

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 **Monday, 15 May 2023** at **5.00 pm** for the purpose of transacting the following business:-

1. To approve as a correct record the Minutes of the meeting of the Council held on 22 February, 2023 (Pages 7 - 24)
2. Mayor's Communications
3. Apologies for Absence
4. Declarations of Members' and Officers' Interests relating to items on the Agenda.
5. Vote of Thanks to the retiring Mayor and Mayoress
6. Public Questions to the Council

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

7. Petitions to Council

To receive petitions submitted under Standing Order No. 13

8. Business outstanding from the Council meeting of 22 February 2023

8.1 Minutes of Committee Meetings

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

- Appeals and Regulatory Committee – 7 December, 14 December (Full), 14 December, 21 December (Full), 21 December 2022, 18 January, 25 January, 8 February (Full), 8 February, 2023
- Employment and General Committee – 30 January, 2023
- Planning Committee – 12 December 2022, 9 January, 30 January 2023.
- Standards and Audit Committee – 23 November, 2022

8.2 To receive the Minutes of the meetings of the Cabinet of 13 December, 2022 17 January, 2023 and 24 January 2023

8.3 To receive the Minutes of the meetings of the Joint Cabinet and Employment and General Committee of 24 January, 2023

8.4 To receive and adopt the Minutes of the meeting of the Overview and Performance Scrutiny Forum of 17 November, 2022 and 26 January, 2023

8.5 To receive and adopt the Minutes of the meeting of the Enterprise and Wellbeing Scrutiny Committee of 1 December, 2022

Notice of Motion Under Standing Order No. 21

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

Local Labour Clause

Chesterfield Borough Council is proud that 100% of all our major planning applications have implemented local Labour Clauses. This has led to the creation of approx. 1699 jobs and 140 apprenticeships for local people. Also meet the buyer events have supported our local Chesterfield economy. However, it is not a mandatory obligation and is subject to developers' best endeavours.

We call on the Government to legislate around planning and procurement to make this a mandatory condition on all developments to ensure that local communities receive a direct benefit from development in their area.

Asks the Leader of the Council to write to Michael Gove Sec of State DHLUC to ensure that Local Communities receive a direct benefit from developments in their area by making local labour clauses a mandatory element of planning and procurement.

Note: These outstanding items of business will be dealt with a part of items 20, 21, 22, 23 and 25 and the Notice of Motion in its own right at item 27.

9. Election of borough councillors - 4 May 2023 (Pages 25 - 30)
10. Cabinet, Committees and Overview and Scrutiny arrangements for 2023/24 (Pages 31 - 52)
11. Appointment of the Executive Leader of the Council and Committee appointments 2023/24

12. Appointment of the Deputy Leader of the Council and Cabinet appointments 2023/24

13. Representatives and Outside Bodies 2023/24

14. Council's Delegation Scheme and Constitution (Pages 53 - 58)

15. Questions to the Leader

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

16. Senior Pay Policy Statement 2023-2024

17. Risk Management Strategy 2023-2027 (Pages 59 - 88)

18. Equality and Diversity Strategy 2023 – 2027 (Pages 89 - 166)

19. Civic Arrangements 2023/24 - Deputy Mayor (Pages 167 - 170)

20. Minutes of Committee Meetings (Pages 171 - 172)

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

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

21. To receive the Minutes of the meetings of the Cabinet of 13 December, 2022 17 January, 2023 24 January, 2023 7 February, 2023 21 February, 2023 and 14 March, 2023 (Pages 173 - 222)

22. To receive the Minutes of the meetings of the Joint Cabinet and Employment and General Committee of 24 January, 2023 and 7 February, 2023 (Pages 223 - 236)

23. To receive and adopt the Minutes of the meeting of the Overview and Performance Scrutiny Forum of 17 November, 2022 and 26 January,

2023 (Pages 237 - 252)

24. To receive and adopt the Minutes of the meeting of the Community, Customer and Organisational Scrutiny Committee of 23 March, 2023 (Pages 253 - 258)

25. To receive and adopt the Minutes of the meeting of the Enterprise and Wellbeing Scrutiny Committee of 1 December, 2022 and 9 February, 2023 (Pages 259 - 268)

26. Questions under Standing Order No. 19

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

27. Notice of Motion Under Standing Order No. 21

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

Local Labour Clause

Chesterfield Borough Council is proud that 100% of all our major planning applications have implemented local Labour Clauses. This has led to the creation of approx. 1699 jobs and 140 apprenticeships for local people. Also meet the buyer events have supported our local Chesterfield economy. However, it is not a mandatory obligation and is subject to developers' best endeavours.

We call on the Government to legislate around planning and procurement to make this a mandatory condition on all developments to ensure that local communities receive a direct benefit from development in their area.

Asks the Leader of the Council to write to Michael Gove Sec of State DHLUC to ensure that Local Communities receive a direct benefit from developments in their area by making local labour clauses a mandatory element of planning and procurement.

By order of the Council,



Chief Executive

Chief Executive's Unit,
Town Hall,
Chesterfield

5 May 2023

This page is intentionally left blank

COUNCIL

Wednesday, 22nd February, 2023

Present:-

Councillor Rogers (Chair)

Councillors	Bellamy	Councillors	Holmes
	Bingham		J Innes
	Blakemore		P Innes
	Blank		Kelly
	Borrell		Ludlow
	Brady		Mannion-Brunt
	Brittain		Mann
	Callan		Marriott
	Caulfield		Miles
	D Collins		A Murphy
	L Collins		T Murphy
	Coy		P Niblock
	Davenport		Perkins
	Dyke		Rayner
	G Falconer		Redihough
	K Falconer		Sarvent
	Flood		Serjeant
	Fordham		Thornton
	P Gilby		Wheeldon
	Hollingworth		

*Matters dealt with under the Delegation Scheme

54 **TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 14 DECEMBER, 2022**

RESOLVED –

That the Minutes of the meeting of Council held on 14 December, 2022 be approved as a correct record and be signed by the Chair.

55 **MAYOR'S COMMUNICATIONS**

The Mayor referred with sadness to the recent death of former Councillor Sarah Hollingworth. Members observed a minute's silence in her honour.

The Mayor informed Council of the following events which he and the Mayoress had attended:

- Holocaust Memorial Day where guest speaker Aida Salkic Haughton MBE, a survivor of the genocide in Bosnia and Herzegovina spoke about her experiences; and
- a celebration at Holmebrook Valley Park to mark the Holmebrook Valley Park 'walk with us' Group's tenth anniversary.

The Mayor thanked members for their support at the December Council meeting where £91.07 was raised for the Mayor's Appeal charities.

56 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors: Barr, Catt, T. Gilby, Kellman, S. Niblock, Perry, Simmons, and Snowdon.

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

Councillors: Bingham, D. Collins, Dyke, Ludlow and Thornton declared an interest in Minute No. 67 and left the Chamber for this item of business.

Councillor Mann also declared an interest in Minute No. 61 but remained in the Chamber for this item of business.

58 PUBLIC QUESTIONS TO THE COUNCIL

No questions had been received.

59 PETITIONS TO COUNCIL

In accordance with Standing Order No.13 Council debated the following petition from users and staff of the Queen's Park Sports Centre café, which had been received on 23 January 2023.

The users and staff of the Queen's Park Sports Centre café had petitioned Chesterfield Borough Council to save the café and the baristas' jobs.

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

Shelley Dale, representing users and staff at the Queen's Park Sports Centre café presented the petition.

RESOLVED –

1. That the Save the Café petitioners be thanked for submitting the petition to Chesterfield Borough Council.
2. That Chesterfield Borough Council notes the petition and the matters raised in the petition debate by both the petition organiser and members of Council.
3. That Council officers ensure that appropriate reference is made to the petition and matters raised in the petition debate within any final report prepared for the Council's Cabinet on the future of Queen's Park Sports Centre café.
4. That the Council's Cabinet, as the decision-making body with responsibility for such matters, take note of the petition and the matters raised in the petition debate when making any final decision on the future of Queen's Park Sports Centre café.

60 QUESTIONS TO THE LEADER

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

Councillor Blakemore asked the Leader for an update on how well the Vision Derbyshire Business Start Up Programme, that she leads on for all councils in Derbyshire, was progressing?

Councillor Gilby gave a verbal update and informed Council:

- that Chesterfield Borough Council had been instrumental in supporting the establishment of the Vision Derbyshire Joint Committee and in driving forward Vision Derbyshire's delivery programme.
- The Vision Derbyshire Business Start Up Programme had proven a great success with multiple entrepreneurs from right across Derbyshire and Derby City benefitting from the expertise of the network of business advisers that had appointed and the offer of up to £10k in start-up grant funding.
- As at the end of February, 107 clients had received advice from a business adviser in Chesterfield borough and several had also received start-up grant funding.
- The Vision Derbyshire Business Start Up Programme had recently been shortlisted for the Local Government Chronicle 2023 Awards in the 'Economic Support' category.

Vision Derbyshire had also uniquely positioned Derbyshire and Derby, as one of the first pathfinder areas to progress a county devolution deal alongside Nottinghamshire and Nottingham. The East Midlands Devolution Deal had been signed and published on 30 August 2022.

Councillor Wheeldon referenced that Councillor Mann, the Leader of Staveley Town Council, had said at recent meetings and on social media that Chesterfield Borough Council had failed to pass on £69k of government COVID relief money to Staveley Town Council during the pandemic and asked the Leader for an explanation.

Councillor Gilby gave a verbal response and confirmed that had Staveley Town Council applied for funding from one or more of the Covid-19 business support schemes they could potentially have received £144k in relation to Staveley Hall and the Speedwell Rooms. For some unknown reason, Staveley Town Council had not done so. In contrast, Brimington Parish Council had applied for funding in relation to Brimington Community Centre and had received £31k in Covid-19 business support funding.

Councillor Mann asked the Leader if North East Derbyshire District Council had passed down any of its COVID-19 grant funding to the North East Derbyshire areas of Eckington, Dronfield and Clay Cross.

Councillor Gilby advised that she would supply a written response to Councillor Mann.

61 STAVELEY TOWN COUNCIL FINANCIAL RESCUE PACKAGE

Pursuant to Cabinet Minute No. 94 (2022/23) the Leader of the Council submitted a report to enable members to consider whether Chesterfield Borough Council should provide a financial rescue package to Staveley Town Council.

RESOLVED -

1. That the Heads of Terms that have been developed by Chesterfield Borough Council as the basis of the financial rescue package for Staveley Town Council be approved.
2. That it be noted that the final decision on whether Staveley Town Council can borrow money from Chesterfield Borough Council rests with the Secretary of State for the Department for Levelling Up, Housing and Communities.
3. That, subject to the Secretary of State's approval, authority is delegated to the Leader of the Council and Chief Executive to make any final minor adjustments to the Heads of Terms and to sign the financial rescue package on behalf of Chesterfield Borough Council.
4. That authority be delegated to the Chief Executive in consultation with the Leader of the Council and in conjunction with the Service Director – Finance and the Property, Procurement and Contracts Law Manager to finalise the terms of the loan agreement between Chesterfield Borough Council and Staveley Town Council.
5. That the Chief Executive and Service Director – Finance be asked to update the Council's Cabinet at appropriate intervals on Staveley Town Council's compliance with the terms of the financial rescue package; this reporting to be informed by the bi-monthly financial management report that Staveley Town Council will be required to provide to Chesterfield Borough Council demonstrating that

expenditure and income performance is in line with agreed budget estimates/cashflow forecasts.

62 TREASURY MANAGEMENT STRATEGY 2023/24 (INCLUDING INVESTMENT AND CAPITAL STRATEGY)

Pursuant to Standards and Audit Committee Minute No. 40 (2022/23), the Service Director - Finance submitted a report recommending for approval the Treasury Management Strategy Statement for 2023/24, the Capital Strategy Report for 2023/24, the Investment Strategy Report for 2023/24 and the Minimum Revenue Provision (MRP) policy for 2023/24.

RESOLVED –

1. That the Treasury Management Strategy Statement 2023/24 be approved.
2. That the Capital Strategy Report 2023/24 be approved.
3. That the Investment Strategy Report 2023/24 be approved.
4. That the Minimum Revenue Provision policy 2023/24 be approved.

63 HRA BUDGET 2023/24

Pursuant to Cabinet Minute No.100 (2022/23), the Service Director – Finance submitted the forecast outturn for the Housing Revenue Account (HRA) for the current financial year, 2022/23, the draft budget for 2023/24 and the Medium-Term Financial Plan (MTFP) for the years 2023/24 through to 2026/27 for approval.

RESOLVED –

1. That the forecast outturn for the Housing Revenue Account in the current financial year, 2022/23 be noted.
2. That the draft estimates for the Housing Revenue Account for 2023/24 and future years be approved.
3. That authority be delegated to the Service Director – Housing, in consultation with the Cabinet Member for Housing and the Service

Director – Finance, to spend the one-off funding provision of £500,000 to progress service transformation projects and spend to save initiatives, and respond to possible in-year changes in legislation and/or national housing policy to ensure that the council continues to meet its statutory obligations and has a housing offer which is fit for purpose.

64 HRA CAPITAL PROGRAMME 2023/24

Pursuant to Cabinet Minute No. 101 (2022/23), the Service Director - Housing submitted a report to enable Council to consider the Housing Revenue Account (HRA) Capital Programme for 2023/24 and the indicative Capital Programmes for 2024/25 through to 2027/28.

RESOLVED –

1. That the Housing (Public Sector) revised Capital Programme for 2022/23 be approved.
2. That the Housing (Public Sector) Capital Programme for 2023/24 be approved and its procurement, as necessary, be authorised.
3. That the Housing (Public Sector) Capital Programmes for 2024/25 to 2027/28 be provisionally approved.
4. That authority be delegated to the Service Director – Housing, in consultation with the Cabinet Member for Housing and the Service Director – Finance, to vire between programmes as necessary, to manage and deliver the Capital Programme for 2023/24.

65 GENERAL FUND CAPITAL PROGRAMME 2023/24

Pursuant to Cabinet Minute No. 96 (2022/23), the Group Financial Accountant submitted a report to enable Council to consider the General Fund Capital Programme for the financial year 2023/24.

RESOLVED –

1. That the updated General Fund Capital Programme expenditure and financing be approved.

66 STANDING ORDER NO. 33 - SUSPENSION OF STANDING ORDERS**RESOLVED –**

That, in accordance with Standing Order No. 33, Standing Order No. 4 paragraph 4.3 be waived to enable the meeting to continue beyond the three hours' time limit in order to consider the following outstanding items of urgent business.

67 BUDGET AND MEDIUM-TERM FINANCIAL PLAN 2023/24

Pursuant to Cabinet Minute No. 97 (2022/23), the Service Director - Finance submitted a report on the General Fund revenue budget, the proposed budget allocations and recommended Council Tax level for approval for the financial year 2023/24.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote was taken for this item as follows:

FOR –**Councillors:**

Bellamy
Bingham
Blakemore
Blank
Brady
Brittain
Callan
Caulfield
D Collins
L Collins
Davenport
Dyke
G Falconer
K Falconer
Flood
P Gilby

Councillors:

Holmes
J Innes
P Innes
Ludlow
Mannion-Brunt
Marriott
Miles
A Murphy
T Murphy
P Niblock
Perkins
Rayner
Redihough
Sarvent
Serjeant
Wheeldon

Hollingworth

AGAINST -

None

ABSTENTIONS –

Coy

Rogers

RESOLVED –

1. That the updated forecast outturn for 2022/23, which presents a deficit for the financial year of £470k be noted.
2. That the overall revenue budget summary for 2023/24 be noted.
3. That the use of £1m from the Budget Risk Reserve to balance the 2023/24 budget be approved.
4. That the 2023/24 Council Tax Requirement and financing be approved.
5. That the recommended increase of the Council's share of Council Tax in each band be approved on the basis of a 2.99% increase for a Band 'D' property, in 2023/24 to £185.27.
6. That the Local Council Tax Support scheme which remains unchanged for 2023/24 be approved.
7. That the Collection Fund and the Tax Base forecasts be noted.
8. That the financial projections in the Medium-Term Financial Plan (MTFP) for 2024/25 to 2026/27 be noted.
9. That the estimated levels of reserves including maintaining the General Working Balance at £1.5m be approved.
10. That the budget risks and sensitivity analysis be noted.

