually and involved presentations and question and answer sessions with the consultants and economic growth officers as well as group discussions to agree responses.

There was excellent engagement with the consultants, economic growth officers and cabinet member throughout the project. Involvement at an early stage ensured that scrutiny was able to add value to the strategy, represent wider community views and make reasoned suggestions that were supportive of the council plan priorities. Most of the project groups' suggested amendments to the wording of the core proposition and priority aims were accepted or incorporated elsewhere in the strategy. Where suggestions were not accepted, a response was provided giving a reasoned explanation.

The SPG presented their final report and recommendations to the Community, Customer and Organisational Scrutiny Committee on 3 February, 2022 which contained two final recommendations.

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

### **Corporate Working Groups :**

*Member Development Working Group* – Scrutiny is represented on this group by the Joint Scrutiny Chairs. Scrutiny feeds into the working group by identifying member's training needs and contributing to the rolling member training plan.

### **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 Scrutiny Committee met as the Crime and Disorder Scrutiny Committee in September, 2021. At the meeting, the Committee received an update from the recent meeting of the Derbyshire Police and Crime Panel from the Council's appointed member representative, the Assistant Cabinet Member, Councillor P Innes. Members were also informed of a recent pilot that was taking place in Chesterfield called "Operation Blofeld". The pilot focussed on combatting the activities of serious and organised crime gangs locally and since March 2021 three organised crime gangs had been formally disrupted.

In March, 2021, the Committee met again as the Crime and Disorder Scrutiny Committee and received an update from the new Head of Community Safety and Regulatory Services on the activities of the Chesterfield Community Safety Partnership Action during 2021/22. The role of the partnership was to coordinate delivery of appropriate actions that would support the reduction of crime and anti-social behaviour in Chesterfield and contribute to the overall safety of Chesterfield residents, visitors and businesses. Given this core function and the strong role that the community safety partnership plays in tackling anti-social behaviour and criminality, the partnership had been restructured to include a number of thematic groups. Members provided input on how to ensure what was been done in Chesterfield to address crime and disorder was communicated to residents and the role that members can have in supporting this.

### **3 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 that 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 2021/22 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.

- Implementation of Universal Credit (CCO Scrutiny Committee)
- Future use of former Queen's Park Sports Centre (EW Scrutiny Committee)
- HS2 (O&P Scrutiny Forum)

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.

## **4 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:

1. Developments inside and outside of the Council having an impact on delivery of the overview and scrutiny function;
2. 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 2021/22.

### **Developing Overview and Scrutiny Committee Work Programming**

In recent 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, provide opportunities to further develop the scrutiny / cabinet working relationship and facilitate well informed discussions and selecting of items.

This year, the interactive workshops that took place to form a long list of items for the work programme were held virtually on 15 February, 2022. Cabinet members delivered presentations on their priorities for 2022/23, these were followed by breakout discussions with scrutiny and other backbench members to produce a long list of proposed topics for the work programme.

The senior democratic and scrutiny officer consulted with the corporate leadership team (CLT) on the proposed topics and circulated the draft work programme to all members for comment. The first list of draft items was considered by the Overview and Performance Scrutiny Forum on 24 March, 2022 and the comments from that meeting were fed into the final draft of the work programme.

The final work programme was considered and approved by the Overview and Performance Scrutiny Forum on 12 May, 2022. A list of topics included in the work programme can be found in section 6 below.

### **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. 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.

### **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.



During the year, the network has continued meeting remotely and has seen a good attendance by both councillors and officers representing much of the East Midlands. Presentations have been delivered on recent scrutiny reviews and network members have taken part in workshops allowing members and officers from around the East Midlands to discuss best practice for scrutiny and share their work. Topics covered by the network over the year include:

- Scrutiny task and finish groups
- Flooding – reports from authorities who have carried out scrutiny work in this area and also a presentation delivered by Will Rolls on the science behind flooding and impact of climate change
- Scrutiny in local government post pandemic – an update from Ed Hammond, Deputy Chief Executive of the Centre for Governance and Scrutiny
- Public involvement in scrutiny

# 5 Overview and scrutiny committee work programme 2022/23

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><b>Business items :</b></p> <ul style="list-style-type: none"> <li>• Council Plan and Delivery Plan Performance</li> <li>• Budget</li> <li>• ICT Improvement Programme</li> <li>• Emergency Planning and Business Continuity</li> <li>• Climate Change Action Plan</li> </ul>	<p><b>Items for monitoring :</b></p> <ul style="list-style-type: none"> <li>• HS2 SPG recommendations</li> </ul>
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**Community, Customer and Organisational Scrutiny Committee**

<p><b>Business items :</b></p> <ul style="list-style-type: none"> <li>• Outside Bodies</li> <li>• Boundary Commission Review communications plan</li> <li>• Crime and disorder</li> <li>• Member development/induction</li> </ul> <p><b>Scrutiny Project Groups on :</b></p> <ul style="list-style-type: none"> <li>• Lighting Strategy</li> <li>• Outside Bodies</li> </ul>	<p><b>Items for Monitoring :</b></p> <ul style="list-style-type: none"> <li>• Visitor Economy Strategy SPG recommendations</li> <li>• Crime and Disorder (as council’s statutory scrutiny committee)</li> </ul>
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**Enterprise and Wellbeing Scrutiny Committee**

<p><b>Business items :</b></p> <ul style="list-style-type: none"> <li>• Private Sector Housing</li> <li>• Recycling rates</li> <li>• Measuring the success of the town centre</li> <li>• Communications plan for town centre developments</li> <li>• Skills Action Plan</li> <li>• CBC Housing</li> </ul>	<p><b>Items for Monitoring :</b></p> <ul style="list-style-type: none"> <li>• Parks and Open Spaces and Play Strategy recommendations</li> </ul>
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## 6 Scrutiny Committee membership 2021/22

<p><b>Overview and Performance Scrutiny Forum:</b></p> <p>Councillors:</p>	
<p><b>Lisa Blakemore</b>  <b>Howard Borrell</b>  <b>Stuart Brittain</b>  <b>Ray Catt</b>  <b>Kate Caulfield</b>  <b>Lisa Collins</b> – Co Chair  <b>Emily Coy</b>  <b>Barry Dyke</b></p>	<p><b>Jenny Flood</b> – Co Chair  <b>Ed Fordham</b>  <b>Terry Gilby</b>  <b>Katherine Hollingworth</b>  <b>Maggie Kellman</b>  <b>Dan Kelly</b>  <b>Paul Mann</b>  <b>Tom Snowdon</b></p>
<p><b>Community, Customer and Organisational Scrutiny Committee:</b></p> <p>Councillors:</p>	
<p><b>Lisa Blakemore</b>  <b>Howard Borrell</b> – Vice Chair  <b>Lisa Collins</b> – Chair  <b>Mick Bagshaw</b></p>	<p><b>Barry Dyke</b>  <b>Ed Fordham</b>  <b>Maggie Kellman</b>  <b>Dan Kelly</b></p>
<p><b>Enterprise and Wellbeing Scrutiny Committee:</b></p> <p>Councillors:</p>	
<p><b>Kate Caulfield</b>  <b>Barry Dyke</b>  <b>Emily Coy</b>  <b>Katherine Hollingworth</b></p>	<p><b>Barry Dyke</b> – Vice Chair  <b>Jenny Flood</b> – Chair  <b>Paul Mann</b>  <b>Tom Snowdon</b></p>



For further information contact :

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## **COUNCIL MEETING – 20 JULY, 2022** **MINUTES OF COMMITTEE MEETINGS**

These Minutes are of Committee meetings taken under delegated powers since the last meeting of Council. The Minutes are for information only.

Please click on the links below to view the Minutes you want to read.