The Service Director - Finance submitted a report to enable the Council, as Tax Collecting Authority, to set the Council Tax for its area for 2023/24 as required by the Local Government Finance Act 1992.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote was taken for this item as follows:

FOR –

Councillors:

Bellamy
Bingham
Blakemore
Blank
Borrell
Brady
Brittain
Callan
Caulfield
D Collins
L Collins
Coy
Davenport
D Collins
L Collins
Davenport
Dyke
G Falconer
K Falconer

Councillors:

Flood
Gilby
Hollingworth
Holmes
J Innes
P Innes
Ludlow
Mannion-Brunt
Marriott
Miles
A Murphy
T Murphy
P Niblock
Perkins
Rayner
Redihough
Serjeant
Sarvent
Wheeldon

AGAINST –

None

ABSTENTIONS –

Rogers

RESOLVED –

1. That it be noted, that at its meeting on 30 January 2023 the Employment and General Committee calculated the following tax base amounts for the year 2023/24 in accordance with regulations

made under Section 31B of the Local Government Finance Act 1992 as:

- (a) 30,222.43 being the tax base calculated for the whole Council area.
- (b) For those areas to which a parish precept applies:

Staveley Town Council	4,434.99
Brimington Parish Council	2,508.11

2. That the Council approves the calculation of the Council Tax requirement for the Council's own purposes for 2023/24 (excluding parish precepts) as **£5,599,310** and that the following amounts be calculated for the year 2023/24 in accordance with Sections 31 to 36 of the Act:
 - a. **£109,938,157** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act (gross expenditure) taking into account all precepts issued to it by Parish Councils;
 - b. **£103,864,660** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act (gross income including grants and the use of reserves);
 - c. **£7,066** being the deficit on the Council tax elements of the Collection Fund and **£73,798** being the deficit on the Business Rate elements;
 - d. **£6,154,361** being the amount by which the aggregate at 2.3(a) exceeds the aggregate at 2.3(b) plus 2.3(c), of the report, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year. Please note that this is the total of the Borough's requirement of **£5,599,310** plus the total parish precepts of **£555,051**.
 - e. **£203.64** being the amount at 2.3(d), divided by 2.1(a), of the report, calculated by the Council, in accordance with

Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).

- f. **£555,052** being the aggregate amount of all special items (parish precepts) referred to in Section 34(1) of the Act.
- g. **£185.27** (Band 'D' Council Tax) being the amount at 2.3(e) less the result given by dividing the amount at 2.3(f) by the amount at 1(a), of the report, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates. The tax does not exceed the principles set by the Secretary of State for determining excessive tax increases and triggering a referendum.

Parts of the Council's area:

- h. The following being the amounts calculated by adding the amount at 2.3(g), to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned in 2.3(f) divided in each case by the amount at 2.1(b), of the report, calculated by the Council, in accordance with section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more items relate.

Parish	Band 'D' Tax £
Staveley	297.46
Brimington	208.19

- i. The amounts given by multiplying the amounts at 2.3(g) and 2.3(h), of the report, by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation band

Part of the Council's area	Valuation Band							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Staveley Town Council	198.30	231.36	264.40	297.46	363.56	429.66	495.76	594.92
Brimington Parish Council	138.79	161.93	185.05	208.19	254.45	300.72	346.98	416.38
All other parts of the Borough	123.51	144.10	164.68	185.27	226.44	267.61	308.78	370.54

3. That it be noted that for the year 2023/24 the Derbyshire County Council, the Derbyshire Fire and Rescue Service and the Derbyshire Police & Crime Commissioner have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

Precepting Authority	Valuation Band							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Derbyshire County Council	985.32	1,149.54	1,313.76	1,477.98*	1,806.42	2,134.86	2,463.30	2,955.96
Derbyshire Fire & Rescue Service	57.23	66.76	76.30	85.84	104.92	123.99	143.07	171.68
Derbyshire Police & Crime Commissioner	177.73	207.36	236.98	266.60	325.84	385.09	444.33	533.20

*The Derbyshire County Council Tax increase of 3.75% is to support the delivery of adult social care duties and responsibilities in 2023/24, equivalent to an additional £13.83 for dwellings in Council Tax Valuation Band 'D', which is included in the £1,477.98 in the table above.

4. That, having calculated the aggregate in each case of the amounts at 2.3(i) and 2.4 above, the Council, in accordance with Section

30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2023/24 for each of the categories of dwellings shown below:

Part of the Council's area	Valuation Band							
	A 6/9	B 7/9	C 8/9	D 9/9	E 11/9	F 13/9	G 15/9	H 18/9
	£	£	£	£	£	£	£	£
Staveley Town Council	1,418.58	1,655.02	1,891.44	2,127.88	2,600.74	3,073.60	3,546.46	4,255.76
Brimington Parish Council	1,359.07	1,545.59	1,812.09	2,038.61	2,491.63	2,944.66	3,397.68	4,077.22
All other parts of the Borough	1,343.79	1,567.76	1,791.72	2,015.69	2,463.62	2,911.55	3,359.48	4,031.38

69 **COUNCIL PLAN 2023-2027**

Pursuant to Cabinet Minute no. 75 (2022/23) the Service Director Corporate submitted a report to Council for approval on the council's new Council Plan 2023 – 2027 which sets out the vision, priorities and key deliverables for the next four years. The report also referenced the Performance Management Framework that would be deployed to ensure delivery remained on track.

RESOLVED –

1. That the Council Plan 2023 – 2027 be approved.
2. That the Performance Management Framework for 2023 – 2027 be approved.
3. That authority be delegated to the Deputy Leader to approve minor changes to aid operational effectiveness and drafting and design changes to improve the readability and accessibility of the Council Plan.

70 GROWTH STRATEGY

Pursuant to Cabinet Minute no. 87 (2022/23) the Senior Economic Development Officer submitted a report recommending the Chesterfield Growth Strategy, for the period 2023 through 2027, for adoption and publication.

RESOLVED

1. That the Chesterfield Growth Strategy for the period 2023 through 2027 be approved.
2. That authority be delegated to the Chief Executive, in consultation with the Council Leader and Cabinet Member for Economic Growth, to make changes to the Chesterfield Growth Strategy for the period 2023 through 2027.

71 CLIMATE CHANGE STRATEGY 2023-2030

Pursuant to Cabinet Minute No. 98 (2022/2023) the Business Transformation Policy Officer submitted a report for Council to consider the council's new Climate Change Strategy for 2023 through 2030 and the Climate Change Year 1 Delivery Plan.

RESOLVED –

1. That the Climate Change Strategy for 2023 – 2030 be approved for adoption and implementation.
2. That the accompanying Climate Change Delivery Plan, which details the year one activities (2023 – 2024), be approved for adoption and implementation.
3. That Cabinet be authorised to approve annual updates to the Climate Change Delivery Plan.
4. That authority be delegated to the Service Director – Corporate, in consultation with the Deputy Leader, to make amendments to the Climate Change Delivery Plan working document between the formal review periods to enable operational effectiveness.

5. That the Corporate Climate Change budget, as set out in section 6.0 of the officer's report, which aligns with the proposals set out within the Medium-Term Financial Plan, be approved.

72 VISION DERBYSHIRE HOST ARRANGEMENTS

The Leader of the Council submitted a report seeking approval for the transfer of the Vision Derbyshire Joint Committee host authority and programme resource arrangements from Chesterfield Borough Council to Derbyshire County Council, effective from 1 April 2023.

RESOLVED

1. That the work undertaken by Chesterfield Borough Council as host authority in standing up and servicing the Vision Derbyshire Joint Committee and driving forward associated Vision Derbyshire activities during 2022 be noted.
2. That the changing context regarding Vision Derbyshire and the potential position of the programme in relation to supporting future implementation of the proposed East Midlands Devolution Deal be noted.
3. That the proposals to transfer the Vision Derbyshire host authority and programme resource arrangements from Chesterfield Borough Council to Derbyshire County Council be approved.

73 CIVIC ARRANGEMENTS 2023/24

Pursuant to Cabinet Minute 99 (2022/23), the Democratic and Elections Manager submitted a report to enable Council to confirm the arrangements for the civic year 2023/24 in respect of the following:

- a) Election of Mayor 2023/24
- b) Election of Deputy Mayor 2023/24
- c) Annual Council Meeting 2023
- d) Annual Civic Service, Parade and Mayoral Reception 2023

RESOLVED –

1. That Councillor Mick Brady be invited to become Mayor of the Borough of Chesterfield for 2023/24.
2. That Councillor Howard Burrell be invited to become Deputy Mayor of the Borough of Chesterfield for 2023/24.
3. That the Annual Council meeting be held on Wednesday 17 May 2023, followed by a civic reception.
4. That the Annual Civic Service and Parade be held on Saturday 20 May 2023.

This page is intentionally left blank

For publication

Election of Borough Council – 4 May 2023

Meeting:	Council
Date:	15.05.23
Directorate:	Corporate
For publication	

1.0 Purpose of the report

- 1.1 To formally report the persons elected as members of Chesterfield Borough Council at elections held on 4 May 2023.

2.0 Recommendation

- 2.1 That the election of the named persons at 4.0 as Chesterfield borough councillors are noted.

3.0 Reason for recommendation

- 3.1 To establish the Council following the Chesterfield Borough Council elections held on 4 May 2023.

4.0 Background

Brampton East and Boythorpe

Jonathan Davies (Labour)
Glenys Falconer (Liberal Democrat)

Brampton West and Loundsley Green

Bob Brock (Labour)
Shirley Niblock (Liberal Democrat)
Martin Stone (Labour)

Brimington North

Dave Culley (Labour)
Suzie Perkins (Labour)

Birmingham South

Ian Callen (Labour)
Tricia Gilby (Labour)

Brockwell

Maureen Davenport (Liberal Democrats)
Katherine Hollingworth (Liberal Democrats)

Dunston

Jean Innes (Labour)
Gordon McLaren (Labour)
Michelle Twigg (Labour)

Hasland

Mick Brady (Labour)
Stuart Brittain (Labour)
Amanda Serjeant (Labour)

Linacre

Gavin Baldauf-Good (Labour)
Judy Staton (Labour)

Rother

Lisa Blakemore (Labour)
Jenny Flood (Labour)
Keith Miles (Labour)

Spire

Laura Bagley (Labour)
Peter Innes (Labour)
Kate Sarvent (Labour)

Staveley Central

Barry Dyke (Labour)
Jacquie Ridgway (Labour)

Staveley North

June Bingham (Liberal Democrats)

Paul Jacobs (Liberal Democrats)

Staveley South

Allan Ogle (Labour)
Debbie Wheeldon (Labour)
Stuart Yates (Labour)

Walton

Maggie Kellman (Liberal Democrats)
Nick Redihough (Liberal Democrats)
Tom Snowdon (Liberal Democrats)

Whittington

Barry Bingham (Liberal Democrats)
Paul Holmes (Liberal Democrats)
Kelly Thornton (Liberal Democrats)

Whittington Moor

Kate Caulfield (Labour)
Leslie Thompson (Labour)

5.0 Alternative options

5.1 None.

6.0 Implications for consideration – Financial and value for money

6.1 Each elected member currently receives £6,396 per annum in basic allowances. Additional special responsibility allowances are also paid for specific roles including Leader, Deputy Leader, Cabinet and Committee Chair's etc.

6.2 Allowances will be considered as part of the 2023 independent remuneration panel review, due to report to Council in December 2023.

7.0 Implications for consideration – Legal

7.1 The 2023 Chesterfield Borough Council election was carried out in line with all statutory legislation and guidance including the Elections Act 2022.

8.0 Implications for consideration – Human resources

8.1 None.

9.0 Implications for consideration – Council plan

9.1 Council agreed the Council Plan 2023 – 2027 at Council in February 2023.

10.0 Implications for consideration – Climate change

10.1 The induction programme for new and returning members includes Climate Change training.

11.0 Implications for consideration – Equality and diversity

11.1 The induction programme for new and returning members includes Climate Change training.

11.2 As part of induction processes discussions are held with individual members regarding reasonable adjustments which could help them to fulfil the full range of duties

12.0 Implications for consideration – Risk management

12.1 The induction programme for new and returning members includes briefings around a range of topics which include specific risk areas including decision making, code of conduct, information assurance, equality and diversity, safeguarding, communications and health and safety.

Decision information

Key decision number	1167
Wards affected	All

Document information

Report author
Huw Bowen – Chief Executive and Returning Officer Donna Reddish – Service Director Corporate
Background documents
These are unpublished works which have been relied on to a material extent when the report was prepared.
None
Appendices to the report
None

This page is intentionally left blank

For publication

Cabinet, Committees, Overview and Scrutiny and Outside Bodies arrangements for 2023/24

(GV160)

Meeting:	Cabinet
Date:	04.04.23
Cabinet portfolio:	Governance
Directorate:	Corporate
For publication	

1.0 Purpose of the report

- 1.1 To make recommendations to enable the implementation of changes to Cabinet, Committees and Overview and Scrutiny arrangements to respond to the Local Government Boundary Review findings.

2.0 Recommendations

- 2.1 That following the borough election 2023, the Leader of the Council reviews Cabinet and Cabinet Portfolios. This should include the consideration of ceasing the Assistant Cabinet Member roles.
- 2.2 That the Leader submits the nominations for Cabinet and confirms portfolios for noting at the Council's Annual Business Meeting in May 2023.
- 2.3 That Cabinet recommend to Full Council a change in Cabinet frequency from every three weeks to monthly.
- 2.4 That Cabinet recommend to Full Council the following changes to Committee size:
- Planning Committee - reduce Planning Committee places from 15 to 12 (20% reduction).
 - Licensing Committee - reduce Licensing Committee places from 14 to 12 (15% reduction). Split between two groups rather than three.
 - Appeals and Regulatory Committee - reduce Appeals and Regulatory Committee places from 14 to 12 (15% reduction). Split between two groups rather than three.

2.5 That Cabinet recommend to Full Council the adoption of a two Scrutiny Select Committee model and the division of responsibilities.

2.6 That Cabinet recommend to Full Council the revised list and allocation of places to outside bodies.

3.0 Reasons for recommendations

3.1 To respond to the challenges of the reduction in Council size from 48 members to 40 following the Local Government Boundary Review which will be implemented at the May 2023 borough election.

4.0 Report details

4.1 Background

The Local Government Boundary Commission for England is a parliamentary body established by statute to conduct boundary, electoral and structural reviews of local government areas in England. The Commission is independent of government and political parties. It is directly accountable to the Speaker's Committee of the House of Commons. An electoral review examines and proposes new electoral arrangements for the whole local authority. These are:

- The total number of councillors to be elected to the council: council size
- The names, number and boundaries of wards
- The number of councillors to be elected from each ward

4.2 The Commission has a statutory duty to review every English local authority 'from time to time'. It has been over 20 years since the last electoral review for Chesterfield Borough. In addition, since the last review in 1998 due to an uneven pattern of housing numbers and population growth across ward areas, there were a number of wards which are either plus or minus 10% from the average elector ratio.

4.3 Following extensive consultation the Local Government Boundary Committee Review for Chesterfield Borough Council has been completed and accepted by Parliament. The new electoral arrangements will come into force at the next scheduled elections for Chesterfield in May 2023. Key changes include:

- A reduction in Council size from 48 elected members to 40
- The average number of electors per councillor will rise from 1,633 to 1,960 based on the reduction in councillor numbers and then rise year on year to 2,108 by 2027 due to housing and population growth
- Move from 19 wards to 16 wards with almost all ward boundaries being changed

4.4 Due to these changes coming into force from May 2023, now is an opportune time to undertake a light touch review of Cabinet, Committee and Overview and Scrutiny arrangements.

4.5 Cabinet Size

Chesterfield Borough Council currently has a Cabinet size of nine. This includes the Leader, Deputy Leader, six portfolio holders and the Leader of the Opposition. With the current Council size of 48, 19% of members are on Cabinet. With a Council size of 40 this increases to 23%. CIPFA nearest neighbour group comparison indicate that the mean average percentage of elected members on Cabinet is 21% and the median is 18%. 23% would be slightly higher than the average but not unusual. In addition to the core Cabinet, Chesterfield Borough Council also has provision for up to two Assistant Cabinet Members, although only one of these roles is currently utilised.

4.6 We are not recommending a reduction in core Cabinet size due to several factors raised with the Local Government Boundary Commission during our council size submission:

- Our current service provision is mainly delivered in-house and this includes the management of just under 9,000 council homes, an industrial and commercial property portfolio worth over £130 million, innovation centres, sport and leisure facilities, two theatres, two museums, tourist information centre and markets
- Extensive strategic economic, community and operational partnership structures requiring significant portfolio holder engagement
- Chesterfield is the North Eastern Derbyshire sub-regional centre for the night-time economy, shopping and access to key health services. It is also a sub-regional centre for employment, commerce and industry providing over 52,000 people with employment, 21,000 of whom are daily inbound commuters

These factors significantly increase the workload for portfolio holders when compared to many in district councils.

4.7 We are however recommending that the political leadership following the 2023 borough election cease the provision for Assistant Cabinet Members to reflect the change in Council size. We are also recommending that the portfolio responsibilities are reviewed as there have been a number of changes since the last election which have created some overlap areas and in some cases and uneven distribution of duties.

4.8 Cabinet frequency

Cabinet currently meets on a three weekly cycle, with Joint Cabinet and Employment and General Committee meeting on a six weekly cycle. However due to the need to avoid Derbyshire school holidays and to respond to

business need the cycle very quickly becomes out of sync and has led to a lot of confusion for report authors, members and is challenging to administrate.

4.9 An alternative used by many local authorities (including the majority of our Cipfa nearest neighbour group) is to have a monthly Joint Cabinet and Employment and General Committee, followed directly by Cabinet with an additional Cabinet meeting in either January or February due to the volume of business at that time of year. The ability to hold additional Cabinet meetings due to urgency and business need would remain.