<b>Appeals and Regulatory Committee</b>	<a href="#">20 April</a> <a href="#">27 April</a> <a href="#">4 May</a> <a href="#">18 May</a> <a href="#">15 June</a> <a href="#">29 June</a> <a href="#">29 June (Full)</a>
<b>Licensing Committee</b>	<a href="#">27 April</a>
<b>Planning Committee</b>	<a href="#">25 April</a> <a href="#">16 May</a> <a href="#">6 June</a> <a href="#">27 June</a>
<b>Standards and Audit Committee</b>	<a href="#">20 April</a>

If you require paper copies of the Minutes please contact:

**Amanda Clayton**

Democratic Services, Town Hall, Chesterfield, S40 1LP

Tel: 01246 345237 email: [democratic.services@chesterfield.gov.uk](mailto:democratic.services@chesterfield.gov.uk)

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## CABINET

Tuesday, 5th April, 2022

Present:-

Councillor P Gilby (Chair)

Councillors Blank  
D Collins  
Holmes  
Ludlow

Councillors Mannion-Brunt  
Sarvent  
Serjeant

\*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

110 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors J Innes and P Innes.

111 **MINUTES**

**RESOLVED –**

That the minutes of the meeting of Cabinet held on 15 March, 2022 be approved as a correct record and signed by the Chair.

112 **FORWARD PLAN**

The Forward Plan for the four month period 1 May to 31 August, 2022 was reported for information.

**\*RESOLVED –**

That the Forward Plan be noted.

113 **ARMED FORCES COVENANT - CHESTERFIELD BOROUGH**

## **COUNCIL ACTION PLAN**

The Service Director – Corporate submitted a report describing the progress made in implementing the Armed Forces Covenant Action Plan for 2019 – 2023 and recommending for approval further actions for 2022/23.

The Armed Forces Covenant Action Plan for 2019 – 2023 had also been developed to reflect the council's commitment to continue to work collaboratively with Derbyshire County Council and all Derbyshire district / borough councils in support of the Derbyshire Armed Forces Covenant, which was first signed in April 2012 and revised in 2019.

The revised Armed Forces Covenant Action Plan for 2019 – 2023 was attached at Appendix 1 of the officer's report.

### **\*RESOLVED –**

1. That the progress made against the Chesterfield Borough Council Armed Forces Action Plan for the period 2019-2023 be noted.
2. That the updated Chesterfield Borough Council Armed Forces Action Plan be approved for delivery in 2022/23.

## **REASON FOR DECISIONS**

To demonstrate and reaffirm our commitment and support to the armed forces community.

## **114 REVIEW OF THE CODE OF CORPORATE GOVERNANCE AND THE ANNUAL GOVERNANCE STATEMENT**

The Internal Audit Consortium Manager submitted a report inviting Cabinet to consider and review Council compliance with the Code of Corporate Governance during 2021/22, and to approve the Annual Governance Statement for onward submission and sign off by the council's Standards and Audit Committee.

The report noted that the Code of Corporate Governance reflected the most recent guidance issued by the Chartered Institute of Public Finance and Accountancy (CIPFA).

The Internal Audit Consortium Manager confirmed that the report and various supporting appendices comprising the Annual Governance Statement would be presented for at the next meeting of the Standards and Audit Committee on 20 April, 2022.

**\*RESOLVED –**

1. That it be recommended to the Standards and Audit Committee that the supporting documents to the officer's report, attached at Appendices 1 and 2, be approved and the Annual Governance Statement for 2021/22 be signed by the Leader and Chief Executive.
2. That a further review of Council compliance with the Code of Corporate Governance be undertaken in 12 months' time.
3. That the Corporate Leadership Team monitor progress with regard to the actions recommended to address the issues and future challenges identified in the Annual Governance Statement.

**REASONS FOR DECISIONS**

1. To enable the Cabinet and the Standards and Audit Committee to monitor the Council's compliance with the Code of Corporate Governance.
2. To comply with the requirements of the Accounts and Audit Regulations 2015.
3. To support the maintenance of sound risk management, governance and control arrangements within the Council.

**115 EXCLUSION OF THE PUBLIC**

**RESOLVED –**

That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972.

**116 ABSENCE OF MEMBER OF THE COUNCIL**

The Senior Democratic and Scrutiny Officer submitted a report enabling 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.

Councillor Ian Callan had been prevented from attending meetings of the Authority since his last attendance on 25 October, 2021 due to illness.

**\*RESOLVED –**

That, for the purposes of Section 85(1) of the Local Government Act, 1972, the reason for the absence from meetings of Councillor Ian Callan since 25 October, 2021 be approved and that his continued absence from meetings be authorised through until 30 June, 2022.

**REASONS FOR DECISIONS**

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



**CABINET****Tuesday, 26th April, 2022**

Present:-

Councillor P Gilby (Chair)

Councillors Blank  
Holmes  
J Innes

Councillors

Mannion-Brunt  
Sarvent  
SerjeantNon Voting P Innes  
Members

\*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

**118 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors D Collins and Ludlow.

**119 MINUTES****RESOLVED –**

That the minutes of the meeting of Cabinet held on 5 April, 2022 be approved as a correct record and signed by the Chair.

**120 FORWARD PLAN**

The Forward Plan for the four-month period 1 May to 31 August, 2022 was reported for information.

**\*RESOLVED –**

That the Forward Plan be noted.

**121 ORGANISATIONAL DEVELOPMENT PROGRAMME**

The Service Director – Digital, HR and Customer Services submitted a report seeking approval for the Organisational Development Programme.

On 28 April 2021, Full Council had approved a new Organisational Development Strategy for the period 2021 through 2023. The Strategy had been developed to enable the Council to continuously improve, raise the performance of the organisation, and better adapt to changing situations.

The Council's overall strategic planning cycle, which informed the timescales for the development and delivery of the Council Plan and the Medium-Term Financial Plan, also provided context for the development and delivery of an aligned Organisational Development Programme.

The design principles and the proposed governance arrangements which would support the ongoing development and delivery of the Organisational Development Programme were detailed in the officer's report as was the process to identify, prioritise and resource the multiple projects and change activities which the Council would need to take forward to achieve the seven outcomes originally set out in the Council's Organisational Development Strategy.

**\*RESOLVED –**

1. That the Organisational Development Programme, as set out in Appendix A of the officer's report, be approved.
2. That the proposed design principles and governance arrangements, as set out in paragraphs 4.5 to 4.17 of the officer's report, be approved so that appropriate oversight and management of the Organisational Development Programme can be achieved.
3. That the projects forecast to deliver financial benefits from 2022/23 to 2025/26, as detailed in Appendix B of the officer's report, be noted and the use of an additional £140k of capital receipts to support delivery be approved; in line with the funding decision made by Full Council when approving the Medium-Term Financial Plan (MTFP) that capital receipts flexibility be used for this purpose.

4. That the use of up to £200k from the Service Redesign Reserve to support initial work to develop service improvements and reshape the Finance Service, and Property and Technical Services be approved, with detailed business cases being developed for approval that will embed long term improvements; this is in line with the funding decision made by Full Council when approving the MTFP that the Service Design Reserve be used for this purpose.
5. That the Service Director for Digital, HR and Customer Services, in consultation with the Council's Section 151 officer and the Cabinet Member for Business Transformation and Customers, be granted delegated authority to approve the use of and draw down of funding of up to £50k per project through the use of Capital Receipts Flexibility or from the Service Redesign Reserve, where additional funding would be required to pump prime approved business cases; this is in line with the funding decision made by Full Council when approving the MTFP that capital receipts flexibility and / or the Service Design Reserve be used for this purpose.

## **REASON FOR DECISIONS**

To ensure that the Organisational Development Programme is approved with clearly understood design principles and governance arrangements, so that the change activities which are undertaken by the Council support the successful achievement of the Council Plan and MTFP and deliver against the seven outcomes set out in the Council's Organisational Development Strategy.

## **122 EXCLUSION OF THE PUBLIC**

### **RESOLVED –**

That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972.

## **123 ABSENCE OF MEMBER OF THE COUNCIL**

The Senior Democratic and Scrutiny Officer submitted a report enabling 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.

Councillor Mick Bagshaw had been prevented from attending meetings of the Authority since his last attendance on 3 November, 2021 for the reason(s) expressed within the report.

**\*RESOLVED –**

That, for the purposes of Section 85(1) of the Local Government Act, 1972, the reason for the absence from meetings of Councillor Mick Bagshaw since 3 November, 2021 be approved and that his continued absence from meetings be authorised through until 3 August, 2022.

**REASONS FOR DECISIONS**

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

**CABINET****Tuesday, 17th May, 2022**

Present:-

Councillor P Gilby (Chair)

Councillors Blank  
Holmes  
J InnesCouncillors Ludlow  
Mannion-Brunt  
Sarvent

Non Voting Members P Innes

\*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

**2 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Collins and Serjeant.

**3 MINUTES****RESOLVED –**

That the minutes of the meeting of Cabinet held on 26 April, 2022 be approved as a correct record and signed by the Chair.

**4 FORWARD PLAN**

The Forward Plan for the four month period 1 June to 30 September, 2022 was reported for information.

**\*RESOLVED –**

That the Forward Plan be noted.

## **5 SECTOR LED IMPROVEMENT - PEER CHALLENGE AND KEY RESIDENTS / TENANT SATISFACTION SURVEYS**

The Service Director – Corporate submitted a report providing an update on the key sector led improvement initiatives and progress made during 2021/22 including peer challenge and key resident and tenant satisfaction surveys.

In October 2021, Chesterfield Borough Council took part in a Corporate Peer Challenge and the feedback report was attached at Appendix 1 of the officer's report. The Peer Challenge had made seven recommendations which been incorporated into the peer challenge action plan which was attached at Appendix 2 of the officer's report.

Chesterfield Borough Council utilised the 'Are You Being Served?' methodology for the resident satisfaction survey in September-October 2021, a copy of the resident satisfaction survey report was attached at Appendix 3 of the officer's report. The survey results had helped to shape the Council Plan Delivery Plan and Service Plans for 2022/23 and had provided data to inform the Council Plan for the period 2023 – 2027.

Every two years the Housing Service undertook a customer satisfaction survey of CBC tenants to identify how the service was performing and where improvements needed to be made. A copy of the STAR tenant satisfaction survey report was attached at Appendix 4 of the officer's report. A comprehensive STAR action plan had been developed and was attached at Appendix 5 of the officer's report.

### **\*RESOLVED –**

1. That the publication of the Peer Challenge report on the Council's website be approved.
2. That the Peer Challenge action plan be approved.
3. That the STAR action plan be approved.

### **REASON FOR DECISIONS**

To continue our journey of improvement and provide value for money services for residents and tenants.

## 6 **ANTISOCIAL BEHAVIOUR POLICY**

The Service Director - Leisure, Culture and Community Wellbeing and Head of Community Safety and Regulatory Services submitted a report seeking approval for the draft Anti-Social Behaviour Strategy to go out for public consultation.

The existing Corporate Anti-Social Behaviour Policy and the Housing Service Anti-Social Behaviour Policy were adopted in 2019 and did not fully take account of current national and local developments.

The draft Corporate Anti-Social Behaviour Strategy, attached at Appendix A of the officer's report, would provide a consistent approach and a framework for all Chesterfield Borough Council services involved in responding to ASB.

### **\*RESOLVED –**

1. That the draft Anti-Social Behaviour Strategy be approved for public consultation.
2. That a report be brought to Cabinet with a final draft Anti-Social Behaviour Strategy following the completion of the public consultation by September 2022.

### **REASON FOR DECISIONS**

1. It is essential for the Council to have a modern and relevant Anti-social behaviour strategy that reflects recent developments in anti-social behaviour (ASB) characteristics, legislation and national and local priorities. This will enable the Council to strategically plan and prioritise resources across the Borough and to work appropriately with stakeholders to maximise effectiveness.
2. The effective management of ASB related issues will support the Council's wider ambitions regarding making Chesterfield a thriving borough by actively contributing to making Chesterfield a great place to live, work and visit.

## 7 **REVITALISING THE HEART OF CHESTERFIELD**

The Project Delivery Manager presented an update report on the Revitalising the Heart of Chesterfield scheme and sought approval to commence the next phase of public engagement and consultation activity on the draft Revitalising the Heart of Chesterfield Master Plan.

The Master Plan enabled the alignment of key projects; 'Revitalising the Heart of Chesterfield' and the town centre projects of the successful 'Connecting Chesterfield' Levelling-Up Fund bid to create a single project called 'Revitalising the Heart of Chesterfield'.

The officer's report detailed the progress made on the Revitalising the Heart of Chesterfield project including recent public engagement activity, which had informed updated proposals for the improvement of the Market Place and New Square.

A copy of the draft Revitalising the Heart of Chesterfield Master Plan was attached at Appendix A of the officer's report.

**\*RESOLVED –**

1. That the recommendations of the Revitalising the Heart of Chesterfield public engagement report, as set out in Appendix B of the officer's report, be approved.
2. That the draft Revitalising the Heart of Chesterfield Master Plan and the approach for further public engagement and consultation be approved.
3. That the Service Director for Economic Growth, in consultation with the Cabinet Member for Town Centres and Visitor Economy, be granted delegated authority make amendments and corrections to the draft Master Plan and associated supporting material to make it ready for public consultation.
4. That the Service Director for Economic Growth, in consultation with the Leader and the Cabinet Members for Economic Growth and Town Centres and Visitor Economy, be granted delegated authority to consider the feedback from the public consultation exercise, incorporate any further changes and approve the final version of the Revitalising the Heart of Chesterfield Master Plan.



5. That the Service Director for Economic Growth, in consultation with the Cabinet Members for Economic Growth and Town Centres and Visitor Economy and the Service Director for Finance, be granted delegated authority to confirm the award of tenders for the procurement of the enabling works and construction of the Revitalising the Heart of Chesterfield town centre transformation project.

## **REASONS FOR DECISIONS**

1. To deliver outputs at pace through the 'Levelling Up Fund' which, when combined with the match funding already secured, will support the physical changes required to revitalise Chesterfield town centre.
2. To contribute to the delivery of the council's economic recovery plan (Covid-19 pandemic) and growth strategy 2019-23.
3. To respond to the findings of the RHOC public engagement and consultation activities and maximise outcomes from the Vision Master Plan.
4. To transform the experience of those visiting the town centre, and help sustain the economic future of Chesterfield's high street.

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**CABINET****Tuesday, 21st June, 2022**

Present:-

Councillor P Gilby (Chair)

Councillors Blank  
Holmes  
J Innes  
P Innes

Councillors Ludlow  
Mannion-Brunt  
Sarvent  
Serjeant

Non Voting  
Members

\*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

9 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Collins.

10 **MINUTES**

**RESOLVED –**

That the minutes of the meeting of Cabinet held on 17 May, 2022 be approved as a correct record and signed by the Chair.

11 **FORWARD PLAN**

The Forward Plan for the four month period 1 July to 31 October, 2022 was reported for information.

**\*RESOLVED –**

That the Forward Plan be noted.

12 **DELEGATION REPORT**

Decisions taken by Cabinet Members during April to June, 2022 were reported.

**\*RESOLVED –**

That the Delegation Report be noted.

**13 COUNCIL PLAN - ANNUAL PERFORMANCE REPORT 2021/22**

The Service Director – Corporate presented the Annual Performance Report – Council Plan Delivery Plan 2021/22.

The Council Plan 2019 – 2023 identified the Council's key priorities, objectives and commitments over a four year period and the officer's report highlighted the performance against the 2021/22 delivery plan.

Appendix 1 of the officer's report detailed the progress made on the 41 milestones which were being tracked during 2021/22 and the impact of Covid-19 on the Council's ability to deliver on elements of the delivery plan for 2021/22.

**\*RESOLVED –**

That the significant achievements made against the priority areas within the Council Plan Delivery Plan for 2021/22 be noted.

**REASONS FOR DECISIONS**

To progress delivery of the Council Plan 2019 - 2023 and maximise positive outputs and outcomes for our communities.

**14 GENERAL FUND BUDGET OUTTURN 2021/22**

The Service Director - Finance submitted a report on the General Fund Revenue and Capital Outturns for 2021/22.

The report provided details of variations from the revised estimates, documented the level of General Fund Revenue reserves and provisions at year end and also sought approval for the carry forward requests.

**\*RESOLVED –**

1. That the General Fund Revenue and Capital Outturn reports for 2021/22 be noted.
2. That the proposal to make a contribution to the Business Rates Reserve to meet the 2022/23 deficit on business rates income, as set out in paragraph 4.10 of the officer's report, be approved.