4.10 Committees

The following committee sizes are currently in place:

- Planning Committee – 15
- Licensing Committee – 14
- Appeals and regulatory Committee - 14
- Employment and General Committee – 6
- Standards and Audit Committee – 6
- Overview and Performance Scrutiny Forum – 16
- Community, Customer and Organisational Scrutiny Committee – 8
- Enterprise and Wellbeing Scrutiny Committee – 8

4.11 There are 87 committee places on core committees, the 20% reduction in council size has a significant impact on the number of committees each member needs to attend. In addition, elected members have other duties including consultative committees and representing the Council on outside bodies. It is also important to note that elected members currently represent an average elector per councillor number of 1,659, this will rise to around 1,960 in May 2023 and keep rising to around 2,027 due to population growth. Due to these factors the current number of committee places is considered to be unviable post the May 2023 election.

4.12 The following recommendations are being made to reduce committee places to reflect (where possible) the reduction in Council size:

- Planning Committee - reduce Planning Committee places from 15 to 12 (20% reduction).
- Licensing Committee - reduce Licensing Committee places from 14 to 12 (15% reduction). Split between two groups rather than three.
- Appeals and Regulatory Committee - reduce Appeals and Regulatory Committee places from 14 to 12 (15% reduction). Split between two groups rather than three.
- Employment and General Committee – no change
- Standards and Audit Committee – no change

4.13 Overview and scrutiny

Overview and scrutiny committees were introduced in 2000 as part of new executive governance arrangements to ensure that members of an authority who were not part of the executive could hold the executive to account for the decisions and actions that affect their communities. The requirement for local authorities in England to establish overview and scrutiny committees is set out in sections 9F to 9FI of the Local Government Act 2000 as amended by the Localism Act 2011.

4.14 Mandatory powers and functions include:

- Any member of an overview and scrutiny committee has the right to refer a relevant matter to the committee. In England, this provision does not apply to matters concerned with planning and licensing, or to “any matter which is vexatious, discriminatory or not reasonable to be included in the agenda
- Overview and scrutiny committees may hold inquiries and produce reports. Meetings are subject to the normal rules for public admission
- Overview and scrutiny committees have the power to ‘call in’ decisions made by Cabinet. They may then review a decision and recommend that the Cabinet reconsiders it

4.15 Overview and scrutiny legislation recognises that authorities are democratically-elected bodies who are best-placed to determine which overview and scrutiny arrangements best suit their own individual needs, and so gives them a great degree of flexibility to decide which arrangements to adopt. There are a variety of approaches to scrutiny across the country and we have tried a number of approaches at Chesterfield Borough Council since 2000/2001.

4.16 Currently there are three overview and scrutiny committees:

- **Overview and Performance Scrutiny Forum** – 16 committee places (made up from the two scrutiny committees). The committee meets bi-monthly and provides a corporate and co-ordinating role, it has an overview of the work of the other two committees and agrees its own work programme which includes policy, performance, finance, partnership working, asset management, risk management etc.. The chair rotates between the Chairs of the other two scrutiny committees.
- **Community, Customer and Organisational Scrutiny Committee** – This committee has eight committee places and meets bi-monthly. The committee considers issues across a broad range of subjects including health and wellbeing, community safety, tourism, customer services, markets, cultural services, outsourced and shared services
- **Enterprise and Wellbeing Scrutiny Committee** – This committee has eight committee places and meets bi-monthly. The committee considers issues across a broad range of subjects including housing, care for vulnerable people, business and economic development, sustainability, waste management, sport and leisure

- 4.17 Overall, 32 places are allocated to overview and scrutiny, however elected members taking places on either Community, Customer and Organisational or Enterprise and Wellbeing scrutiny committees automatically become a member of Overview and Performance Scrutiny Forum so it is 16 members filing 32 places. The number of scrutiny places is high compared to the Cipfa nearest neighbour group. The mean average number of places is 21 and the median average is also 21. A wide variety of scrutiny models are used across our nearest neighbour group, but the most common are a one Scrutiny Committee approach or two committees (one internally and one externally focused or multiple committees based around Council Plan priorities).
- 4.18 Since the development of this scrutiny model in 2015 there have been significant changes around council responsibilities, structures and partnerships. With the current approach to scrutiny can cause confusion across the responsibility areas across the three committees causing challenges around administration and work programming. With the reduction in Council size, 32 scrutiny places is considered to be unsustainable, however overview and scrutiny is an important check and challenge point within the Council. Overview and Scrutiny meetings have traditionally taken place in the evening (unlike other committees) so provide an opportunity for elected members who have caring commitments or work commitments during the day to still engage effectively in committee responsibilities. It is therefore important that there are a significant number of committee places allocated to this work.
- 4.19 We are recommending that the number of Overview and Scrutiny Committees is reduced from three to two. The overall number of overview and scrutiny places will decrease from 32, but there is an opportunity to increase the actual number of members engaged from 16 to 20 which helped to increase overview and scrutiny oversight and provide much needed evening committee places.
- 4.20 Authorities utilising the two Overview and Scrutiny Committee approach (often called Scrutiny Select Committees) divide the substantive responsibilities between them, often utilising one committee for internal/ corporate focus and one for community focus. Each committee can action requests and hearings for 'Call In' of executive decisions. These would be allocated to the appropriate committee based on topic area.
- 4.21 A draft diversion of scrutiny select committee responsibilities is attached at Appendix 1. Overview and Scrutiny responsibilities would need to be approved by Council.
- 4.22 By making all the changes suggested to committees including overview and scrutiny, committee places will reduce by 20% (18 places), this is in line with the 20% reduction in Council size.
- 4.23 Outside bodies

In May each year, members are appointed by the council to serve on a range of outside bodies. These include voluntary organisations, local government associations and companies. In some cases, the persons appointed will be council representatives, i.e. they will be expected to represent the council's views at meetings, and look after the council's interests. On other bodies, members will be nominees, i.e. their main responsibility will be to the organisation to which they have been appointed. In some cases, there will be a link between the activities of the organisation and those of the council. In such cases, the member's knowledge of council affairs will be useful, but the affairs of the outside body must take priority when the member is acting as a member of that body.

4.24 Outside bodies can generally be categorised into five categories:

- Consultative Committee and working groups
- Partnerships
- Sector support agencies
- External organisations which we contribute financially towards or offer significant in-kind support
- Miscellaneous

4.25 There are currently 107 places on outside bodies, that is 2.1 per current elected member and 2.6 per member after the May 2023 election, which presents a significant challenge for members to resource. Over the last few years the outside bodies list has generally been rolled over one year to the next with limited checks around current status of the groups.

4.26 Outside bodies have now been reviewed to assess which are no longer operating or do not link into the Council's activities and programmes. The updated list of outside bodies and allocations are attached at Appendix 2. This recommendation reduces outside body places have reduced from 107 to 88 – a reduction of 19 places (18%).

5.0 Alternative options

5.1 Retain the current arrangements. This would mean that the majority of non-Cabinet members would need to attend at least three committees plus Council compared to the current two. The confusion and challenges around administrating Cabinet and Overview and Scrutiny would continue.

6.0 Implications for consideration – Financial and value for money

6.1 The Assistant Cabinet Member roles currently attract a special responsibility allowance of £4,066 each. Removing these roles would create a saving. All other special responsibility allowances would remain pending the next independent remuneration panel review due to report to Council in December 2023.

7.0 Implications for consideration – Legal

- 7.1 Allocations to committees is undertaken under regulation 14 of the Local Government (Committees and Political Groups) Regulations 1990.
- 7.2 The requirement for local authorities in England to establish overview and scrutiny committees is set out in sections 9F to 9FI of the Local Government Act 2000 as amended by the Localism Act 2011.

8.0 Implications for consideration – Human resources

- 8.1 None.

9.0 Implications for consideration – Council plan

- 9.1 The review of portfolios and Scrutiny remit should include consideration of Council Plan priorities.

10.0 Implications for consideration – Climate change

- 10.1 The review of portfolios and Scrutiny remit should include consideration of Climate Change priorities.

11.0 Implications for consideration – Equality and diversity

- 11.1 The review of portfolios and Scrutiny remit should include consideration of Equality and Diversity priorities.
- 11.2 By increasing the number of places for evening committees (overview and scrutiny) there are increased opportunities for elected member who have caring responsibilities or work commitments during the day to engage in committee roles.

12.0 Implications for consideration – Risk management

Failure to respond to the changes following the local government boundary review will cause an unsustainable workload for elected members.	H	H	Cabinet frequency and review of portfolios recommended. Reduction in committee places recommended. Review of outside bodies has refreshed and reduced outside body commitments.	M	L

Decision information

Key decision number	1165
Wards affected	All

Document information

Report author
Donna Reddish – Service Director Corporate
Background documents
These are unpublished works which have been relied on to a material extent when the report was prepared.
None
Appendices to the report
Appendix 1 – Scrutiny Select Committee Responsibilities
Appendix 2 – Outside bodies

This page is intentionally left blank

Scrutiny Select Committee – Resilient Council

Responsibilities:

- Governance and decision making
- Council Plan and performance management
- Finance including Medium Term Financial Plan, Treasury Management, tax, income streams and capital programmes and Housing Revenue Account
- Customer services
- Human resources including people plan and learning and development
- Information technology, data and information assurance and access
- Health and safety
- Risk Management
- Emergency planning and business continuity
- Asset Management
- Communications
- Call In and petitions related to the above

Scrutiny Select Committee – Economic Growth and Communities

- Economic growth and planning
- Visitor economy
- Skills
- Health, wellbeing and cultural offer
- Housing
- Services to vulnerable people including Careline
- Revenues and benefits services
- Community Safety including Crime and Disorder Panel
- Climate Change
- Call In and petitions related to the above

This page is intentionally left blank

Outside Bodies Nominations

Category 1 – Informal Council Bodies / consultative committees / internal working groups

These informal council bodies are recognised within the Council’s constitution (part 3) and have specific responsibilities:

Informal working groups or consultative bodies established by the council, which are advisory only. These bodies:

- Are not committees or subcommittees of the Council or of the Cabinet
- Do not exercise any final legal decision making functions on behalf of the Council or the Cabinet
- Are not subject to the Access to Information Rules which apply to Council Committees and to the Cabinet
- Are not subject to members' common law "need to know"

These bodies may make recommendations to formal decision makers, and in most cases their minutes will be reported to the Council, Cabinet, committees or to decision makers via the portfolio holder. The membership of these bodies usually consists of nominated elected members of the Chesterfield Borough Council together with non-councillor representatives of outside organisations or groups.

Body	Purpose	Representatives requested	Further information / comments
Borough Parish Liaison	To facilitate discussion with Brimington Parish Council and Staveley Town Council on matters of interest or concern to either party.	<ul style="list-style-type: none"> • Leader of the Council • Leader of opposition • 1 ward member from STC area • 1 ward member from BPC area 	<p>Eligible wards STC area: Staveley North, Staveley Central, Staveley South</p> <p>Eligible wards BPC area: Brimington North, Brimington outh</p>

Employer / Trade Union Committee	<p>To establish regular methods of negotiations and consultation between the Council and its employees on matters of mutual interest, including the prevention of differences and the reconciliation of them should they arise; but no question of individual discipline or grievance shall be within the scope of this Committee.</p> <p>To consider any relevant matter referred to it by a Committee of the Council, a directorate Joint Consultative Committee, or by the branch secretaries on behalf of the recognised trade union representatives.</p> <p>To make recommendations to the appropriate Council Committees as to the application of terms and conditions of service and the training of employees of the Council.</p>	<ul style="list-style-type: none"> • Leader of the Council • Deputy Leader of the Council • Portfolio holder 	
Health and Safety Committee	<p>The promotion of co-operation between employers and employees in instigating, developing and carrying out measures to ensure the health and safety at work of employees.</p> <p>To act as a focus for employee participation in the prevention of accidents and the avoidance of industrial diseases.</p>	<ul style="list-style-type: none"> • Portfolio holder • 5 elected members – political balance 	
Markets consultative committee	To act as liaison between the council and the market traders and for consultation	<ul style="list-style-type: none"> • Portfolio holder • 3 elected members – political balance 	
Taxi consultative committee	To act as liaison between the council and the taxi and private hire trade and for consultation.	<ul style="list-style-type: none"> • Portfolio holder 	

		<ul style="list-style-type: none"> 3 elected members – political balance 	
Chesterfield in Bloom committee	Co-ordinating the Chesterfield in Bloom activity	<ul style="list-style-type: none"> Nomination from majority party – can be portfolio holder or another member 	
Chesterfield Innovation Centres Management Board	Leadership of Innovation Centre Management	<ul style="list-style-type: none"> Nomination from majority party – can be portfolio holder or another member 	
Elections Working Group	Assist and advise on polling station reviews – pre-election.	<ul style="list-style-type: none"> Chair of Employment and General Committee Portfolio holder 6 members – political balance and geographical spread 	
Member Development Group	Advisory group for the member development programme and member induction.	<ul style="list-style-type: none"> Portfolio holder 4 members – politically balanced 	

Category 2 – Partnerships / partnership boards

The Council is a key player in a number of key local, regional and national partnerships and has nomination rights for both members and officers for partnership boards. These will generally be the Cabinet portfolio holder and relevant Corporate Leadership Team officer – but not always.

Body	Purpose	Representatives requested	Further information / comments
Active Derbyshire and Derbyshire Schools Sports Partnership	Active Derbyshire is one of 44 active partnerships covering England. Active Partnerships think tactically about creating chances to get active which achieve the health, social and economic outcomes in the government's Sporting Future strategy. This means identifying where extra capacity is	<ul style="list-style-type: none"> Portfolio holder 	

	needed to create a more joined-up approach to tackling inactivity in their areas.		
Derbyshire Armed Forces Covenant	In 2019 we re-signed the Armed Forces Covenant for Derbyshire which pledges our commitment and support to the Armed Forces Community. Derbyshire Armed Forces Partnership developed to develop and deliver the covenant.	<ul style="list-style-type: none"> • Portfolio holder 	Elected Member and Senior Officer Armed Forces Champion are now mandatory – Armed Forces Act 2021.
Joint Board – CBC/ BDC / NEDDC	Leadership of CBC/ NEDDC / BDC joint services.	<ul style="list-style-type: none"> • Leader of the Council 	
Chesterfield and District Joint Crematorium Committee	Leadership of the CBC / NEDDC / BDC shared service provision – Chesterfield Crematorium.	<ul style="list-style-type: none"> • Portfolio holder • Leader of the opposition • 3 elected members – political balance 	
PATROL (Parking and Traffic Regulations Outside London) Adjudication joint Committee	Partnership service provision - parking and traffic	<ul style="list-style-type: none"> • Portfolio holder 	
Derbyshire Safer Communities Board / Chesterfield Community Safety Partnership	Crime and disorder reduction partnership.	<ul style="list-style-type: none"> • Portfolio holder 	Mandatory requirement – Crime and Disorder Act 1998.
Derbyshire Police and Crime Panel (OPCC)	Part of the Derbyshire Safer Communities Board – Crime and Disorder Partnership arrangements.	<ul style="list-style-type: none"> • Portfolio holder • 2 members – politically balanced 	Mandatory requirement – Crime and Disorder Act 1998.
Destination Chesterfield	Destination Chesterfield delivers a number of marketing campaigns which are helping to improve the economic prosperity of Chesterfield by promoting it as a contemporary	<ul style="list-style-type: none"> • Nomination from majority group – usually Leader / 	

	destination to inward investors and supporting existing businesses. The project was established in 2011, funded through support from the European Regional Development Fund, Local Businesses and Chesterfield Borough Council.	Deputy Leader or Portfolio holder	
Marketing Peak District and Derbyshire	Partnership to market Peak District and Derbyshire – CBC is a member.	<ul style="list-style-type: none"> Portfolio holder 	
Sheffield City Region Mayoral Combined Authority Board	Representing CBC as a non-constituent member of SCR MCA.	<ul style="list-style-type: none"> Leader of the Council 	
Sheffield City Region – Skills and Employment Board	Representing CBC as a partner in skills and employment programmes.	<ul style="list-style-type: none"> Nomination from majority group – usually Leader / Deputy Leader or Portfolio holder 	
Staveley Town Deal Board	Leadership of the Staveley Town Deal Programme	<ul style="list-style-type: none"> Leader of the Council 	CBC are the accountable body
UKSPF Partnership Board	Consultative partnership board for the delivery of the UK shared prosperity investment plan.	<ul style="list-style-type: none"> Leader of the Council 	CBC are the accountable body
Trans Pennine Trail Steering Group	Partnership of local authorities across the Trans Pennine Trail	<ul style="list-style-type: none"> Portfolio holder 	
Chesterfield Canal Partnership Executive Steering Group	Partnership to oversee the Chesterfield Canal restoration.	<ul style="list-style-type: none"> Portfolio holder 	
Chesterfield Waterside Limited	Partnership to develop Chesterfield Waterside	<ul style="list-style-type: none"> Leader of the Council 	

Vision Derbyshire Joint Committee	Vision Derbyshire Partnership	<ul style="list-style-type: none"> • Leader of the Council – Deputy Leader as substitute 	
D2 Shared Economic Prosperity Committee	Derby and Derbyshire committee feeding into D2N2.	<ul style="list-style-type: none"> • Leader of the Council 	
Derbyshire Health and Wellbeing Partnership Board	Representing CBC as a partner in setting priorities to improve health and wellbeing in the county	<ul style="list-style-type: none"> • Portfolio holder 	
Chesterfield Health and Wellbeing Partnership	Representing CBC as a partner in setting and delivering on priorities to improve health and wellbeing in the borough	<ul style="list-style-type: none"> • Portfolio holder 	

Category 3 – Sector Support organisations

We are members of a number of sector support organisations and hold positions on several boards. Members to inform Democratic and Elections Manager of election to any sector support organisation board.