3. That whilst the 2021/22 distribution from the Business Rates Pool which was yet to be announced, it be agreed that any surplus over the assumed £300k be transferred to the Business Rates Reserve, as set out in paragraph 4.12 of the officer's report.
4. That the General Fund Revenue carry forward requests, as detailed in paragraph 4.13 of the officer's report, be approved.
5. That the implementation of the £9.90 per hour real living wage from 1 April 2022 be funded from the underspend in 2021/22 and included within the Medium-Term Financial Plan (MTFP) for future years, as detailed in paragraphs 4.14 to 4.17 of the officer's report.
6. That the use of the Budget Risk Reserve to fund the cost of Chesterfield Pride Sponsorship, as detailed in paragraph 4.18 of the officer's report, be approved.
7. That the level of and movement in the General Fund Revenue Reserves and Provisions, as outlined in paragraphs 4.19 to 4.24 and Appendix A of the officer's report, be approved.
8. That the proposal to transfer the General Fund Revenue surplus for the financial year 2021/22 to the Budget Risk Reserve, as outlined in paragraphs 4.25 to 4.26 and Table 4 of the officer's report, be approved.
9. That the General Fund Capital financing arrangements, as set out in Appendix B of the officer's report, be approved.
10. That it be recommended to Full Council that the report be noted.

#### **REASONS FOR DECISIONS**

1. This report forms a key part of formal revenue and capital monitoring against the 2021/22 budget. There will be a separate report for the Housing Revenue Account covering both the revenue and capital elements. The information in these reports will be incorporated into the published Statement of Accounts 2021/22.
2. The approval of the budget outturn, in-year movements, carry forward requests and reserves are required by corporate financial procedures.

3. To consider the reserves position given the challenges facing the Council over the period of the MTFP.

## 15 **DRIIVE (DERBYSHIRE RAIL INDUSTRY INNOVATION VEHICLE)**

The Skills Delivery Officer submitted a report setting out the detail of the DRIIVE (Derbyshire Rail Industry Innovation Vehicle) project and seeking approval to accept funding and proceed with the delivery of the project.

On the 22 February, 2022 Cabinet granted approval for DRIIVE as one of three council led projects featured in the Staveley Town Deal Town Investment Plan (TIP), to be added to the council's Capital Programme.

The project focusses on the delivery of the core objectives against 4 key project themes:

- Commercial Space for SME's
- Training Provision
- Research and Development
- Community Outreach

On the 18 March, 2022 the full business case was submitted to Staveley Town Deal Board and funding of £3,735,000 for DRIIVE was approved.

### **\*RESOLVED –**

1. That the Council's ongoing role in the delivery of the DRIIVE project, accepting the Towns Fund Grant and giving authority to move to delivery, be approved.
2. That the grant contribution from the Council, via the business rate retention scheme, to provide up to £790,000 match funding for the project, be approved.
3. That it be recommended to Full Council that match funding be included in the Capital Programme update which was due to be considered in July 2022.
4. That, in line with grant funding conditions, it be agreed that the Council would cover any cost overruns associated with the physical delivery of the project.
5. That the Service Director for Economic Growth, in consultation with the Deputy Leader, Cabinet Member for Economic Growth and the

Council's Property, Procurement and Contracts Manager, be granted delegated authority to finalise legal arrangements in relation to the existing lease and management agreement in respect of the commercial structure, management and operation of DRIIVe.

#### **REASONS FOR DECISIONS**

1. The successful delivery of the DRIIVe project will support the growth of the rail sector and contribute to the future regeneration of the Borough through the development of specialist skills, research and development provision.
2. The recommendations are made to ensure that Cabinet is provided with clarity regarding the role the council will undertake in the delivery of the DRIIVe project and to enable delivery to commence.

#### **16 COMMUNITY INFRASTRUCTURE LEVY (CIL) EXPENDITURE 2020/21**

The Strategic Planning and Key Sites Manager presented a report on the expenditure of the Community Infrastructure Levy (CIL) for 2020/21.

The CIL mechanism allowed local planning authorities to raise funds from new development in order to contribute to the cost of infrastructure that is, or will be, needed to support new development.

Bids for funding were invited in Autumn 2021 and were assessed in line with the CIL Expenditure Strategy, a summary of the assessment and recommendations of funding awards was attached at Appendix 2 of the officer's report.

#### **\*RESOLVED –**

1. That the progress report on receipts achieved from the CIL be noted.
2. That the recommendations made in relation to proposed awards of strategic CIL funding for 2021, be approved.

#### **REASONS FOR DECISIONS**

1. To ensure that CIL expenditure takes place in accordance with the Community Infrastructure Regulations 2010 (as amended) and the council's CIL Expenditure Strategy.

2. To ensure that CIL expenditure supports planned growth and sustainable development and Chesterfield's continued vitality.

## 17 **HOUSING REVENUE ACCOUNT (HRA) FINAL ACCOUNTS 2021/22**

The Acting Service Director - Finance submitted a report on the Housing Revenue Account Final Accounts for 2021/22.

The report provided details of variations from the revised estimates and also sought approval for the carry forward requests.

### **\*RESOLVED –**

1. That the report be noted.
2. That the revenue carry forward request, as detailed in paragraph 4.7 of the officer's report, and the capital carry forward requests in respect of schemes which were not finalised during 2021/22, as detailed in paragraph 4.9 of the officer's report, be approved.

### **REASONS FOR DECISIONS**

This report forms a key part of the formal revenue and capital monitoring arrangements against the original 2021/22 HRA revenue and capital budget estimates. The information in this report will be incorporated into the published Statement of Accounts for 2021/22.

## 18 **EXCLUSION OF THE PUBLIC**

### **RESOLVED –**

That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972.

## 19 **ABSENCE OF MEMBER OF THE COUNCIL**

The Senior Democratic and Scrutiny Officer submitted a report enabling 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.

Councillor Ian Callan had been prevented from attending meetings of the Authority since his last attendance on 25 October, 2021 due to illness.



**\*RESOLVED –**

That, for the purposes of Section 85(1) of the Local Government Act, 1972, the continued absence of Councillor Ian Callan from meetings of the authority be authorised through until 30 September, 2022.

**REASON FOR DECISIONS**

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

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**JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE****Tuesday, 21st June, 2022**

Present:-

Councillor P Gilby (Chair)

Councillors	Blank	Councillors	Ludlow
	Davenport		Mannion-Brunt
	Holmes		Sarvent
	J Innes		Serjeant
	P Innes		Simmons

\*Matters dealt with under the Delegation Scheme

**1 DECLARATION OF MEMBERS' AND OFFICERS' INTERESTS  
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

**2 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Collins, Murphy and Falconer.

**3 MINUTES****RESOLVED –**

That the minutes of the meeting of Joint Cabinet and Employment &amp; General Committee held on 22 February, 2022 be approved as a correct record and signed by the Chair.

**4 REAL LIVING WAGE IMPLEMENTATION**

The Service Director – Digital, HR and Customer Services submitted a report seeking approval for the implementation of the new real living wage rate of £9.90 per hour from 1 April 2022.

The real living wage provided a benchmark for employers who choose to offer a rate of base pay that meets the basic cost of living in the UK. The real living wage was independently calculated by the Resolution Foundation and was overseen by the Living Wage Commission.

The real living wage for the financial year 2022-2023 had increased to £9.90 per hour and for Chesterfield Borough Council to continue to pay wages that reflect living costs the Council's minimum pay rates would need to be uplifted.

**\*RESOLVED –**

1. That the implementation of the £9.90 per hour real living wage be approved from 1 April 2022 to enable Chesterfield Borough Council to continue to be a real living wage employer.
2. That £34,000 (including oncosts) be transferred from the budget risk reserve to fund the increased pay bill during the 2022-2023 financial year and the ongoing costs be included within the revised assumptions for the medium-term financial plan as part of the budget process.

**REASONS FOR DECISIONS**

Chesterfield Borough Council is committed to providing fair pay and good working conditions for employees. Increasing the minimum rate of pay to the level of the independently calculated real living wage will ensure that the wages paid to our employees are sufficient to meet the cost of living.

## OVERVIEW AND PERFORMANCE SCRUTINY FORUM

Thursday, 24th March, 2022

Present:-

Councillor L Collins (Chair)

Councillors Blakemore Borrell Flood Hollingworth	Councillors Kellman Snowdon
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Councillor Jean Innes, Cabinet Member for Business Transformation and Customers +

Rachel Appleyard, Senior Democratic and Scrutiny Officer ++  
 Charlotte Kearsey, Democratic and Scrutiny Officer  
 Gemma Masoud, Head of HR +  
 Rachel O'Neil, Service Director – Digital, HR and Customer Services +

Attended for Minute No. 47 & 48 +  
 Attended for Minute No. 49 ++

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

No declarations of interest were received.

**41 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Brittain, Caulfield, Catt, Coy, Dyke, Gilby and Fordham.

**42 FORWARD PLAN**

The Forum considered the Forward Plan.

**RESOLVED –**

That the Forward Plan be noted.

**43 SCRUTINY MONITORING**

The Forum considered the Scrutiny recommendations implementation monitoring schedule.

**RESOLVED –**

That the Scrutiny monitoring schedule be noted.

**44 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.

**45 OVERVIEW AND SCRUTINY DEVELOPMENTS**

Councillor Jenny Flood, Joint Scrutiny Chair, informed the Forum that she had attended a meeting of the East Midlands Scrutiny Network. The topic of the meeting was public participation and engagement with scrutiny and the Forum discussed options to increase public involvement.

**46 MINUTES**

The Minutes of the Overview and Performance Scrutiny Forum held on 27 January, 2022 were presented.

**RESOLVED –**

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

**47 CABINET MEMBER FOR BUSINESS TRANSFORMATION AND CUSTOMERS - PEOPLE PLAN****RESOLVED –**

That consideration of this item be deferred to the Overview and Performance and Scrutiny Forum meeting on 12 May, 2022.

48 **CABINET MEMBER FOR BUSINESS TRANSFORMATION AND CUSTOMERS - UPDATE ON ARVATO AND KIER TRANSITION - LESSONS LEARNT (MONITORING)**

**RESOLVED –**

That consideration of this item be deferred to the Overview and Performance and Scrutiny Forum meeting on 12 May, 2022.

49 **UPDATE ON PREPARING THE OSC WORK PROGRAMME 2022/23**

The Senior Democratic and Scrutiny Officer presented an update on preparing the Overview and Scrutiny Work Programme for 2022/23.

A long list of the potential topics suggested in the work programming session was discussed by the Forum.

**RESOLVED –**

That the update on preparing the OSC Work Programme for 2022/23 be noted.

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**OVERVIEW AND PERFORMANCE SCRUTINY FORUM**

**Thursday, 12th May, 2022**

Present:-

Councillor Flood (Chair)

Councillors	Blakemore	Councillors	Hollingworth
	Borrell		Kellman
	Caulfield		Kelly
	L Collins		Snowdon
	Coy		
	Dyke		

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

Rachel Appleyard, Senior Democratic and Scrutiny Officer ++  
 Charlotte Kearsey, Democratic and Scrutiny Officer  
 Gemma Masoud, Head of HR +  
 Rachel O’Neil, Service Director – Digital, HR and Customer Services +

Attended for Minute No. 3 & 4 +  
 Attended for Minute No. 5 ++

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

No declarations of interest were received.

**2 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Fordham and Catt.

**3 CABINET MEMBER FOR BUSINESS TRANSFORMATION AND CUSTOMERS - PEOPLE PLAN**

The Cabinet Member – Business Transformation and Customers, Service Director – Digital, HR and Customer Services and Head of HR attended

to present a report about the Chesterfield Borough Council (CBC) People Plan.

CBC had approved its workforce strategy, People Plan 2019 – 2023, in December 2019 and the strategy was attached at Appendix A of the officer's report.

The People Plan 2019 – 2023 focused on the development of five Strategic priority areas, which, when achieved, would ensure that the Council had enabled creative, flexible, and productive ways of working and increased the capacity, resilience, and wellbeing of the workforce. The strategic priority areas were:

- Developing great leaders,
- Managing change well,
- Developing capacity and skills,
- Supporting employee wellbeing,
- Recognition and reward.

Successful delivery of the strategy would be demonstrated by achievement of the following success measures:

- Employee survey response rates increase by 5% or more,
- Improvement in rankings is achieved in six of the Investors in People themes,
- Sickness absence data averages at no more than 8 days per employee,
- Completion of annual action plans.

A high-level summary of the activities which had been undertaken to progress delivery of the strategy was attached at Appendix B of the officer's report.

Each year an action plan was developed to ensure that the Council would be able to successfully deliver against the five strategic priorities set out in the People Plan. The action plan which was being delivered in 2021/22 was attached at Appendix C of the officer's report.

Since 2020, the Coronavirus pandemic has had a significant impact on the way the Council functioned. The activities in the People Plan had been updated to reflect the emerging needs of the workforce as a result. Whilst additional actions had taken place, the strategic priorities identified in the People Plan had remained relevant throughout the pandemic. The

introduction of new ways of working had been accelerated to enable the continued provision of essential services from home. Many of the CBC staff volunteered to support those in local communities who were in the greatest need during the pandemic, by delivering medicines, food and supporting wider community response teams. As a result new skills had been developed, ensuring that there were effective business continuity and succession plans in place.

To ensure the council remained operational throughout the pandemic a working group, the resources task and finish group, was established to lead on the internal response to the Covid-19 pandemic. This group provided the Council's leadership team with recommendations relating to wellbeing, change management, developing capacity and skills and reward and recognition.

The primary concern for CBC over the last 18 months had been the safety and wellbeing of our workforce. Early decisions were taken to ensure that the CBC workforce could work from home wherever possible from the start of the pandemic and this had been continued throughout the pandemic. The Council had taken a cautious approach during the pandemic which had ensured that the workforce had remained safe.

During the pandemic the senior leadership team were clear that those staff who were not able to work were treated fairly and that staff would not be penalised for lack of availability of work. The council made the decision to furlough staff where services had to be closed and took the decision to pay those staff an average of their previous three months' salary at 100%. In addition, all staff who had variable payment roles were also paid an average of the previous three months' salary.

An employee assistance programme was procured so that staff members had access to counselling and financial advice all day every day, as a communication survey had highlighted that this was a concern for staff. The Mental Health First Aider programme was also launched so that CBC could provide support and guidance in the workplace. It was recognised that Elected Members also needed support during the pandemic so a referral process for Occupational Health support was made available.

In recognition of the huge change in working practices at the outset of the pandemic, the Council quickly worked in partnership with a provider to deliver online training about new ways of working for managers. A series

of webinars was hosted with 'People, Impact and Change' to assist CBC managers with the changes they were experiencing, including:

- Successful remote working
- Effectively navigating change
- Engaging others remotely

The Council had several different ways to obtain employee feedback. Regular two-way feedback was sought through PDR and monthly performance discussions held with individual employees and at team meetings. Annually, an employee survey (or the survey completed by Investors in People on behalf of the Council) would be completed which provided the leadership team with oversight of employee engagement levels across the organisation. The latest employee engagement survey was completed in December 2021, when the Investors in People survey was completed. The online survey results benchmark favourably with the last assessment (completed in 2018), with most indicators 0.2 – 0.4 points above the 2018 survey. Results of the survey were detailed in Appendix E of the officer's report.

Chesterfield Borough Council had been identified as a Gold Standard organisation in the latest Investors in People assessment. The report which detailed the findings from the assessment was attached at Appendix E of the officer's report. Recommendations for areas of further development had been provided by the Investors in People assessor. The recommendations would be used to develop the final action plan and inform the shape of the next workforce strategy. Strategic reviews of progress against the Investors in People standard would take place in 12 and 24 months, with reaccreditation taking place in 2025. Service managers would now be provided with the details of their survey results and would develop improvement plans with clear actions to address the areas that CBC staff had identified for improvement.

The potential barriers were identified and included the national review of pay scales to achieve the Chancellor's target National Minimum Wage of £10.70 by 2024. Any work that Chesterfield Borough Council completed to develop a reward and recognition strategy would need to be cognisant to the external national negotiations underway. Many of the CBC HR policies were due to be refreshed which may result in recommended changes to existing policies.

Members noted the significant achievement of the Council being identified as a Gold Standard organisation in the latest Investors in People assessment.