Body	Purpose	Representatives requested	Further information / comments
East Midlands Councils	East Midlands Councils represents the interests of local councils to Government and national organisations.	<ul style="list-style-type: none"> • Leader of the Council 	
Local Government Association General Assembly	The national voice of local government, working with councils to support, promote and improve.	<ul style="list-style-type: none"> • Leader of the Council 	
National Association of British Market Authorities	National body for markets nationally.	<ul style="list-style-type: none"> • Portfolio holder 	

Category 4 – Community and Voluntary Organisations which we fund

CBC provide grant funding to the following organisations and have been allocated places on their boards.

Body	Purpose	Representatives requested	Further information / comments
Chesterfield and North East Derbyshire Council for Voluntary Service (LINKS) Board	Advice agency for community and voluntary sector groups.	<ul style="list-style-type: none"> 1 from majority party 	
Chesterfield Citizens' Advice Bureau Management Committee	Advice agency – residents	<ul style="list-style-type: none"> 2 from majority party 1 from minority party 	Note – representatives will be limited company directors
Derbyshire Law Centre Management Committee	Advice agency – residents	<ul style="list-style-type: none"> 2 from majority party 1 from minority party 	Note – representatives will be limited company directors
Derbyshire Unemployed Workers' Centres – Management Committee	Advice agency	<ul style="list-style-type: none"> 1 from majority party 	

Category 5 – Miscellaneous

Body	Purpose	Representatives requested	Further information / comments

Arthur Townrow Pensions Fund Management Committee	The Fund is a small charity founded in 1966 to support widows and spinsters living in Chesterfield and beyond who are dependent on state benefits or who only have a small income. The fund is administered by a committee including a relative of Mr Townrow, the Methodist Minister and representatives of Local Councils and NCVOs. All trustees to try and attend the twice yearly meetings (April & October) held at Chesterfield Methodist Church. The meetings are to discuss new applications, financial accounts and investments of the fund and usually last around 1.30 to 2 hours.	<ul style="list-style-type: none"> Mayor of Chesterfield 	The Charity have requested that we continue to nominate a representative in coming years in order to ensure they follow the guidance set out in their Declaration of Trust.
Chesterfield and North Derbyshire Royal Hospital Foundation Trust	Confirmed with the hospital trust that that they request a governor from CBC, BDC and NEDDC for the Council of Governors and that this is a key part of governance arrangements.	<ul style="list-style-type: none"> Nomination from majority party – can be portfolio holder or another member 	
Chesterfield and North East Derbyshire Credit Union (CNEDCU) Board	Local Community Bank.	<ul style="list-style-type: none"> 1 from majority party 	Note – representatives will be limited company directors BDC / NEDDC also nominate
Chesterfield and North East Derbyshire Volunteer Centre Management Committee	Community organisation co-ordinating volunteering opportunities and building community resilience.	<ul style="list-style-type: none"> 1 from majority party 	
Chesterfield/Tsumeb Association – Executive Committee	Twin town relationship co-ordination.	<ul style="list-style-type: none"> 1 from majority party 1 from minority party 	

Chesterfield/Tsumeb Trust Fund	Twin town relationship co-ordination – funding.	<ul style="list-style-type: none"> • 1 from majority party • 1 from minority party 	
Chesterfield United Charities	Provision and management of alms houses in Hasland and Spire areas.	<ul style="list-style-type: none"> • 1 member from either Hasland or Spire wards 	Does not need to be an elected member but the charity have confirmed that that is their preference. Trustee member for 4 years.
Erin Void (Viridor) Liaison Committee	Committee established following MP intervention, local councillor concerns etc. DCC and CBC have nomination rights for ward members.	<ul style="list-style-type: none"> • 1 ward member – Staveley South 	
Hartington Reclamation Scheme Local Liaison Group	Group established due to local community concerns about a major reclamation site.	<ul style="list-style-type: none"> • 1 ward member – Staveley North 	
Eyre Chapel Trust	Restoration of a chapel.	<ul style="list-style-type: none"> • 1 ward member – Brockwell 	Optional but Eyre Chapel Trust have requested a representative.
Uncle Billy's Children's Fund	Charity – legacy gift to the children of a specific area of Chesterfield – CBC support administration.	<ul style="list-style-type: none"> • 1 ward member – Dunston • 1 ward member – Whittington Moor 	

This page is intentionally left blank

For publication

Delegation Scheme and Constitution

Meeting:	Council – Annual Business Meeting
Date:	15 TH May 2023
Cabinet portfolio:	Governance
Directorate:	Corporate

1.0 Purpose of report

- 1.1 To seek confirmation of the current scheme of delegation and Constitution.

2.0 Recommendations

- 2.1 That members confirm the Constitution, including the scheme of delegation in Part 3, subject to and as amended by changes recommended in the report at item 10 on the Agenda (*Cabinet, Committees, Overview and Scrutiny and Outside Bodies arrangements for 2023/24*).

3.0 Reasons for Recommendation

- 3.1 To ensure effective and efficient operation of the Council.

4.0 Report Details

- 4.1 The Constitution is a key document, required by law, which sets out the principal powers, duties and procedures of the Council. It also sets out in Part 3 to whom decision making over the Council's various functions is delegated.
- 4.2 The current form of Constitution has been in place since the early 2000s, using a government model. Most council constitutions follow a similar format, though some are now moving away from it. The constitution is publicly available on the Council's website at
<https://www.chesterfield.gov.uk/your-council/the-council/the-constitution.aspx>
- 4.3 The Constitution needs to be changed and updated from time to time to ensure it reflects current legislation, practices, functions, structures and efficient working of the authority.
- 4.4 Full Council considers the main changes and other changes are delegated to Standards and Audit Committee. Any consequential amendments and general updates are the responsibility of the Monitoring Officer.

- 4.5 Council approved and confirmed the current version of the Constitution at its April 2022 Annual Business Meeting. Since that time there have been some updates, but no major changes.
- 4.6 Many changes to the Constitution, including changes to the delegation scheme, are now agreed by Standards and Audit Committee.
- 4.7 *Delegation Scheme* - Standing Order 1 paragraph 7 says that the Annual Business Meeting should agree the delegation scheme or such part of it as the Constitution determines it is for the Council to agree. The scheme, which sets out responsibilities for decision making, is set out in Part 3 of the Constitution (Responsibility for Functions).
- 4.8 The currently approved version of the delegation scheme at Part 3 of the Constitution is at:
- <https://www.chesterfield.gov.uk/media/2131826/constitution-part-three-responsibility-for-functions.pdf>
- 4.6 Subject to approval of Council, other changes (see separate report *Cabinet, Committees, Overview and Scrutiny and Outside Bodies arrangements for 2023/24* at item 9 on this agenda) will need to be incorporated in the Constitution.
- 4.7 Going forward, rolling reviews of the Constitution will continue, to help ensure the document remains up to date and effective.

5.0 Alternative options and reasons for rejection

- 5.1 *Do not confirm the scheme:* The Constitution was approved by Council in April 2022. Further updates have been made as summarised in Appendix 1. The scheme sets decision making at the appropriate level and is essential for effective working of the Council. The Constitution is required by law and is generally reviewed on a rolling basis. Confirmation by Full Council ensures certainty that that the current version of the Constitution is approved by the authority.

6.0 Implications for consideration – Financial and Value for Money

- 6.1 The Constitution is a living document and is changed as necessary to respond to current circumstances, enable more efficient working of the authority, reflecting the current structure and best practice. It contributes to effective achievement of providing value for money services.

7.0 Implications for consideration - Legal

- 7.1 This report is seeking confirmation of the current delegation scheme and Constitution, previously approved by Council and Standards and Audit Committee, incorporating further changes considered in a separate report on the agenda.
- 7.3 The Council must have a constitution and this must be updated periodically: it is a living document. While changes are authorised by full Council, many other changes are delegated to Standards and Audit Committee. Approval of the Constitution periodically by the Council avoids uncertainty.

8.0 Implications for consideration - Human resources

8.1 The Constitution is a living document and is changed as necessary to enable more efficient working of the authority, reflecting the current structure and best practice. It enables officers and members to operate within a clear framework.

1.0 Implications for consideration – Council plan

9.1 The Constitution is a living document and is changed as necessary to enable more efficient working of the authority, reflecting council plan priorities, current structure and best practice. It enables officers and members to operate within a clear framework to help achieve the council plan.

2.0 Implications for consideration – Climate change

2.1 Efficient operation of the Council through its Constitution will help work towards climate change priorities.

3.0 Implications for consideration – Equality and diversity

3.1 The updates to, and current version of, the Constitution take account of Equality and Diversity priorities.

9.0 Implications for consideration - Risk management

9.1 This report concerns confirmation of the existing Constitution and other changes.

Description of risk	Impact	Likelihood	Mitigating Action	Resulting Impact	Resulting Likelihood
Constitution not reflect current requirement of the Council	H	M	Regular review of all parts of the Constitution and appropriate proactive and reactive amendment.	L	L
Complaint / challenge as relevant approval of changes not obtained	H	L	Ensure those changes requiring approval are approved by Standards and Audit committee / Full Council as appropriate. Periodic approval of whole Constitution by Full Council	L	L
Inability of Council to effectively operate during Covid-19	H	H	Ensure appropriate changes are made quickly to governance arrangements so the Council can continue to	L	L

pandemic and beyond			operate effectively and lawfully		
---------------------	--	--	----------------------------------	--	--

Decision information

Key decision number	<i>All key decisions must be in the Forward Plan at least 28 days in advance. There are constitutional consequences if an item is not in the Forward Plan when it should have been. Contact Democratic Services if in doubt.</i>
Wards affected	All
Links to Council Plan priorities	to provide value for money services

Document information

Report author	Contact number/email
Gerard Rogers Monitoring Officer	01246 936471 gerard.rogers@chesterfield.gov.uk
Background documents	
The Council's Constitution – on Council website https://www.chesterfield.gov.uk/your-council/the-council/the-constitution.aspx	
<i>This must be made available to the public for up to 4 years.</i>	
Appendices to the report	
Appendix 1	Summary of changes



Constitution - Document Control

Brief information about updates to each Part of the Constitution Autumn 2011 to November 2022

Key: *Italics: authority for change (since September 2017): C = Council, S&A = Standards and Audit Committee, L = Leader, U = other update, OC = other correction,*
CV-19 Supplement - temporary changes in response to coronavirus pandemic

Part	Date of Change (most recent first)	Version	Change <i>Key to right hand column Italics: authority for change (since September 2017):</i> <i>C = Council, S&A = Standards and Audit Committee, L = Leader, U = other update, OC = other correction</i>	Annual Review/ Update	By
Part 1			No updates since April 2022		
Part 2	December 2022	29	Correction: update of Head of Regulatory Law job title para 14.7		<i>OC 16/12/22 Gerard Rogers</i>
	April 2022	29	Article 15 – Monitoring Officer role in Constitution updates		<i>S&A 20/04/22 Gerard Rogers</i>
Part 3	November 2022	43	Officer delegation for housing acquisitions in accordance with the Strategic Acquisitions and Right-of-First Refusal policy - HO095D (Cabinet October 2019 – Minute 0050 2019/20 – update previously omitted)		<i>Cab 22/11/19 C 18/12/19 Gerard Rogers</i>
	April 2022	43	Officer delegations for correction to plans / easements for authorised disposals (G375D), addition of relevant legislation to existing delegations (A270) and MO delegation for adding such legislation.		<i>S&A 20/04/22 Gerard Rogers</i>

Part	Date of Change (most recent first)	Version	Change <i>Key to right hand column Italics: authority for change (since September 2017): C = Council, S&A = Standards and Audit Committee, L = Leader, U = other update, OC = other correction</i>	Annual Review/ Update	By
Part 4			No updates since April 2022		
Part 5			No updates since April 2022		
Part 6			No updates since April 2022		
Part 7			No updates since April 2022		
Part 8			No updates since April 2022		
All Parts	April 2022		Delegation Scheme approved. Whole Constitution confirmed		C 27/04/22 Gerard Rogers

Page 58

For publication

Risk Management Strategy 2023 - 2027 (GV010)

Meeting:	Council
Date:	15.05.23
Cabinet portfolio:	Governance
Directorate:	Corporate
For publication	

1.0 Purpose of the report

- 1.1 To seek Council approval for the adoption and implementation of the Council's Risk Management Strategy 2023 – 2027 and note the latest version of the Strategic Risk Register summary.

2.0 Recommendations

- 2.1 That Council approves and adopts the Risk Management Strategy 2023 – 2027.
- 2.2 That the Strategic Risk Register summary be noted and note that the Strategic Risk Register remains a 'live' document and is updated regularly via the Corporate Risk Management Group.

3.0 Reasons for recommendations

- 3.1 To keep members informed about the Council’s risk management strategy. To ensure the Council maintains an approved framework for the effective and systematic management of risk.

4.0 Report details

- 4.1 This report was considered by Cabinet on 14th March 2023. Where it was resolved that the report and its recommendations be supported and recommended to Council for approval.

4.2 Risk Management Strategy – overview and background

The Risk Management Strategy for 2023 - 2027 is attached at Appendix 1. This strategy is a framework for the effective and systematic management of risk. This strategy leads on from the previous one-year strategy 2022/23.

- 4.3 The strategy enables effective risk management by:
- Supporting the achievement of the Council’s vision and priorities
 - Providing a consistent approach to managing risk
 - Establishing and embedding effective risk management processes to inform good decision making and business planning
 - Protecting the Council and our communities from known, foreseeable and anticipated risks
- 4.4 The strategy includes examples of key strategic and operational risks and how applying a consistent approach across the Council enables risks to be effectively identified and managed. Where necessary the risks can then be treated and or escalated. This is supported by clearly defined roles and responsibilities, alongside clear links to other plans and activities including emergency planning and business continuity.
- 4.5 The Corporate Risk Management Group will produce quarterly updates for Portfolio holders and the Corporate Leadership Team to raise awareness and enable challenge of risk management activity. Standards and Audit Committee will consider an annual monitoring report.
- 4.6 The Risk Management Strategy was developed alongside the Council Plan 2023 – 2027 and the Medium-Term Financial Plan. Standards and Audit Committee have also been consulted and helped to shape the strategy.
- 4.7 Strategic Risk Register

The Corporate Risk Management Group have reviewed the Council’s Strategic Risk Register periodically throughout the year utilising a variety of information, data and techniques including:

- Risks escalated via Directorate risk registers
- Any new learning from Internal Audit and External Audit reports
- Annual Governance Statement
- Horizon scanning to consider emerging or changing legislative, emergency planning, business continuity, economic, environmental, technological, insurance and health and safety factors

4.8 The Strategic Risk Register summary is attached at Appendix 2, gives an overview of the Council's key strategic risks. The strategic risk register is a live document and is regularly updated throughout the year.

5.0 Alternative options

5.1 None – the current Risk Management Strategy ends in 2023 and a new strategy has been developed which aligns to the new Council Plan 2023 – 2027 and the Medium Term Financial Plan.

6.0 Implications for consideration – Financial and value for money

6.1 The Council transfers funds during the year to maintain a £5k balance on the Risk Management Reserve which is managed by the Corporate Risk Management Group. This reserve can be used on priority risk management activities which contribute towards preparing for or mitigating key risks.

6.2 As part of our insurance contract with Zurich, £2,500 per annum is held by Zurich in a risk management reserve for us to spend on risk related products with Zurich. Previous activities have included risk management training.

6.3 Decisions on budget spend for these two small funding pots is delegated to the Corporate Risk Management Group.

7.0 Implications for consideration – Legal

7.1 A key element of the risk management process is ensuring measures are in place for legislative compliance across functions and activities. Legal and legislative considerations are on every agenda of the Corporate Risk Management Group to inform the Risk Management Strategy, Strategic Risk Register and Directorate Risk Registers.

8.0 Implications for consideration – Human resources

8.1 Risk management training is mandatory for all managers and is delivered via Aspire learning. Managers are responsible for cascading risk information and discussing risk with their teams. The Council's risk management group has been refreshed and is well attended by key officers with risk expertise and responsibilities.

9.0 Implications for consideration – Council plan

9.1 The Risk Management Strategy 2023 - 2027 and Strategic Risk Register underpin and inform the development and delivery of the Council Plan priorities.

10.0 Implications for consideration – Climate change

10.1 Climate Change remains a strategic risk within the Strategic Risk Register, identifying a range of mitigation activity taking place across the Council and links back into the Climate Change Strategy and action plan.

11.0 Implications for consideration – Equality and diversity

11.1 Equality analysis was undertaken as part of the development of the strategy. No negative impacts have been identified in relation to protected characteristics.

12.0 Implications for consideration – Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Failure to accurately identify and assess key strategic risks.	H	M	<ul style="list-style-type: none">• Risk Management Strategy in place.• SHSRM role added new resource to this area and further consideration regarding strengthening of the service is taking place.• Corporate Risk Management Group draw on a variety of information sources and horizon scanning techniques to identify	M	L

			<ul style="list-style-type: none"> and assess existing and emerging risks • Feed-up and down and across opportunities from Directorate and Strategic Risk Registers • Risk management training 		
Failure to deliver on key mitigation activity for key strategic risks.	H	M	<ul style="list-style-type: none"> • Regular review at Corporate Risk Management Group • Monitoring and oversight arrangements developed with Corporate Leadership Team, Portfolio holders, Standards and Audit and Council • Internal Audits of Risk Management • Risk Management identified as a consideration for decision making reports and projects/programmes 	M	M
Failure to identify and manage project risks	H	H	<ul style="list-style-type: none"> • Significant directorate risk register review underway (new template). • SHSRM awareness of key projects, sitting on project teams • Project risk registers 	M	H

Decision information

Key decision number	1127
Wards affected	All

Document information

Report author
Grant Ilett - Strategic Health Safety and Risk Manager
Background documents
These are unpublished works which have been relied on to a material extent when the report was prepared.
None
Appendices to the report
Appendix 1 – Risk Management Strategy
Appendix 2 – Strategic Risk Register Summary

This page is intentionally left blank



Risk Management Strategy

Owner: Risk Management Group

Date: February 2023

Review by: February 2027



Contents

Section	Contents	Page
	Executive summary	3
1.0	Introduction, purpose and aims	4
2.0	Scope and definitions	6
3.0	The benefits of risk management	7
4.0	Roles and responsibilities	10
5.0	Risk management process	14
6.0	Links to emergency planning and business continuity	15
7.0	Communications and training	16
8.0	Monitoring and Review	16
A1	Risk matrix	17
A2	Glossary	18
A3	Corporate Risk Management Group Terms of Reference	20

EXECUTIVE SUMMARY

This strategy establishes a framework for the effective and systematic management of risk, which will ensure that risk management is embedded throughout the Council.

Effective risk management will:

- Support the achievement of our Vision 'putting our communities first' and our three priorities: making Chesterfield a thriving borough, improving quality of life for local people and providing value for money services
- Provide a consistent approach to managing risk
- Inform decision making and business planning
- Protect the Council and the communities we serve

Within the strategy we have provided examples of key strategic, operational and governance risks and how applying a consistent approach across the Council enables risks to be escalated where necessary and risks at all levels to be effectively identified and managed.

Roles and responsibilities have been clearly defined, with the Corporate Risk Management Group (accountable to the Corporate Leadership Team) being the "driving force" behind maintaining the full implementation of the Risk Management Strategy. A key principle is that risk needs to be addressed at the point at which decisions are being taken. The Risk Management Strategy and work of the Corporate Risk Management Group ensures that this principle is kept in sharp focus at all times with an emphasis on all reasonable steps being taken to ensure decision makers can fully consider the risks involved in a decision.


Risk identification, appetite and treatment approaches have been developed alongside clear links to other plans and activities including emergency planning and business continuity. A commitment is also made that all managers will undertake risk management training via Aspire Learning (e-learning) and that additional learning and development requirements for more in-depth issues will be identified via the Corporate Risk Management Group.

The Corporate Risk Management Group will develop quarterly updates for Portfolio holders and the Corporate Leadership Team to raise awareness and enable challenge of risk management activity. Standards and Audit Committee will receive a monitoring report once per annum, and additional reports if required and Council once per annum (as part of the annual review).

SECTION 1: Introduction, purpose and aims

1.1 Introduction

The effective management of risk is an important principle for all businesses to properly address. For local authorities such as Chesterfield Borough Council,



managing risk is a key element of our Corporate Governance responsibilities. This risk management strategy seeks to promote the identification, assessment and response to key risks that may adversely impact upon the achievement of the Council's stated aims and objectives. It also seeks to maximise the rewards that can be gained through effectively managing risk.

To comply with the Corporate Governance requirements the Council must ensure that its procedures are sufficiently formalised and reviewed at regular intervals to identify areas for improvement. This strategy provides clarity regarding the current arrangements for managing risk and to further embed risk management within the thinking of all Council officers and Members.

1.2 **Purpose**

The purpose of this Risk Management Strategy is to establish a framework for the effective and systematic management of risk, which will ensure that risk management is embedded throughout the Council and makes a real contribution to the achievement of the Council's vision and priorities as described in the Council Plan.

The objectives of the strategy are to:

- Define what risk management is about and what drives risk management within the Council
- Set out the benefits of risk management and our strategic approach
- Outline how the strategy is implemented
- Identify relevant roles and responsibilities for risk management within the Council

Effective risk management will require an iterative process of identification, analysis and prioritisation, action, monitoring and reporting of material risk.

The processes required to deliver these objectives will need to ensure:

- A clear vision, priorities and values identified via the Council Plan and delivery plans and feeding into business planning and project management via the organisational development approach
- Requirement to analyse, prioritise, respond to and monitor material and significant risks including effective reporting and challenge
- Specification of key risk management roles and responsibilities
- Specification of guidance and support arrangements to assist officers in their consideration of risk
- Facilitation of shared organisational intelligence and learning

1.3 **Risk management strategy aims**

The following risk management aims have been identified:

- Ensure that risk management is an integral part of corporate and service planning, decision making and project management
- Enables the Council to deliver its priorities and services economically, efficiently and effectively
- Protect the Council's position when entering into new partnerships and/or evaluating existing partnerships.
- Align risk management and performance management to drive improvement and achieve better outcomes
- Guard against impropriety, malpractice, waste and poor value for money
- That appropriate training and guidance is available to officers and members
- Ensure compliance with legislation, such as that covering the environment, health and safety, employment practice, equalities and human rights
- Increase awareness and visibility of different types risk including financial, reputational, environmental, technological, health and safety etc.
- Exploring opportunities and options such as new collaborations, approaches and emerging practices
- To have a performance framework that continues to allow managers to proactively track performance and assess and mitigate risk

We recognise that it is not always possible, nor desirable, to eliminate risk entirely. However, visibility of these areas is essential, so that the Council can explore external options, such as insurance.

SECTION 2: Scope and definitions

2.1 Strategy scope

Risk includes anything which may prevent the Council from achieving its vision, priorities and service delivery and risk management is the process of identifying what can go wrong and then seeking to mitigate the risk and/or could be an opportunity and seeking to trying to take advantage of it. Risks will be managed through a series of activities including:

- Strategic risk tolerance through the application of our risk scoring mechanism within the strategic risk register, strategies, plans, emergency planning, business continuity and decision making
- At an operational level via service risk registers, business continuity, service and project delivery and effective performance management arrangements
- Good corporate governance provisions as provided by the Standards and Audit Committee's terms of reference
- Incorporated into the Council's Annual Governance Statement
- Examination of the strategic and insurable risks to identify risk reduction measures via the Risk Management Group
- Provide risk assessment evidence for decision making processes via inclusion within committee reports
- Maintain documented procedures and guidance for use across the Council by application of the risk register process and user advice
- Provide officers with suitable information and training to enable them to perform their duty (Risk Management Group).
- Make all partners, providers and contractors aware of the Council's expectations on risk, both generally as set out in the Risk Management Strategy, and where necessary, in particular areas of service delivery

2.2 Key definitions

Risk – A threat that an event or action will adversely affect the Council's ability to achieve its vision, priorities, perform its duties or meet expectations of its stakeholders.

Risk management - Risk is unavoidable, organisations must manage risk in a way that can be justified to a level which is tolerable and as a result, risk is the chance that an event will occur that will impact upon the organisation's objectives. It is measured in terms of impact and likelihood.

A glossary of risk management terms and definitions is attached at appendix 2.

Section 3: The benefits of risk management

3.1 Why we want to and need to undertake risk management

Risk management will, by adding to the business planning and performance management processes, strengthen the ability of the Council to achieve its vision and priorities and enhance the value of the services we provide.

The Chartered Institute of Public Finance and Accountancy (CIPFA)/ Society of Local Authority Chief Executives (SOLACE) framework on Strategic Governance requires the Council to make a public assurance statement annually, on amongst other areas, the Council's Risk Management Strategy, process and framework. The framework requires the Council to establish and maintain a systematic strategy, framework and processes for managing risk.

3.2 Benefits of risk management

Successful application of risk management has many organisational benefits including:

- Achievement of the Council's vision and priorities
- A consistent approach to the way risks are managed throughout the Council
- Improved informed decision making – risks reported and considered within Council decision making
- Becoming less risk averse in innovation
- Improved business planning through a risk-based decision making processes
- A focus on outcomes and not processes
- Improved performance (accountability and prioritisation) - feeds into performance management framework
- Better governance and demonstration of it to stakeholders
- Protecting the Council and our communities

3.3 Risk management within decision making

Effective risk management should be applied within all decision making processes at an appropriate scale. The risk management approach should encompass all types of risks and the table below may aid in the identification of risks to the Council.

Sources of risk	Risk examples
STRATEGIC	
Infrastructure	Functioning of transport, communications and infrastructure. Impact of storms, floods, pollution.
Legislative and Regulatory	Effects of the change in Central Government policies, UK or EU legislation, local and National changes in manifestos. Exposure to regulators (auditors/inspectors) and other enforcement agencies.
Social Factors	Effects of changes in demographic profiles (age, race, social makeup etc.) affecting delivery of objectives. Crime statistics and trends. Numbers of children/vulnerable adults 'at risk'. The potential affects on community cohesion.
Technological	Capacity to deal with (ICT) changes and innovation, product reliability, developments, systems integration etc. Current or proposed technology partners.
Competition and Markets	Cost and quality affecting delivery of service or ability to deliver value for money. Competition for service users (leisure, car parks etc). Success or failure in securing funding.
Stakeholder related factors	Satisfaction of the Council's taxpayers, Central Government and other stakeholders.
Political	Local or national political issues that may impact on the Council meeting its objectives
Economic	Affecting the ability of the Council to achieve its commitments. Potential fines and costs associated with prosecutions and other legal action.
Environmental	Environmental impact from Council, stakeholder activities (e.g. pollution, energy efficiency, recycling, emissions, contaminated land etc). Traffic problems and congestion.
OPERATIONAL (Internal influences)	
Finance	Associated with accounting and reporting, internal financial delegation and control, managing revenue and capital resources, funding taxation and pensions.
Human Resources	Recruiting and retaining appropriate staff and applying and developing skills in accordance with corporate objectives, employment policies, health, safety and welfare of officers and others. Loss of corporate knowledge and single points of failure (for critical functions)
Contracts and Partnership	Failure of contractors to deliver services or products to the agreed cost and specification. Procurement, contract and life cycle management legacy. Partnership arrangements, roles and responsibilities.
Tangible Assets	Safety and maintenance of buildings and physical assets i.e. plant and equipment owned, hired or leased, ICT equipment and control.

Environmental	Pollution, noise, licensing, radiation sources, energy efficiency, of day-to-day activities and decarbonisation targets.
Processes	Compliance, assurance, project management, performance management, revenue and benefits systems, parking systems etc.
Legal	Relating to potential breaches of legislation and monitoring officer role
Physical	Related to physical damage, security, accident and incident reporting, investigation and prevention activity. Health and safety
Professional Judgement and Activities	Risks inherent in professional work, designing buildings, assessing needs (children and adults). Awareness of single points of failure.

Sources of risk	Risk examples
CORPORATE GOVERNANCE	
Integrity	Fraud and corruption, accountability, transparency, legality of transactions and transactions and limit of authority.
Leadership	Reputation, authority, democratic changes, trust and branding.
Policy and Strategy	Clarity of policies, communication. Policy Planning and monitoring and managing performance.
Data and information for decision making	Data protection, data reliability and data processing. Control of data and information. E-government and service delivery.
Risk Management	Incident reporting and investigation, risk analysis or measurement, evaluation and monitoring. Taking advantage of opportunities.

3.4 A consistent approach

A consistent approach for all levels of the Council enables risks to be escalated where necessary and strategic risks to be effectively identified and managed. In practice, risks within the Council exist at many different levels (e.g., high level strategic risks to lower level everyday service based risks). For the purpose of this strategy, risks are split into two levels as follows:

Strategic Risk Register – the strategic, high level Council risks related specifically to the achievement of the Councils vision, priorities and purpose.

Operational Risks – service based risks within directorates that may prevent individual service aims and objectives being met (and therefore impact upon the attainment of corporate priorities). Given the changing landscape of local government the importance of projects and partnerships are ever increasing, a specific and tailored risk management approach is required.

The Council’s risk matrix and scores are attached at Appendix 1.

Section 4: Roles and responsibilities

- 4.1 In cases of operational risk, risk management will follow existing service management arrangements. Corporate risks will be managed at senior officer level. The corporate Risk Management Group will be accountable to the Corporate Leadership Team and will be the “driving force” behind maintaining the full implementation of the Risk Management Strategy. The Corporate Risk Management Group Terms of Reference are attached at Appendix 3.
- 4.2 Risk needs to be addressed at the point at which decisions are being taken. Where members and officers are asked to make decisions, they should be advised of the risks associated with recommendations being made. The Council needs to be able to demonstrate that it took reasonable steps to consider the risks involved in a decision. Risks must be addressed within Committee reports. In order to ensure the successful implementation of the strategy, roles and responsibilities have been reviewed and are updated in the following table:

Group	Roles & Responsibilities
Full Council	<ul style="list-style-type: none"> • Formal approval and adoption of changes to the Risk Management Strategy • Periodically approve Strategic Risk Register reviews (not exceeding 1 year intervals) • Contribute to the identification of strategic risks
Standards & Audit Committee	<ul style="list-style-type: none"> • To review the effectiveness of the Risk Management arrangements • To review and endorse the Risk Management Strategy prior to Council consideration • To receive periodic monitoring reports • Receive reports including the annual statement of Internal Control/external audit reports/effectiveness of internal audit • Contribute to the identification of strategic risks
Cabinet and committees	<ul style="list-style-type: none"> • To ensure that risk management is a key consideration in decision making reports • Contribute to the identification of strategic risks
Corporate Leadership Team	<ul style="list-style-type: none"> • Overall responsibility for implementing the risk management framework and embedding risk management throughout the Council • Address strategic issues that cannot be addressed within service budgets or risk management fund of an extreme or high assessment • To ensure that risk management is a key consideration in decision making • Receive and challenge quarterly updates from the Corporate Risk Management Group • Contribute to the identification of strategic risks and co-ordinate Directorate risk registers • To brief the Strategic Health, Safety and Risk Manager on CLT decisions that affect both the strategic and operational risk profiles. • To ensure the Strategic Health, Safety and Risk Manager has sight of relevant committee reports to provide commentary on risk management considerations.
Portfolio holders	<ul style="list-style-type: none"> • Receive and challenge quarterly updates from the Corporate Risk Management Group • Contribute to the identification of strategic risks

Group	Roles & Responsibilities
Corporate Risk Management Group (CRMG)	<ul style="list-style-type: none"> • Overall responsibility for ensuring that processes are in place to effectively manage risks within the Council • Continually seek to increase awareness of risk management across the Council • Develop the Risk Management Strategy, Strategic Risk Register and monitoring reports • Horizon scanning and identification of emerging risk areas • Identify and commission task and finish groups where appropriate • Review Directorate risk registers • Review Insurance claims analysis in order to identify ways of reducing or eliminating future claims • Identify good practice and shared learning (both internal and external) • Approve the use of the Risk Management budget and training days • Arranging and providing risk management training as appropriate
Service Managers (Tier 4)	<ul style="list-style-type: none"> • Ensure that risk management is incorporated into service plans and project plans • Ensure regular review of Service Risk Registers (quarterly) • Review risk treatment schedules as identified by the line managers and team leaders • Review risk action plans and ensure they are implemented • Contribute towards the identification and management of operational risks for their service • Ensure that risks which have been identified are addressed and mitigated and that any high risks are addressed urgently • To provide annual assurance on the effectiveness of controls in place to identify and mitigate risks within their service through the annual service planning process • To maintain awareness of and promote effective risk management techniques (incl. awareness of the strategy and policy) to all relevant staff • Ensure that risk issues are highlighted in decision making reports Where appropriate in consultation with the Strategic Health, Safety and Risk Manager

Group	Roles & Responsibilities
Line Managers and team leaders	<ul style="list-style-type: none"> • Identify and analyse risks • Undertake assessments at service level • Evaluate risk/perform risk assessment • Prepare risk treatment action plans • Support the development and review of service, directorate and strategic risk registers
All employees	<ul style="list-style-type: none"> • Manage risk effectively in their job and report opportunities and risks to their service manager • Participate in risk assessment and action planning where appropriate • Adhere to Council policies and procedures • Attend training and development sessions as appropriate
Project managers	<ul style="list-style-type: none"> • Project leaders have a responsibility to ensure that the risks associated with their projects are identified, recorded and regularly reviewed as part of the project management process • Risk to be a key part of project applications and decisions • That risks are identified on directorate risk registers where appropriate to ensure wider awareness and senior oversight
Internal Audit	<ul style="list-style-type: none"> • Audit the risk management process • Assess the adequacy of the mechanisms for identifying, analysing and mitigating key risks • Provide assurance to senior officers and members on the effectiveness of controls • Use the strategic risk register and relevant operational risks to drive the Internal Audit Plan to ensure resources are used on the areas of highest risk and where the need for assurance is greatest

Section 5: Risk Management Process

5.1 The risk management process is the same for the management of both strategic and operational risks. The process comprises of the following four basic steps; these are indicated in the diagram below and should be driven by the Council's objectives.