Members advised that they had heard of significant shortages of candidates in private sector recruitment and asked if there was the same issue facing public sector recruitment. The Service Director – Digital, HR and Customer Services advised that there was not a problem overall but there were issues in specific areas which were more specialised. Different recruitment approaches were being considered and the Kickstart Scheme had successfully been utilised.

Members enquired if the Council had experienced issues retaining staff and the Service Director explained that there were a lot of loyal staff at CBC but the Council needed to be mindful that there was an aging workforce so it was important to look ahead.

Members asked if a fixed requirement for staff to return to working in offices had been introduced and the Service Director explained that the hybrid working approach was being taken by the Council but it would be kept under review to ensure it was not being detrimental to the mental health of staff.

Members asked if workplace assessments had been carried out for staff working from home and the Service Director confirmed that they had.

Members enquired about the opportunities for aspiring leaders to achieve new qualifications. The Service Director explained that training was in place for employees who were starting to manage staff and if they wanted to go forward to a qualification then the Council would try to support them with apprenticeship funding. There was also an opportunity for staff to try different areas in a guest role.

Members noted the success which had been made against sickness absence but noted that it was still quite high. The Service Director explained that CBC was lower than the national average for Local Authorities and with hybrid working staff were not taking sick leave where they would have previously. It was important to track staff performance which managers were improving but it was likely that there was more work to do in this area.

**RESOLVED –**

1. That the People Plan update be noted.
2. That the formal thanks of the Overview and Performance Scrutiny Forum be given to staff.
3. That an update on the interim Hybrid Working Policy and Reward package be brought to a future meeting of the Overview and Performance Scrutiny Forum.

4 **CABINET MEMBER FOR BUSINESS TRANSFORMATION AND CUSTOMERS - UPDATE ON ARVATO AND KIER TRANSITION - LESSONS LEARNT (MONITORING)**

The Cabinet Member – Business Transformation and Customers, Service Director – Digital, HR and Customer Services and Head of HR attended to present a monitoring report about the transition of Arvato and Kier staff.

The transfer of Arvato services was completed successfully and on 17 January 2021. The transition project ended formally in March 2021.

After the conclusion of the project, the Council had taken some time to understand the strengths and weaknesses of the transferring services and was now working closely with the staff who had transferred to make ongoing improvements.

A lessons learned report had been produced for the Arvato transition and was attached at Appendix A of the officer's report.

Areas identified for improvement had been transferred to the responsibility of the Service Directors for Digital, HR and Customer Services and Economic Growth to deliver as part of their business as usual service delivery.

Appendix B of the officer's report provided an overview of the discussions held with Customers, Revenues and Benefits employees at the start of the reshape of services. This highlighted areas for improvement which would ensure that employees would feel integrated into Chesterfield Borough Council and which, when addressed would ensure that structures were fit to deliver the Council's future aspirations.

Members welcomed the savings which had been achieved.

Members congratulated the Service Director – Digital, HR and Customer Services for managing the TUPE process alongside her day-to-day responsibilities.

Members enquired if there had been staff turnover and the Service Director confirmed that there had been staff turnover, some of which had been progression of staff from customer services adviser in the Call Centre to working in other departments.

**RESOLVED –**

1. That the Arvato and Kier Transition Monitoring update be noted.
2. That the Overview and Performance Scrutiny Forum monitoring of the Arvato and Kier Transition be concluded.

**5 OVERVIEW AND SCRUTINY WORK PROGRAMME 2022/23**

The Senior Democratic and Scrutiny Officer submitted a report which included the details of the proposed Overview and Scrutiny Committees' Work Programme for 2022/23.

**RESOLVED –**

That the Overview and Scrutiny Work Programme 2022/23 be approved and recommended to the Council's Overview and Scrutiny Committees (OSCs).

**6 FORWARD PLAN**

The Forum considered the Forward Plan.

**RESOLVED –**

That the Forward Plan be noted.

**7 SCRUTINY MONITORING**

The Forum considered the Scrutiny recommendations implementation monitoring schedule.

**RESOLVED –**

That the Scrutiny monitoring schedule be noted.

**8** **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.

**9** **OVERVIEW AND SCRUTINY DEVELOPMENTS**

There was no update.

**10** **MINUTES**

The Minutes of the Overview and Performance Scrutiny Forum held on 24 March, 2022 were presented.

**RESOLVED –**

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



**COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY  
COMMITTEE**

**Thursday, 31st March, 2022**

Present:-

Councillor L Collins (Chair)

Councillors	Blakemore	Councillors	Fordham
	Kelly		Borrell
	Mannion-Brunt		

Shaun Morley, Head of Community Safety and Regulatory Services  
Superintendent Richard Lambert

\*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

**40 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Kellman and Dyke.

**41 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF PUBLIC**

**42 CABINET MEMBER FOR HEALTH AND WELLBEING - CRIME AND  
DISORDER SCRUTINY**

The Cabinet Member for Health and Wellbeing introduced Shaun Morley as the Head of Community Safety and Regulatory Services and invited him to present the report to the Committee.

The purpose of the report was to provide a short overview as to the development of a new integrated partnership approach to managing anti-social behaviour (ASB) and update on the operational activity and development of Operation Blofeld.

Chesterfield Borough Council had developed an effective Community Safety Partnership (which included, Chesterfield Borough Council representatives, Derbyshire County Council, Police, Derbyshire Fire and Rescue, Health, Probation Service etc).

The role of the partnership was to coordinate delivery of appropriate actions that would support the reduction of crime and anti-social behaviour in Chesterfield and contribute to the overall safety of Chesterfield residents, visitors and businesses.

Given this core function and the strong role that the community safety partnership plays in tackling anti-social behaviour and criminality, the partnership had been restructured to include a number of thematic groups. Each of the thematic groups' action plans would include key objectives, actions, and performance measures. The Community Safety Partnership would hold each thematic group accountable, and their progress would be reviewed on a quarterly basis.

It was noted that Chesterfield Borough Council was developing a new strategy to tackle ASB based on the principles of integrated multi-agency working, early intervention and prevention, proportionate enforcement, diversion, and effective engagement. The new strategy would see an integrated approach to tackling ASB at a strategic, tactical and operational level with the Community Safety partnership setting the objectives and developing the Chesterfield Borough plan. This would then be driven and managed at a tactical level by a multi-agency officer group that will meet on a bi-weekly basis. Finally, an operational tasking group of officers would also meet bi-weekly to manage current and merging ASB issues and provide integrated plans to tackle those issues.

The new multi-agency structure would include Housing, Environmental Health, Community Safety, Licensing, DCC Social Care, Police and Fire Service.

The report detailed volumes and categories of ASB incidents across the Chesterfield Wards over the last 12 months. Chesterfield Borough Council and partners would consistently and effectively collate and analyse this information and intelligence to understand the root causes of ASB issues and those involved or vulnerable to becoming involved in ASB. Putting in place positive, joined-up problem-solving activity to bring long term solutions to ASB by seeking to prevent incidents arising in the first instance. This activity would centre on evidence-based practice, in which we would proactively work alongside community organisations, educational establishments and statutory partners to tackle issues as soon as they arise, looking for local solutions and developing community resilience. We would therefore utilise a multi-agency problem solving approach as a means of delivering early intervention and prevention at a neighbourhood level.

The report also provided an update of enforcement actions carried out as part of Operation Blofeld.

It was anticipated that Chesterfield Borough Council's new partnership approach to ASB would have a positive impact in the early identification of emerging issues, preventative, early intervention, appropriate enforcement, and the support of victims. The new structures and processes would need to be reviewed, evolved and evaluated.

The Chesterfield Delivery Plan for serious and organised crime had not yet been implemented but it was envisaged that an update would be provided to the scrutiny committee in the future.

A member asked a question relating to a specific area of the borough where they believed early intervention was needed to address ASB issues. The Head of Community Safety and Regulatory Services confirmed that areas such as Housing and Social Services needed to be joined up and structures were being put in place to be able to address these sort of issues sooner.

Members raised questions about the allocation of homeless people and the possibility of identifying their needs prior to any allocation decision, the current secondary schools working together to identify ASB and the reductions in PCSO numbers in Chesterfield.

Members were advised that currently to address ASB Youth there was high engagement in football activities and additional options needed to be driven by what the youth wanted so further activities could be developed. It was also recognised that due to recent Police recruitment drives it was inevitable that PCSO's would apply for these roles. However, it was also noted that there was now active recruitment for more PCSO's.

Members asked about "Purple Flag" and were advised that all licensed premises were on board and work was underway as to when this would be applied for, though no timescale was yet defined.

In response to members' questions it was also confirmed that Police walkabouts would be done in line with the lighter nights to address ASB, also that all local drug issues will be prioritised accordingly despite ongoing County Lines policing.

A final member's question was asked relating to using Councillors to communicate awareness to residents of what actions are being undertaken to address Crime and Disorder in their areas. It was accepted that there should be an increase in Councillor engagement with the Community Safety Partnership.

The Chair and Members thanked the Head of Community Safety and Regulatory Services and Superintendent Lambert for providing the update.

#### **RESOLVED –**

That the report be noted.

43 **LOCAL GOVERNMENT ACT 1972 - RE-ADMISSION OF THE PUBLIC**

44 **SCRUTINY PROJECT GROUPS PROGRESS UPDATES**

A new scrutiny project group to carry out task and finish reviews by the end of 2022/23 was to be set up to look at the CBC Lighting Strategy, which was presented to the committee on 3 February 2022.

Democratic Services were asked to issue a request to all members for volunteers to work on this project group.

**RESOLVED –**

That the action be noted.

**45 SCRUTINY MONITORING**

The Committee considered the scrutiny recommendations implementation monitoring schedule.

**RESOLVED –**

That the scrutiny monitoring schedule be noted.

**46 FORWARD PLAN**

The Committee considered the Forward Plan for the period 1 April 2022 to 31 July 2022.

Members highlighted the number of outdated items on the forward plan.

**RESOLVED –**

That it be noted that the committee expressed concerns over the timing of the items on the Forward Plan.

**47 WORK PROGRAMME FOR THE COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE**

The Committee considered the items on its work programme for 2021/22. It was confirmed that a new work programme was being drafted and that this would be presented at the next committee on 19 May 2022.

**RESOLVED –**

That the work programme be noted.

**48 MINUTES**

The Minutes of the meeting of the Community, Customer and Organisational Scrutiny Committee held on 3 February 2022 were presented.

A member raised a point regarding the Commercial Occupancy Rates and requested a single agenda item where members could air concerns around the Market Traders in the Market Hall.

**RESOLVED –**

1. That the Minutes be approved as a correct record and by signed by the Chair.
2. Democratic Services to arrange a further virtual meeting with Andy Bond to discuss the Market Hall.

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**COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY  
COMMITTEE**

**Thursday, 19th May, 2022**

Present:-

Councillor L Collins (Chair)

Councillors Blakemore  
Dyke

Councillors Kellman

\*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

**2 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Borrell.

**3 OUTSIDE BODIES**

The Service Director for Corporate presented a verbal update to the Committee regarding Members and outside bodies.

The purpose of the update was to provide an overview of the impact of the 17% reduction in members, from 48 to 40 in May 2023 following the Boundary Review, increasing the ratio of electors per member from 1633 to 2105. It was noted that there are currently 136 core committee places so that is a ratio of almost 3 committee places to each member. From May 2023, due to the reduction in members the ratio would increase to 3.5 committee places per member.

A member asked if the timings of the committees could be reviewed with a view to moving more to a later start time to allow increased attendance. The Service Director confirmed that options were being developed around committee management due to the reduction in elected members as a result of the local Government Boundary review. At this point issues around timings and frequency could also be discussed.

A member also queried if more hybrid meetings could be introduced. The Service Director stated that this would not be possible due to Government legislation requiring decisions to be made at in person meetings. Decision making, formal committees can therefore only take place in person but there is more flexibility around consultative committees such as Health & Safety Committee.

The current outside bodies nomination includes Consultative Committees, partnerships, external organisations and miscellaneous bodies. Examples of Consultative Committees include Health & Safety and Markets Consultative Committees. Examples of partnerships include Armed Forces Covenant Partnership and the Community Safety Partnership and Crime Panel. With regards to external organisations, Chesterfield Borough Council has a clear stake in the organisation such as grant funding e.g. Citizens Advice Bureau and Derbyshire Law Centre. In these cases it makes sense to have seats on the boards but we could define what is required/expected from representatives better. In other cases there appears to be no clear link to the external organisations. Examples of miscellaneous bodies were also shared where the Service Director questioned if these were actual Outside Bodies or if linked to CBC in any way.

It was suggested that the next steps should be to set up a Scrutiny Project Group (task and finish), for members to work with the Service Director and Democratic Services, to develop a definition of what is covered by the term "outside bodies" and the associate nominated representation.

The next steps were said to consider identifying the criteria for having a stake in an outside body, then take the definition and test against the current list of outside bodies. On production of a streamlined view it would be confirmed what was required for each body in terms of member responsibility and expectation.

A member asked if CBC were aware of how many of the current list of outside bodies still had recent communications with CBC. The Service Director confirmed that this was the case for many Consultative Committees and Partnerships but for some other organisations and miscellaneous bodies this was unknown so the Group could review which bodies were still relevant and where CBC still added value.

Members asked questions regarding representation on outside bodies and if this representation was as an individual, CBC or political. The Service Director advised that as currently nominations for outside bodies were confirmed at Full Council, nominees are representing the Council.

Questions were also asked around the regularity of meetings and the potential for producing a questionnaire for members to detail their involvement with outside bodies. The Service Director stated that the Project Group next steps would be to meet initially to identify what we needed to ask members, what was their contribution to these bodies, then develop and issue a proforma to all members. The Project Group was then to meet and review these findings.

It was agreed that Councillors Blakemore, Kellman and Dyke would make up member participation on the Project Group and would work alongside the Service



Director and Democratic Services.

**RESOLVED –**

1. That the update be noted.
2. That the Service Director would set up an initial meeting of the Project Group.

**4 SCRUTINY PROJECT GROUPS PROGRESS UPDATES**

A new scrutiny project group to carry out task and finish reviews by the end of 2022/23 was to be set up to look at the CBC Lighting Strategy, which was presented to the committee on 3 February 2022.

Democratic Services confirmed Councillors Caulfield, Fordham and Blakemore had volunteered to work on this project group.

The Chair requested Democratic Services progress the next stages.

**RESOLVED –**

That the action be noted.

**5 SCRUTINY MONITORING**

The Committee considered the scrutiny recommendations implementation monitoring schedule.

**RESOLVED –**

That the scrutiny monitoring schedule be noted.

**6 FORWARD PLAN**

The Committee considered the Forward Plan for the period 1 June 2022 to 30 September 2022.

**RESOLVED –**

That the Forward Plan be noted.

**7 WORK PROGRAMME FOR THE COMMUNITY, CUSTOMER AND**

## **ORGANISATIONAL SCRUTINY COMMITTEE**

The Committee considered the items on its work programme for 2022/23.

### **RESOLVED –**

That the work programme be noted.

## **8 MINUTES**

The Minutes of the meeting of the Community, Customer and Organisational Scrutiny Committee held on 31 March 2022 were presented.

### **RESOLVED –**

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

**ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE****Thursday, 7th April, 2022**

Present:-

Councillor Dyke (Vice Chair in the Chair)

Councillors	Dyke	Councillors	Snowdon
	Coy		Brittain
	Hollingworth		

Councillor Amanda Serjeant, Deputy Leader +

Emily Williams, Senior Economic Development Officer +

+ Attended for Minute No. 33

**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 Caulfield and Flood.

**33 DEPUTY LEADER - SKILLS ACTION PLAN REFRESH**

The Deputy Leader of the Council introduced a briefing from the Skills Delivery Officer on the Skills Action Plan and skills elements of the Economic Recovery Plan.

The committee heard that the action plan was launched in response to reforms to apprenticeships and significant planned investment. It had been acknowledged that key regeneration projects within the borough required support and activities such as Apprentice Town, My Future and the Chesterfield and North Derbyshire Skills and Employability Conference were developed with this in mind.