Risk identification and risk appetite

At the strategic level, risks may be addressed by a variety of means. These include and having identified a risk there are four basic choices about how to deal with it – the 4T's:

Treat the risk (i.e. do something about it)

Tolerate the risk – (i.e. accept it as it is)

Transfer the risk – (i.e. pass it to someone else, for example insurance)

Terminate the risk – (i.e. cease the activity that gives rise to the risk)

Risk Treatment

The most important part of the risk process is the resulting decisions and actions. This is an important focus of the Council. Risk analysis will identify actions required as well as target deadlines. However, overall responsibility for progress falls to the risk owner.

There are four basic ways of treating an opportunity, which are:

Enhance – seek to increase the likelihood and/or the impact of the opportunity in order to maximise the benefit;

Ignore – minor opportunities can be ignored by adopting a reactive approach without taking any explicit actions;

Share – seek a partner/stakeholder able to manage the opportunity, which can maximise the likelihood of it happening and increase the potential benefits;

Exploit – seek to make the opportunity definitely happen by adopting aggressive measures to ensure the benefits from the opportunity are realised.

Where risk control or reduction is required, focus should be given to both the impact and the likelihood of the risk. All actions should be taken within the context of the likely cost of the actions required to reduce the risk. The anticipated level of risk the Council is prepared to accept taking into account the implementation of the actions identified is shown as the Target Risk. This Target Risk will vary depending upon the risk appetite.

Section 6: Links to emergency planning and business continuity

- 6.1 There is a key link between risk management, emergency planning and business continuity which is vital to their success. While linked they are however different.

Risk management is about trying to identify and manage those risks which are more than likely to occur and where the impact on the Council's objectives can be critical or even catastrophic.

Business continuity management is about trying to identify and put in place measures to protect the priority (or critical) functions against catastrophic risks that can stop the organisation in its tracks. There are some areas of overlap e.g. where the ICT infrastructure is not robust then this will feature as part of the organisation risk assessment and also be factored into the business continuity plans. Further information about business continuity and our plans is available via the Council's aspire intranet.

Emergency planning is about managing those incidents that can impact on the Council's services and wider community (in some cases they could also be a business continuity issue) e.g. a plane crash is an emergency, it becomes a continuity event if it crashes into a Council premise. Further information about emergency planning and our plans is available via the Council's aspire intranet.

Section 7: Communication and training

- 7.1 The latest version of the Risk Management Strategy will be available via aspire intranet and Council Website. Periodic messages will be circulated via the managers e-bulletin to enable cascade via team meetings.
- 7.2 Risk management should be a regular item at Directorate Management Team meetings and team meetings to ensure that all employees can contribute to risk management and that risk can be managed at the most appropriate level.
- 7.3 Risk management training is mandatory for all managers and is delivered via Aspire learning. Additional more in-depth modules and in some cases external courses will also be available where appropriate. The Corporate Risk Management Group can make recommendations around additional learning and development requirements to ensure officers are sufficiently confident to undertake the process of risk identification, controls and monitoring within their service areas.

Section 8: Monitoring and review

- 8.1 The Corporate Risk Management Group will develop quarterly updates for Portfolio holders and the Corporate Leadership Team to raise awareness and enable challenge of risk management activity.
- 8.2 Standards and Audit Committee will receive a monitoring report once per annum and Council once per annum.
- 8.3 The Risk Management Strategy will have a review cycle of every four years. This can be sooner if a significant change is needed prior to the review date.

Appendix 1 – Risk Matrix

A Risk Matrix is used to assess risks in terms of their likelihood of occurring and the impact they could have. The scores for each factor (likelihood and impact) are plotted on a matrix (see below) to identify those that require management action i.e. focus on the 'red' area. The objective is to devise mitigating actions that will reduce the risk and ideally move the assessment into a safer area of the matrix (green or amber).

Total Risk Score = Likelihood x Impact. Rating: 0-8 **Green**, 9-14 **Amber**, 15+ **Red**

Risk Likelihood

Score 1 – Highly unlikely	Score 2 – Unlikely	Score 3 – Possible	Score 4 – Likely	Score 5 – Very Likely
Previous experience at this or other similar organisations make this outcome highly unlikely to occur.	Previous experience discounts this risk as being unlikely to occur but other organisations have experienced problems.	The Council has in the past experienced problems but not in the past three years.	The Council has experienced problems within the past three years.	The Council is currently experiencing problems or expects to within the next 12 months.

Risk Impact

Risk Impact	Score 1 – Negligible	Score 2 – Low	Score 3 – Medium	Score 4 – High	Score 5 – Very High
Priorities	No impact on the delivery of the Council's priorities.	It may cost more or delay in delivery of one of the Council's priorities	A number of Council priorities would be delayed or not delivered	The majority of Council priorities would be delayed or not delivered	Unable to deliver all Council priorities
Financial	Less than £5k	Less than £25k	Less than £100k	Less than £500k	More than £500k
Service	No disruption	Some temporary disruption of activities in one service area.	Regular disruption to activities in one of more service areas.	Severe service disruption or regular disruption affecting more than one service.	Severe disruption to the activities of all Council services.
Information	None	Minor – no personal details compromised	Isolated, personal details compromised	Across several services – personal details compromised	Severe personal details compromised
Public engagement and reputation	No loss of trust with the council and no media attention.	Some loss of confidence and trust with some local media attention.	A general loss of confidence and trust and adverse media coverage.	Major loss of trust and confidence and adverse national media coverage.	Severe loss of trust and confidence and adverse extensive media coverage – national

Risk scoring matrix

likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
Impact						

Appendix 2 – Glossary

Risk	Risk can be defined as a threat that an event or action will adversely affect the Council's ability to achieve its objectives, perform its duties or meet expectations of its stakeholders.
Hazard	Anything that has the potential to cause harm.
Risk Management	Risk is unavoidable, organisations' must manage risk in a way that can be justified to a level which is tolerable and as a result, risk is the chance that an event will occur that will impact upon the organisation's objectives. It is measured in terms of consequence and likelihood.
Assessing risks	The approach and process used to prioritise and determine the likelihood of risks occurring and their potential impact on the achievement of the Councils objectives.
Contingency	An action or arrangement that can be put in place to minimise the impact of a risk if it should occur.
Control (control measures)	Any action, procedure or operation undertaken to either contain a risk to an acceptable level, or to reduce the likelihood.
Corporate Governance	Set of internal controls, processes, policies, affecting the way the Council is directed, administered or controlled.
Service risk	Significant operational risks which affect the day-to-day activities of the council.
Identifying risks	The process by which events that could affect the achievement of the Council's objectives, are drawn out and listed.
Risk Prioritisation	Risk prioritisation is the process used to evaluate the hazard/ risk and to determine whether precautions are adequate or more should be done. The risk is compared against predetermined acceptable levels of risk.

Appendix 2 continues on page 19

Appendix 2. Glossary: continued.....

Impact	The effect that a risk would have if it occurs.
Issue	An event or concern that has occurred or is taking place and needs to be addressed (as opposed to a risk which has not yet, or might not, occur).
Consequence	A measure of the impact that the predicted harm, loss or damage would have on the people, property or objectives affected.
Likelihood	A measure of the probability that the predicted harm, loss or damage will occur
Risk Treatment	The action(s) taken to remove or reduce risks
Key Risk Driver	Describes the type of risk and what the value of that potential risk is likely to be.
Raw Risk	Worst case scenario – without intervention
Current risk	Current assessment of risk having considered controls already in place to mitigate the risk
Target risk	The best position the Council can get to when all mitigating measures are applied.
Managing and controlling risks	Developing and putting in place actions and control measures to treat or manage a risk.
Control	The control of risk involves taking steps to reduce the risk from occurring such as application of policies or procedures.
Mitigation (Plan)	A strategy that reduces risk by lowering the likelihood of a risk event occurring or reducing the impact of the risk should it occur.
Objective	Something to work towards – goal.
Operational risk	Risks arising from the day to day issues that the Council might face as it delivers its services.
Overall risk score	The score used to prioritise risks – impact multiplied by likelihood.
Risk Assessment	Analysis undertaken by management when planning a new process or changing an existing procedure to identify risks that may occur, their potential impact and likelihood of occurrence. It will also identify the controls needed to control the risk and who is responsible for this.
Risk Register	A risk register is a log of risks of all kinds that threaten an organisation's success in achieving its objectives. It is a dynamic living document which is populated through the organisation's risk assessment and evaluation process. The risk register enables risks to be quantified and ranked. It provides a structure for collating information about risks.

Appendix 3 - Risk Management Group

Terms of reference

Purpose

Strategic oversight of the Council's risk management arrangements including the development of the risk management strategy, strategic risk register, key monitoring and to challenge reports. Horizon scanning for key organisational, reputational, legal, financial and operational risks including the regular review of Directorate risk registers and emerging issues.

Responsibilities

1. To develop, adapt and maintain the Council's Risk Management Strategy as the formal framework for the identification and management of strategic and operational risks.
2. To develop, review, monitor and challenge the Council's Strategic Risk Register ensuring key risks are identified and effectively mitigated and managed.
3. To review, monitor and challenge Directorate Risk Registers, providing a two way flow of information and development in support of the Strategic Risk Register and ensuring a 'One Council, One Team' approach to risk management.
4. Horizon scanning for new and emerging risk management concerns and opportunities across a broad range of areas including legal, financial, legislative, operational, insurance and partnerships to feed into the Risk Management Strategy and Risk Registers.
5. To provide assurance to Standards and Audit Committee and Full Council that effective risk management arrangements are in place and are improving through periodic update reports.
6. To provide assurance to Cabinet Portfolio holders and Corporate Leadership team with quarterly update reports.
7. To develop and progress task and finish groups on specific areas of interest e.g. major projects, governance, training etc.

Meeting arrangements

Quarterly Risk Management Group meetings with the opportunity for additional task and finish groups.

The meetings will be chaired and administrated by the Health, Safety and Risk Team within the Directorate Corporate.

Membership

Cabinet Portfolio – Governance (Chair)
 Executive Director (Senior Leadership Team Sponsor)
 Service Director – Corporate (deputy chair)
 Service Director – Digital, HR and Customer Services
 Service Director – Economic Growth
 Service Director – Finance
 Service Director – Housing
 Service Director – Leisure, Culture and Community Wellbeing
 Strategic Health, Safety and Risk Manager (deputy Chair)
 Head of Internal Audit
 Regulatory Law Manager and Monitoring Officer
 Senior Emergency Planning Officer
 Insurance lead

Appropriate substitutes can be arranged but all areas should be represented

Quarterly updates and strategy review timetable

Meeting	Activity	Timescale
Risk Management Group	<ul style="list-style-type: none"> • Risk Management Strategy • Strategic Risk Register • Directorate Risk Registers • Horizon Scanning • Start to feed into Annual Governance Statement 	Quarterly
Corporate Leadership Team (Quarterly report also available to Cabinet portfolio holders for information)	<ul style="list-style-type: none"> • Periodic Risk Management reports • Risk Management Strategy • Strategic Risk Register 	Quarterly

Standards and Audit Committee	<ul style="list-style-type: none"> • Risk Management update • Risk Management Strategy • Strategic Risk Register - summary 	 CHESTERFIELD BOROUGH COUNCIL Annual review of Strategic risk register Review of Risk Management Strategy - 2027
Council	<ul style="list-style-type: none"> • Risk Management update • Risk Management Strategy • Strategic Risk Register - summary 	Annual review of Strategic risk register Review of Risk Management Strategy 2027

Document Version (update log)

Amendment	Date	By whom
Full document review. The language within the document now reflects a strategy that is implemented and now reflect ongoing arrangements to further embed the aim and objectives. Various formatting updates. Revisions made to the quarterly updates and strategy review timetable. Annual review moved to four yearly reviews (aligned to wider strategy review cycle approach).	06.01.23	GI
DR comments incorporated	09.01.23	GI/DR
Final amendments to reflect feedback / EIA updated	06.03.23	GI

Strategic Risk Register 2022/23 Summary

Risk scoring matrix

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
Impact						

Strategic Risk Register Summary

Ref	Risk	Current risk rating	Target risk rating	Direction of travel
SR1	Maintaining financial sustainability	20	12	Challenging
SR2	Project management	15	10	No change
SR3	Capacity to deliver	16	9	No change
SR4	ICT transformation programme	12	9	No change
SR5	Emergency planning and business continuity	12	9	Improving
SR6	Health and Safety	15	10	No change
SR7	Information assurance / governance	16	12	No change
SR8	Procurement and contract management	12	8	Challenging
SR9	Council housing provision	12	9	No change
SR10	Safeguarding children and vulnerable adults	12	8	No change
SR11	Non-housing property maintenance	16	12	No change
SR12	Climate Change	16	12	Improving
SR13	Changes to local government structures	20	9	Challenging
SR14	EU Exit (transition and evolving market conditions)	9	6	No change
SR15	Covid-19 (coronavirus) ongoing risk	6	6	Improving

This page is intentionally left blank

For publication

Equality and Diversity Strategy 2023 - 2027 (GV430)

Meeting:	1. Council
Date:	1. 15/05/2023
Cabinet portfolio:	Governance
Directorate:	Corporate
For publication	

1.0 Purpose of the report

1.1 To seek approval of the Council's Equality and Diversity Strategy 2023 – 2027.

2.0 Recommendations

2.1 That Full Council approve and adopt the Equality and Diversity Strategy 2023-2027.

2.2 That the Service Director – Corporate, in consultation with the Portfolio Holder, is given delegated authority to make amendments to the Equality and Diversity Strategy and Action Plan between the formal review periods should legislation, guidance and partnership changes impact on planned activity and operational effectiveness.

3.0 Reason for recommendations

3.1 The current Equality and Diversity Strategy is now due to be updated. This update will ensure that the Strategy reflects our current understanding of the needs of our local communities. The new Strategy is proposed to cover the next four years, bringing it in line with the priorities within the Council Plan 2023-27.

3.2 This report was considered by Cabinet at its meeting on 14th March 2023, where it was recommended that Full Council approves the draft Equality and Diversity Strategy 2023-2027.

4.0 Report details

- 4.1 The updated Equality and Diversity Strategy 2023-27 outlines our corporate equality objectives for the next four years, and how we plan to achieve them. The Strategy is attached at Appendix 1, and includes:
- i. The roles and responsibilities for delivering the Council’s Equality and Diversity Strategy.
 - ii. The local context, challenges and achievements made so far by the Council and partners.
 - iii. Our Equality and Diversity Principles, which will guide our approach to equality and diversity.
 - iv. Our specific objectives and anticipated outcomes in relation to Equality and Diversity.
 - v. The way that we will monitor our progress in delivering the strategy and how we will make a real and positive difference to the lives of those affected by Chesterfield Borough Council’s services.
- 4.2 The Chesterfield Equality and Diversity Forum members were involved in the development of the equality objectives contained within the strategy.
- 4.3 Feedback on the draft strategy was sought between 13th December 2022 and 10th January 2023. The strategy was promoted via CBC social media, the CBC website and aspire, with background information and links to an online survey made available. The consultation was broadly in support of the draft strategy and some activity suggestions made for the forum to consider moving forward. A copy of the feedback report is contained within Appendix 2.
- 4.4 The draft strategy and survey report has also been shared with staff union representatives.

5.0 Alternative options

- 5.1 The alternative approach would be to not publish the strategy, however, this would make it difficult to demonstrate the Council’s compliance with the Public Sector Equality Duty under the Equality Act.

6.0 Implications for consideration – Financial and value for money

- 6.1 The action plan will be delivered within existing resources.

7.0 Implications for consideration – Legal

- 7.1 The Strategy incorporates the organisation’s approach to discharging its responsibilities under the Equality Act 2010 (including the Public Sector Equality Duty) as a service commissioner, service provider, and employer. The Duty requires the Council to publish our equality objectives, at least every four years, and to publish information to demonstrate our compliance annually – this includes information about the workforce, and access to and satisfaction with the Council’s services, broken down by protected

characteristics. This information is collected on an ongoing basis as part of the Council's community engagement programme.

- 7.2 In addition to requirements under the Public Sector Equality Duty, the Council is now required to carry out gender pay gap reporting, including:
- Calculating the mean and median gender pay gap.
 - The difference between mean and median bonus payments paid to men and women.
 - The proportion of men and women in each quartile of their pay distribution.

This data is calculated as a 'snapshot' on the 5th April each year.