There had been an increased focus on green and digital skills and the Government's Skills for Jobs White Paper, published in January 2021, prioritised jobs growth and sought to place employers at the heart of the skills system to deliver a more responsive system aligned with the needs of the labour market. Increasing apprenticeship participation, raising skills levels, addressing youth unemployment and maximising investment had become key aims.

Successes so far included;

- Local labour clauses enabling 832 local jobs, 131 apprenticeships and over £43m of contracts in the local supply chain since March 2020
- The successful progression of two business cases from the Towns Deal funding including the Construction Skills Hub and Derbyshire Rail Industry Innovation Vehicle (DRIIVE)
- The establishment of a Chesterfield Apprenticeship Provider Network
- Supporting the delivery of the Kickstart Scheme
- Creating the My Future platform
- Key account management support for local businesses looking for support with skills and employment related issues

Significant challenges were highlighted, such as youth unemployment levels and difficulties recruiting to vacant positions. A mis-match between skills supply and demand existed and talent retention had also been exasperated by the pandemic. Activities were often driven by available funding and national policy which limited the Council's potential impact.

The borough continued to see high levels of investment and the housing trajectory is positive. Changes to government policy could present opportunities in the future as the employee led system proposed in the White Paper would be more responsive. The Net Zero scheme and CBC's own Climate Change Action Plan could offer scope to increase green skills in the workforce.

Two questions were posed to the committee as follows;

What are the key challenges and what should the key priorities be for the refreshed Skills Action Plan?

What is the Council's role in skills and employment and where can we add value?

The committee discussed the questions and the following points were raised;

- Low wages paid to apprentices and the attraction of higher paid low skilled jobs in emerging sectors such as online shopping providers. It was noted that funding was available to employers, which could be used to subsidise salaries but that incentives were low (typically £3k grant incentive with a £1k top up for specified cohorts) and did not cover the cost of wages and other costs associated with supporting an apprentice.
- The reluctance of businesses to training staff members who may then leave the organisation and how Chesterfield can retain people. The need to entice tech businesses into the town and the difficulties faced when trying to predict what skills will be required by the workforce in 10-15 years' time.
- The use of agency staff by businesses to cope with the problems caused by fluctuating demand levels, particularly throughout the pandemic.
- The historical legacy of children in Derbyshire receiving less educational funding than others.

- Marketing Chesterfield to draw people in as an excellent place to live; lower house prices, access to the Peak District, a good location to raise a family.
- The constraints of the Council. In relation to skills delivery, the Council primarily plays a facilitation role, seeking to ensure that programmes are delivered effectively at the local level and acting as a conduit between businesses and the skills providers.
- The role of the annual skills conference as a way to make local businesses aware of funding streams available and strengthen relationships between businesses and schools, which might otherwise be diverted into the big cities and to strengthen relationships with key partners.
- The support offered to new businesses and businesses relocating to Chesterfield by working with Destination Chesterfield, Chesterfield College and Derby University.
- The difficulties encountered when trying to engage with schools and subsequently school leavers not having an awareness of the opportunities available.

The Skills Delivery Officer thanked members for their input. A second workshop was planned with local businesses to seek their views on the Skills Action Plan.

#### **RESOLVED –**

1. That the update be noted.
2. That the Skills Delivery Officer submit a report to the committee at the next stage of consultation on the Skills Action Plan.

### **34 SCRUTINY MONITORING**

The Committee considered the Scrutiny recommendations monitoring schedule.

In response to a question raised at the previous meeting regarding the financial subsidies paid by the council in support of the leisure centres an update was provided verbally. The committee were advised of the subsidised access via a concession scheme – Change4Life. An email containing information on both these items was to be sent to all committee members.

#### **RESOLVED -**

1. That the Scrutiny monitoring schedule be noted.
2. That the subsidy information pertaining to the leisure centres be noted.

### **35 FORWARD PLAN**

The Forward Plan for the four month period 1 May, 2022 to 31 August, 2022 was presented for information.

**RESOLVED –**

That the Forward Plan be noted.

**36 WORK PROGRAMME FOR THE ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE**

The 2021/22 Work Programme for the Enterprise and Wellbeing Scrutiny Committee was reported for information.

**RESOLVED –**

That the work programme be noted and updated to include the decisions of the current meeting.

**37 MINUTES**

**RESOLVED –**

The Minutes of the meeting of the Enterprise and Wellbeing Scrutiny Committee held on 10 February, 2022 were approved as a correct record and signed by the Chair.

## **ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE**

**Tuesday, 24th May, 2022**

Present:-

Councillor Flood (Chair)

Councillors Caulfield  
Dyke

Councillors Brittain

Sarah Watts, Private Sector Housing Manager +

+ Attended for Minute No. 4

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

No declarations of interest were received.

### **2 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Coy, Hollingworth and Snowdon.

### **3 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF PUBLIC**

**RESOLVED –**

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

### **4 CABINET MEMBER FOR HOUSING - PRIVATE SECTOR HOUSING POLICY CONSULTATION**

The Private Sector Housing Manager presented an overview to the committee of three new policies related to Private Sector Housing. In 2021 Cabinet approved the Private Sector Housing Project Plan and the

policies would form part of that plan. Additional policies were expected to follow, to improve the Council's enforcement toolbox.

The first policy related to the energy performance of buildings; specifically privately rented properties and was born from two pieces of legislation. These laws ensure that landlords have a valid Energy Performance Certificate (EPC) and that they are rated at a minimum band E level. The legislation gave the Council authority to ask landlords to meet the minimum E requirement or face financial penalties.

Both Chesterfield Borough Council and the government have a shared desire to improve the thermal efficiency of properties, which in turn improves health and wellbeing, financially helps fuel poor residents and reduces the effects of global warming. It was confirmed that the EPC register is publicly available online, so tenants are able to look at the rating of properties and the team is able to check which properties do not have a certificate in place.

The second policy is specific to Chesterfield Borough Council and relates to amenities and space standards in Houses of Multiple Occupation (HMO). In 2018 the government changed mandatory licensing requirements for HMOs and introduced national minimum room size standards for sleeping accommodation. The government also allowed local authorities to set their own local standards and the team viewed this as an opportunity to help safeguard some of the most vulnerable residents of the borough that live in HMOs.

The new standards set a suitable benchmark that provided consistency amongst landlords and also with neighbouring authorities. The standards would help to ensure that tenants had a safe amount of space to live healthily in. Discussions took place around the minimum requirements for kitchen and bathroom facilities within HMOs and the officer confirmed that those were detailed in the policy, in order to achieve the best standards for tenants.

The third policy related to Park Homes. The legislation had changed to introduce a requirement for councils to carry out a fit and proper persons assessment for all park home site owners. It was acknowledged that park home tenants were also a vulnerable section of society and the existing policy needed to be refreshed in order to protect those tenants.

**RESOLVED –**



1. That the committee note the new policies.
2. That a further update be provided to the committee on the effectiveness of the policies following implementation.

## **5 LOCAL GOVERNMENT ACT 1972 - RE-ADMISSION OF THE PUBLIC**

### **\*RESOLVED –**

That after consideration of items containing exempt information, the public be re-admitted to the meeting.

## **6 SCRUTINY MONITORING**

The Committee considered the Scrutiny recommendations monitoring schedule.

### **RESOLVED -**

1. That the Scrutiny monitoring schedule be noted.

## **7 FORWARD PLAN**

The Forward Plan for the four month period 1 June, 2022 to 30 September, 2022 was presented for information.

### **RESOLVED –**

That the Forward Plan be noted.

## **8 WORK PROGRAMME FOR THE ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE**

The 2022/23 Work Programme for the Enterprise and Wellbeing Scrutiny Committee was reported for information. The committee were advised that due to workload pressures, the Economic Growth item scheduled for the July meeting will now be postponed.

### **RESOLVED –**

1. That the work programme be noted and updated to include the decisions of the current meeting.
2. That the Economic Growth item scheduled for July be moved to the September meeting.
3. A recycling education topic be brought to the next meeting alongside a consultation exercise on the Revitalising the Heart of Chesterfield Plans.

**9** **MINUTES**

**RESOLVED –**

The Minutes of the meeting of the Enterprise and Wellbeing Scrutiny Committee held on 7 April, 2022 were approved as a correct record and signed by the Chair.