8.0 Implications for consideration – Human resources

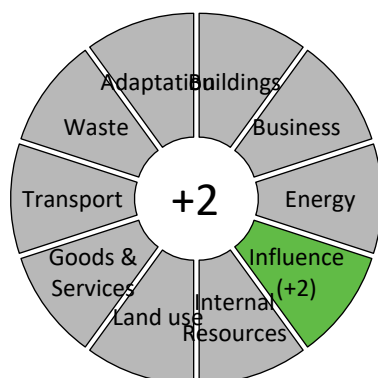
- 8.1 Equality and Diversity training is included as part of mandatory induction training for all staff.

9.0 Implications for consideration – Council plan

- 9.1 The strategy has been designed to complement the new Council Plan 2023-27 and to ensure that our approach to equalities is embedded within everything we do.

10.0 Implications for consideration – Climate change

10.1



- 10.2 As part of the strategy action plan the Policy and Partnership team will continue further investigations regarding Climate Change and local risks for vulnerable groups. This supports Objective 1 of the strategy: 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.

11.0 Implications for consideration – Equality and diversity

11.1 The strategy provides a framework for the Council to achieve its equality and diversity objectives delivering positive outcomes across the protected characteristics for employees and the wider community. Some actions will have positive impacts on particular groups, such as the work on apprenticeships which mainly attract younger participants. No negative impacts are anticipated.

12.0 Implications for consideration – Risk management

12.1 The following table illustrates the main risks associated with this change.

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

Decision information

Key decision number	1136
Wards affected	All

Document information

Report author	
Allison Potter, Policy Officer, Corporate.	
Background documents	
None	
Appendices to the report	
Appendix 1	Equality and Diversity Strategy 2023 - 2027
Appendix 2	Equality and Diversity Strategy survey report

This page is intentionally left blank

Equality and Diversity Strategy

2023 - 2027



Owner: Policy and Partnerships Manager

Date: April 2023

Review by: April 2027

Chesterfield Borough Council is committed to being accessible to all residents and visitors.

If you need this document in a different format like large print, easy read, British Sign Language, braille or translating into another language please contact us:

 **01246 936793**

 **policyteam@chesterfield.gov.uk**

Contents

Introduction	4
Our Commitment to Equality and Diversity	5
Equality and Diversity Principles.....	7
Roles and Responsibilities	8
Local Context – Challenges and their impact on Equality and Diversity.....	10
Key achievements during the last Equality and Diversity Strategy 2019 - 2023.....	13
Equality and Diversity Objectives 2023 - 2027.....	16
Equality and Diversity Action Plan 2023 - 2027	18
Keeping track of our progress.....	23
Further information	23
Appendix A	24

Introduction

Welcome to Chesterfield Borough Council's Equality and Diversity Strategy 2023-2027. This Strategy and Action Plan is our public commitment to promoting equality and diversity both

Page 97

within the Council and in our communities, setting out our objectives for the next four years. The strategy has been designed to complement our new Council Plan and to ensure that our approach to equalities is embedded within everything we do.

Chesterfield Borough Council recognises and welcomes the diversity of our Borough. Our strategy provides a framework for continuing to celebrate this diversity and foster good relations within our communities. Embedding equality and diversity across the Council also helps us to attract and retain a diverse team of employees who reflect the people of our Borough.

We are fully committed to putting equality and diversity at the heart of everything we do, and we will continue to demonstrate this, ensuring that it is an integral part of our decision-making processes and service delivery so that our communities have equitable and fair access to services.

Our Commitment to Equality and Diversity

Our vision at Chesterfield Borough Council continues to be 'putting our communities first'. We are here to serve and support our communities including our residents, tenants, businesses, visitors, students and voluntary groups. Together we will continue to make our borough a great place to live, work, visit and invest.

The Council as a community leader, a service provider, employer and commissioner of goods and services, has a clear social and legislative responsibility to prevent discrimination and advance equality. By working to eliminate discrimination and promote equality we will empower our residents and help them to realise their full potential.

Our duties under the Equality Act 2010

As a Local Authority, we are subject to the Public Sector Equality Duty which was introduced in the Equality Act 2010. This duty requires all public bodies to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

In order to support public bodies to meet the Public Sector Equality Duty there are Specific Duties which public bodies must meet:

- Set and publish equality objectives, at least every four years, and
- Publish information, at least annually, to show their compliance with the Equality Duty. This must include information relating both to its employees and to people who are affected by the public body's policies and procedures.

The other important pieces of legislation that we need to adhere to and impact on the work of both the inclusion and prevention agenda are:

- 1998: Human Rights Act
- 1996: Employment Rights Act

Gender Pay Gap

Legislation came into effect in 2017 requiring employers to publish figures on gender pay gap. We use our data on a yearly basis to continually review all areas of the organisation to identify the barriers (and the drivers) for appointing women, particularly at senior levels. Our current gender pay gap report can be found [here](#).

The Equality and Diversity Strategy sets out the Council's commitment and approach to eliminating unlawful discrimination, harassment and victimisation, advancing equality of opportunity, and fostering good relations in the Borough over the next four years. It includes:

- *the roles and responsibilities for delivering the Council's Equality and Diversity Strategy*

- *the local context, challenges and achievements made so far by the Council and partners*
- *our Equality and Diversity Principles, which will guide our approach to equality and diversity*
- *our specific objectives and anticipated outcomes in relation to Equality and Diversity*
- *the way that we will monitor our progress in delivering the strategy and how we will make a real and positive difference to the lives of those affected by Chesterfield Borough Council's services*

When developing this Strategy, we have been guided by the Council's four key values:

1. *We are customer focused*
2. *We take a 'can do' approach*
3. *We act as one council, one team*
4. *We believe in honesty and respect*

The Equality and Diversity Strategy complements and supports the delivery of the priorities within the Chesterfield Borough Council Plan, which are:

- *Making Chesterfield a thriving Borough*
- *Improving the quality of life for local people*
- *Providing value for money services*

Equality and Diversity Principles

The following principles govern our approach to Equality and Diversity at Chesterfield Borough Council:

1. Putting the needs of our communities at the heart of delivery and embedding and mainstreaming equality into the work of Chesterfield Borough Council.
2. Making sure that when taking decisions, we consider information and feedback from our communities and the impact our decisions may have on them, through Equality Impact Assessment process.

3. Monitoring, assessing and evaluating the impact of our strategies, policies, programmes, projects and commissioning on equality. Taking mitigating action to minimise any adverse impacts on people who share a protected characteristic.
4. Being open, honest and transparent, publishing and ensuring easy access to equality information and outcomes.
5. Ensuring consultation and engagement is central to the development and delivery of our services, in line with the Council's Community Engagement Strategy.
6. Working in partnership with other organisations, the voluntary sector, and local businesses to promote, recognise and celebrate diversity and to create communities which challenge discrimination and embrace difference.
7. Working towards developing a workforce which is representative of local communities and ensuring employment policies are fair and robust. Providing employee and elected member learning and development opportunities to raise awareness of equality and diversity and why it is important in the workplace and to support fair service delivery.
8. Drawing on best practice to continuously improve and strengthen our approach to equality and diversity in the workplace and wider community.

Roles and Responsibilities

Our Constitution governs how decisions are made, how we operate and the procedures that are followed to ensure that these are efficient, transparent and accountable. Decisions are taken by councillors through Council, Cabinet, Portfolio Holders and committee meetings, most of which are open to the public.

The day-to-day delivery of local services is carried out by various staff through the Council's management structure. The Chief Executive and Senior Leadership Team has overall responsibility for managing the Council, and work together with the Corporate Management Team to oversee progress against the Council's stated priorities, and the outcomes delivered as a result of the Council's plans and services they provide to residents. Equality Impact Assessments (EIAs) are used by decision makers to determine the impact of the Council's initiatives, and to put appropriate mitigating action in place to minimise negative impact on groups protected by the Equality Act and the wider community.

Achieving and promoting equality and diversity is a responsibility shared by all elected members, the Senior Leadership Team, Corporate Management Team, managers, staff, contractors and partner agencies.

Equality and Diversity Forum

The Equality and Diversity Forum is a group of representatives from statutory partners, community groups and local individuals with an interest and/or expertise in equality and diversity. The Forum members work together to share ideas, best practice and to raise awareness in the community of equality and diversity. The Forum acts as a critical friend for the Council's services and plays a key role in the scrutiny and development of Equality Impact Assessments which inform the Council's decision-making process. Support is provided by the Council to facilitate the Forum's activities, which include organising a number of themed awareness raising and training events throughout each year. The Forum adopts a partnership approach, pooling resources with partners to maximise the positive impact of its work in the community.

Elected Members

Elected members must fulfil their statutory responsibilities under the Equality Act to promote good community relations in all their work, particularly in their community leadership role. They must also make informed decisions, which consider the impact on people with protected characteristics and key community groups.

Members receive a comprehensive training package detailing their roles and responsibilities and raising awareness of equality and diversity related matters.

Corporate Leadership Team

The Corporate Leadership Team (CLT) must champion and lead by example, using the Public Sector Equality Duty to encourage the integration of equality and diversity issues in all aspects of the Council's work. CLT should actively help to promote equality and diversity issues and actions with services and ensure that good quality Equality Impact Assessments are completed and associated mitigating actions delivered (where appropriate).

Service Managers

Service Managers must maintain an overview of equality and diversity for their service and ensure effective development, implementation and monitoring of service equality and diversity objectives and related actions within service plans, including ensuring completion and appropriate challenge of Equality Impact Assessments.

Employees

Employees should demonstrate commitment to equalities by:

- Championing equality and diversity in the Borough when undertaking their work
- Taking active steps to challenge discrimination and harassment in the workplace and the community including hate crime reporting
- Making informed decisions and proposals, which consider the impact on people with protected characteristics and key community groups
- Understanding, complying and embedding the equality and diversity processes in their services.

Employees receive a comprehensive training package detailing their roles and responsibilities and raising awareness of equality and diversity related matters.

Contractors

Contractors who deliver services on behalf of Chesterfield Borough Council must comply with the Equality Act 2010, including incorporating the Council's Public Sector Equality Duty commitments in all dealings and practices on behalf of the Council in all areas assessed as relevant to the duty.

Partners

The Council has a partnerships protocol to ensure effective partnership working, and is also promoting a joint partnerships principles approach to support strategic alignment of Chesterfield partnerships.

Stakeholders

The Council should engage with stakeholders to ensure they can contribute to the process of setting, monitoring and reviewing equality and diversity objectives and action plans.

Local Context – Challenges and their impact on Equality and Diversity

Chesterfield is the second largest settlement in Derbyshire (Derby City is the largest). It is a relatively compact and mainly urban area. The market town of Chesterfield acts as the sub-regional centre for north-eastern Derbyshire and provides a range of retail, commercial, leisure and cultural facilities.

Chesterfield is a major centre of employment (over 48,000 people work in the Borough) attracting almost 21,000 in-bound commuters on a daily basis. Its employment catchment area covers a large part of the surrounding districts of Bolsover and North East Derbyshire, as well as drawing in people from Derbyshire Dales and Sheffield.

Key equalities related information from the Census (2021) and other information sources such as the area Health Profile (2019) and Index of Multiple Deprivation (2019) include:

- Demographic information. Chesterfield is a predominantly urban area and therefore has a higher density of population than Derbyshire, the East Midlands and England. The higher densities border on the town centre (Rother, Brockwell and Holmebrook). Chesterfield was the only local authority area in the East Midlands to see its population decline in the 2021 census. The regional population increased by 7.7%, while the population of England increased by 6.6%. In 2021, Chesterfield was home to around 11.2 people per football pitch-sized piece of land. This area was among the top 35% most densely populated English local authority areas at the last census.
- Age - The age range generally reflects the County average. Between the last two censuses, the average (median) age of Chesterfield increased by two years, from 42 to 44 years of age. This area had a higher average (median) age than the East Midlands as a whole in 2021 (41

years) and a higher average (median) age than England (40 years). The number of people aged 65 to 74 years rose by around 2,000 (an increase of 19.5%), while the number of residents between 35 and 49 years fell by around 3,900 (17.0% decrease).

- Ethnicity – the Borough has a higher proportion of residents from minority ethnic backgrounds than in Derbyshire. In 2021, 1.4% of Chesterfield residents identified their ethnic group within the "Mixed or Multiple" category, up from 1.1% in 2011. The 0.4 percentage-point change was the largest increase among high-level ethnic groups in this area. In 2021, 95.5% of people in Chesterfield identified their ethnic group within the "White" category (compared with 96.5% in 2011), while 1.9% identified their ethnic group within the "Asian, Asian British or Asian Welsh" category (compared with 1.5% the previous decade). The percentage of people who identified their ethnic group within the "Black, Black British, Black Welsh, Caribbean or African" category increased from 0.8% in 2011 to 0.8% in 2021.
- Religion - In 2021, 44.5% of Chesterfield residents reported having "No religion", up from 27.2% in 2011. The rise of 17.3 percentage points was the largest increase of all broad religious groups in Chesterfield. In 2021, 47.7% of people in Chesterfield described themselves as Christian (down from 63.8%), while 5.6% did not state their religion (down from 7.4% the decade before).
- Gender – In 2021 there were 52,681 females and 50,888 males living in Chesterfield compared with 52,888 females and 50,900 males in 2011. 94.36% of the town's population stated that the sex they identify with is the same as registered at birth. 113 residents (0.13%) stated that their identity is different from the sex registered at birth. 116 residents stated that they are Trans, 42 non-binary and 32 have another gender identity.
- Country of Birth - In the latest census, around 97,000 Chesterfield residents said they were born in England. This represented 93.6% of the local population. The figure has decreased from just under 98,200 in 2011, which at the time represented 94.6% of Chesterfield's population. Scotland was the next most represented, with just over 800 Chesterfield residents reporting this country of birth (0.8%). This figure was down from just over 950 in 2011, which at the time represented 0.9% of the population of Chesterfield. The number of Chesterfield residents born in Poland rose from around 300 in 2011 (0.3% of the local population) to around 500 in 2021 (0.5%).
- Chesterfield is the 85th most deprived area in England out of 326 English local authorities. There are significant concerns about entrenched and worsening deprivation in several Chesterfield neighbourhoods for example Grangewood is now in the 1% most deprived neighbourhoods in England. In order to make detailed observations about communities, areas are divided into Lower Super Output Areas (LSOAs). All six of the Chesterfield LSOAs in the 10% most deprived in 2015 have deteriorated since 2010. Deprivation inequality has risen in Chesterfield Borough with the areas within the 10% least deprived in England improving their position across a range of domains and the 10% most deprived deteriorating. While employment deprivation has improved generally in Chesterfield Borough, a third of neighbourhoods within the Borough remain the 20% most deprived in England.
- Health - The health of people in Chesterfield is varied compared with the England average. About 19.6% (3,460) children live in low income families. Life expectancy for both men and women is lower than the England average.

- Health inequalities - Life expectancy is 8.8 years lower for men and 7.4 years lower for women in the most deprived areas of Chesterfield than in the least deprived areas.
- Child health - In Year 6, 21.1% (249) of children are classified as obese. The rate for alcohol-specific hospital admissions among those under 18 is 59 (per 100,000 population), worse than the average for England. This represents 12 admissions per year. Levels of GCSE attainment (average attainment 8 score) and smoking in pregnancy are worse than the England average.
- Adult health - The rate for alcohol-related harm hospital admissions is 1015, worse than the average for England. This represents 1,070 admissions per year. The rate for self-harm hospital admissions is 498 (per 100,000 population), worse than the average for England. This represents 495 admissions per year. Estimated levels of excess weight in adults (aged 18+) are worse than the England average. The rates of new sexually transmitted infections, killed and seriously injured on roads and new cases of tuberculosis are better than the England average. The rates of violent crime (hospital admissions for violence) and under 75 mortality rate from cancer are worse than the England average.

You can find out more about Chesterfield's communities in our State of the Borough Report which can be accessed on the [Council's website](#).

Our strategy has been developed in the context of key current social and economic challenges, but also takes into account our progress as we move away from the Covid pandemic and the equalities challenges this brought about. We are aware that whilst our work to tackle inequality, discrimination and exclusion has progressed, there is much more we all need to do.

Chesterfield's population continues to become more diverse and local economies continue to diversify and adapt to everchanging economic circumstances. Challenges are becoming increasingly more complex.

Key achievements during the last Equality and Diversity Strategy 2019 - 2023

Successfully delivering the previous Equality and Diversity Strategy (2019-2023), has enabled the Council and partners to achieve a number of key outcomes which have improved the services we deliver for the local community and supported our Council objective to improve the quality of life for local people. A summary of achievements is below. The full results are detailed in Appendix A.

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.

The Policy and Partnerships team continue to work closely with the Chesterfield Equality and Diversity Forum which acts as a critical friend for CBC. Regular engagement and consultation activity throughout the year helps the shaping of local services.

The Council successfully supported the planning and delivery of the local arrangements for the 2021 Census. 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 good data quality which in turn will help us to plan our services accordingly.

Supporting equitable access to high quality services that recognise the needs of different customers.

The Policy and Partnerships team 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 via its robust Equality Impact Assessment (EIA) process and project support.

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.

We are committed to ensuring a consistent approach to how we charge for discretionary services while retaining the flexibility needed to achieve the Council's social and legal obligations, as well as its commercial needs. This is achieved via our Concessions Policy. We also have a Council Tax discount offer to provide financial assistance to care leavers from the age of 18 until their 25th birthday.

We continue to work on delivering the Armed Forces Covenant to ensure that those who serve or who have served in the armed forces and their families are treated fairly.

Encourage mutual understanding and respect between our communities.

The Equality and Diversity Forum have successfully delivered training and awareness raising events throughout the lifetime of the strategy.

The council continues to work together as part of the UK Resettlement Scheme Partnership regional meetings, supporting and coordinating local approaches to a number of schemes, and is now taking a role in the newly developed Derbyshire and Derby Resettlement Cohesion and Integration Board.

We continue 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

We have worked closely with the Voluntary sector in response to the Covid pandemic, providing information, support and contact information for all members of the community.

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

The council's Gold standard Investor in People award reflects the culture of trust, collaboration, and strong values that we have all created at Chesterfield Borough Council.

We have also transformed the recruitment web portal to attract a diverse range of candidates.

We hold a Silver Award for our support of the Armed Forces 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.

To make sure that local people who share protected characteristics are able to access opportunities in employment and growth

A 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 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.

Looking forward, if CBC is allocated its bid for the UK Shared Prosperity Fund, a real difference for Chesterfield's residents and businesses is expected, particularly when supporting local businesses and people and skills.

Supporting independence at home for our tenants, local residents and vulnerable people.

We have continued to support independence at home for vulnerable people through our Housing services and delivery of financial assistance such as Disabled Facilities Grants.

Our Careline alarm monitoring and response service continued to provide peace of mind and a rapid response to calls and requests for assistance.

Our Independent Living Service provided needs-led support to promote health and wellbeing, improve the home environment and facilitated access to equipment and aids to support independent living.

Our Tenancy Sustainment and support services continued to support tenants to manage their tenancies effectively by providing support with money management, including benefit claims and advice and promoting access to specialist support agencies and local services. Our homelessness prevention service continued to provide specialist support, advice and early intervention to help prevent homelessness.

We are investing in major improvements to our council homes, including recently completed work to refurbish Mallard Court and transform Leander Court from general use accommodation to high quality independent living accommodation with facilities for communal use.

Our adaptations service provides both minor adaptations such as grab rails and stair rails and major adaptations including wet rooms and ramps to meet the needs of tenants.

Disabled Facilities Grants have assisted disabled residents to adapt their owned or privately rented home to enable them to live safely and as independently as possible.

Additional funding streams have been secured for work to improve the thermal efficiency of properties that are owned by vulnerable residents and to carry out repairs and improvement work for people with certain health conditions. Funding for boiler servicing and repairs for disabled residents is helping to reduce the risk of health hazards in the home.

You can read more about our achievements in our Equality and Diversity Annual Reports which are available on the Council's website [here](#).

Equality and Diversity Objectives 2023 - 2027

Our review of our existing approach has highlighted areas and projects which we will need to consider as we take forward our strategy over the next four years. These include:

- Gender pay gap within the council workforce
- LGBT+ project review and resulting action plan
- Review of our translation services
- Health inequalities particularly in relation to mental health and wellbeing
- Partnership working
- Census 2021 data findings
- Cost of living
- Deepening inequalities across a greater number of communities as a result of the COVID pandemic.

- Ensuring that our people and our policies reflect the increasingly diverse communities that we serve.
- Progressing the allocated UK Shared Prosperity Fund and the activities it supports to make a real difference for Chesterfield's residents and businesses, concentrating on three investment themes; Communities and Place, Supporting Local Businesses and People and Skills.
- Social Value

The Council has set the following six equality and diversity objectives and associated actions to provide a framework for the Council's work on equalities over the next four years. These have been reviewed by the Equality and Diversity forum and the wider public part of the planning process.

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.

Objective 2: Supporting equitable access to high quality services that recognise the needs of different customers

Objective 3: Encourage mutual understanding and respect between our communities.

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

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

Objective 6: Supporting independence at home for our tenants, local residents and vulnerable people.

Equality and Diversity Action Plan 2023 - 2027

Discussions have been held with service areas to establish how the six objectives will be achieved. Detailed action points are below:

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.

Fair decision making

1. Continuing to embed the Council’s commitment to equalities in its service planning, design and delivery by delivering a robust equality impact assessment process capturing challenges and opportunities at the very beginning, ensuring barriers are considered and mitigated where possible. and upholding the importance of this during financially challenging times.
(Lead service: Policy and Partnership)
2. Providing employees and members 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.
(Lead service: Learning and Development / Policy and Partnership)
3. 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.
(Lead service: Policy and Partnership)
4. 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.
(Lead service: Policy and Partnership)

Understanding, listening to, and working with our communities

<p>5. Reviewing the output from the 2021 Census to gain 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. <i>(Lead service: Policy and Partnership)</i></p>
<p>6. Maintain the State of the Borough report in line with latest available information, including Census 2021 data when this becomes available. <i>(Lead service: Policy and Partnership)</i></p>
<p>7. Ensuring that translation and interpretation made available by Chesterfield Borough Council meets the needs of local communities by reviewing and revising our current arrangements. Once Census 2021 data is received, it will be analysed and translation / interpretation available will be adjusted accordingly. In addition, 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. <i>(Lead service: Policy and Partnership)</i></p>
<p>8. Continue to listen to residents and service users through consultations and feedback to improve the evidence base that informs service delivery. <i>(Lead service: Policy and Partnership)</i></p>
<p>9. Continue further investigations regarding Climate Change and local risks for vulnerable groups. <i>(Lead service: Policy and Partnership)</i></p>
<p>10. Progress an action plan from the LGBT+ project report findings, working closely with key service managers to improve the service experiences for our LGBT+ community. <i>(Lead service: Policy and Partnership)</i></p>
<p>11. Maintain and update the Equality and Diversity Corporate Monitoring Form in line with current standards and guidelines. <i>(Lead service: Policy and Partnership)</i></p>

Objective 2: Supporting equitable access to high quality services that recognise the needs of different customers

Supporting access to services

<p>12. Supporting and facilitating the Chesterfield Equality and Diversity Forum and its subgroups (Cultural Access Group and Dementia Friendly Chesterfield) to act as a critical friend, improving and championing access to the Council's services for all. <i>(Lead service: Policy and Partnership)</i></p>
<p>13. Making sure that our communities are able to access our bespoke health and wellbeing offer in our Theatres, (for example by facilitating the Cultural Access Group), parks and leisure centres, (for example, by providing targeted activities such as autism friendly swim sessions and accessible exercise equipment) , 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. <i>(Lead service: Policy and Partnership)</i></p>
<p>14. Concessions policy – ensuring a consistent approach to how we charge for discretionary services while retaining the flexibility needed to achieve the Council's social and legal obligations.</p>
<p>Sharing and presenting information in appropriate and accessible formats</p>
<p>15. Review the corporate accessibility statement to ensure that it is reflective of and accessible to our local communities <i>(Lead service: Policy and Partnership)</i></p>

16. 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.
(Lead service: ICT, Communications)

Objective 3: Encourage mutual understanding and respect between our communities.

Raising awareness

17. Raising awareness and understanding across communities of local equality issues and celebrating our diversity 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.
(Lead service: Policy and Partnership)

Developing joint partnership approaches and activity including the use of intelligence to tackle inequalities, promote equalities and good community relations that have a positive impact and help to support vulnerable people

18. To engage and be a key partner in the Derbyshire Resettlement, Cohesion and Integration Board to ensure a robust response is in place to address Hate Crime including prevention, and the provision of specialist support and provide strategic direction to the effective resettlement of Refugees the provision of support for Asylum Seekers and Integration projects to minimise any community tensions that may arise.
(Lead service: Policy and Partnership, Housing,)

19. Continue to work with Derbyshire Safeguarding Boards to ensure the safeguarding of Children and Vulnerable Adults, contributing to care leaver offer provisions and modern slavery / human trafficking response. *(Lead service: Policy and Partnership)*

20. 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.
(Lead service: Housing)

21. Continue to work with partners to tackle homelessness – dealing with over 900 cases per year
(Lead service: Housing)

22. Health and Wellbeing Partnership activities, including financial inclusion activities, fuel poverty, supporting mental health and social connectedness. *(Lead service: Policy and Partnership)*

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

Employee wellbeing

23. Responding effectively to the gender pay gap reporting requirements including action planning.
(Lead service: Policy and Partnership, HR)

24. Seek employee feedback through the annual employee survey and develop and deliver annual action plans to address issues and trends identified.

<i>(Lead service: HR and Policy and Partnership)</i>
25. Providing Leadership and Organisational commitment to actively promote equalities at all levels, ensuring that there is confidence in working together to deliver the best possible services for residents. <i>(Lead service: Policy and Partnership, HR)</i>
26. Progressing with our Ways of Working post-Covid, ensuring that we are innovative and agile, that our workforce policies are accessible and inclusive and that we have refreshed values and behaviours to underpin what we do <i>(Lead service: HR)</i>
27. Developing our workforce development programme that takes account of different needs and also promotes equalities, diversity and inclusion as being at the heart of what we do. <i>(Lead service: HR)</i>
Recruitment
28. Maintain the Council's Investors in People Gold Award status <i>(Lead service: HR)</i>
29. Transform the recruitment web portal to attract a diverse range of candidates, using best practice from other councils <i>(Lead service: HR)</i>
30. Maximise opportunities for engagement with businesses and schools, promoting careers and apprenticeships in local government <i>(Lead service: HR, Policy and Partnership, Economic Growth)</i>
Objective 5: To make sure that local people who share protected characteristics are able to access opportunities in employment and growth.
Inclusive approach to growth
31. Providing the Young Person's Market, where stalls are available free of charge for anyone aged between 5 and 25 years old. <i>(Lead service: Town Centre Management)</i>
32. Social Investment Community and Wellbeing activity supported by the UK Shared Prosperity Fund including digital skills and work readiness activity <i>(Lead service: Policy and Partnership)</i>
33. Social Value Developing our Social Value Policy and incorporating outcomes and measures to promote equality in the local community <i>(Lead service: Policy and Partnership)</i>
34. Development and delivery of the Council's Growth Strategy, particularly the 'inclusive growth' theme. <i>(Lead service: Economic Growth)</i>
Apprenticeships
35. 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 <i>(Lead service: HR)</i>
36. Promote and support an uplift in apprenticeships across the Borough. <i>(Lead service: Economic Growth)</i>
37. Work in partnership with Chesterfield College and Derby University to explore opportunities for joint working (e.g. catering placements, trade staff supporting tutors and assessors) <i>(Lead service: HR, Economic Growth)</i>

Objective 6: Supporting independence at home for our tenants, local residents and vulnerable people.

38. Support independence at home for vulnerable people through our Careline and Housing Services, and delivering Disabled Facilities Grants.

(Lead service: Housing)

39. Maintain independent living through the ongoing investment in the quality of council homes including adaptation as required to support vulnerable people.

(Lead service: Housing)

40. Look for opportunities to secure Government and external funding to deliver improvements to properties within the private sector to enable vulnerable residents to live as safely and independently as possible.

(Lead service: Housing)

41. Continue to support independence at home for vulnerable people by inspecting private rented properties, dealing with landlord where there are reports of disrepair and signposting to other agencies when required.

(Lead service: Housing)

Keeping track of our progress

The Equality and Diversity objectives are aligned to the priorities in the Council Plan 2023-2027. We will use our performance management framework to keep track of our progress in achieving our objectives.

Progress will also be monitored by the Equality and Diversity Forum and presented in regular performance reports. The achievements will also be reported every year through the Equality and Diversity Annual Report to show the work being done by the Council in accordance with the Equalities Act 2010 and the objectives within the strategy to promote diversity and recognise and celebrate difference.

Further information

If you have any comments on our Equalities and Diversity Strategy or would like to request further information or copies of any of the documents highlighted in the report, please contact the Policy and Partnerships Team:

Tel: 01246 959644

E-mail: allison.potter@chesterfield.gov.uk

Appendix A

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

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.	
Fair decision making	Update
1. 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.
2. 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
3. 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.
4. 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: https://www.chesterfield.gov.uk/living-here/people-and-families/equality-and-diversity/equality-and-diversity-data.aspx
Understanding our communities	
5. 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.
6. 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.
7. 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.

Objective 2: Supporting equitable access to high quality services that recognise the needs of different customers	
Supporting access to services	Update
1. 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.	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)
2. 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.	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.
3. Retaining our Customer Service Excellence accreditation	The Customer Services team continue to meet the requirements of the Customer Service Excellence Standard with all elements being fully compliant.
4. Continuing to take an active role in Dementia Friendly Chesterfield	Dementia friendly walks and films continue to be a regular offer and are well supported by the community.
Accessibility of information	
5. Review the corporate accessibility statement to ensure that it is reflective of and accessible to our local communities	Census output is awaited. Once received, data will be analysed and translation / interpretation available will be adjusted accordingly.
6. Developing the council's website, intranet and microsites to make them accessible to all our	We carry out weekly spot checks and quarterly reviews of the full council website,

<p>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>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. 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>
--	--

Objective 3: Encourage mutual understanding and respect between our communities.	
Raising awareness	Update
<p>1. 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>
Supporting vulnerable people	
<p>2. 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>3. 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>4. 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>5. 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 demonstrate a reduction in rough sleeper numbers:</p> <table data-bbox="927 344 1166 515"> <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	
Employee wellbeing	Update
<p>1. Responding effectively to the gender pay gap reporting requirements including action planning.</p>	<p>The gender pay gap report has been produced for 2021 and can be found here: https://www.chesterfield.gov.uk/living-here/people-and-families/equality-and-diversity/gender-pay-gap.aspx</p>
<p>2. Seek employee feedback through the annual employee survey and develop and deliver annual action plans to address issues and trends identified.</p>	<p>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.</p>
Recruitment	
<p>3. Maintain and build on the Council's Investors in People status</p>	<p>Gold standard achieved reflects the culture of trust, collaboration, and strong values that we have all created here at Chesterfield Borough Council.</p> <p>In October 2021 the Council also received the Silver Award in the Ministry of Defence Employer Recognition Award.</p>
<p>4. Transform the recruitment web portal to attract a diverse range of candidates, using best practice from other councils</p>	<p>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.</p> <p>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.</p>
<p>5. Maximise opportunities for engagement with businesses and schools, promoting careers and apprenticeships in local government</p>	<p>Monitored in the Council Plan, apprenticeships and careers continue to be promoted.</p>

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

Inclusive approach to growth	Update
<p>1. 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>2. 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>
Apprenticeships	
<p>3. 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>4. 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>5. 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</p>

	construction related careers activity including site visits and the women in construction mentoring programme.
--	--

Objective 6: Supporting independence at home for our tenants, local residents and vulnerable people.	Update
<p>1. Support independence at home for vulnerable people through our Careline and Neighbourhoods service, and delivering Disabled Facilities Grants.</p>	<p>81 Disabled Facilities Grants were completed in 2021. Careline have continued to operate providing an essential falls service and support for our customers.</p>
<p>2. 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</p>	<p>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.</p>

This page is intentionally left blank

Equality and Diversity Strategy 2023-27 Survey Report

January 2023

Contents

1. Summary.....	2
2. Introduction	2
3. Questionnaire Results.....	3
4. Equality monitoring	7
5. Appendix A Draft Strategy	10
6. Appendix B Survey	40

1. Summary

Questionnaire format: *Online survey*

Responses: *7 total*

Date range: *13th December 2022 – 10th January 2023*

2. Introduction

Chesterfield Borough Council is developing its new Equality and Diversity Strategy and Action Plan for 2023 – 2027.

The Strategy and Action Plan, designed with support from the Chesterfield Equality and Diversity Forum, is our public commitment to promoting equality and diversity both within the Council and in our communities, setting out our objectives for the next four years. The strategy has been designed to complement our new Council Plan and to ensure that our approach to equalities is embedded within everything we do.

Before completing the questionnaire, respondents were asked to take some time to read the accompanying draft strategy.

During the 'live period' the survey was promoted via social media, the CBC website and aspire, with background information and links to the online survey. Copies of the strategy and survey were also available in alternative formats if required.

This report has also been shared with staff union representatives.

The draft Strategy and Action Plan is contained within Appendix A.

A copy of the survey is contained within Appendix B.

3. Questionnaire Results

For each objective within the strategy, respondents were asked to provide any additional comments and/or suggestions for actions we should consider.

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. For example:

- Delivering a robust equality impact assessment process
- Providing employees and members with training and development opportunities
- Ensuring that translation and interpretation made available meets the needs of local communities

Any other comments or actions we should consider for Objective 1:

5 responses were received to this question. These are detailed below:

Fair decision making
Having recently used interpretation services via telephone with a housing applicant it became apparent that we had no private space available with a telephone we could easily use. Our interview rooms within CSC have screens in between the areas where a phone cannot be passed back and forth for ease of use and there was no way of ringing out on a landline that was available. Instead i had to use a mobile phone with poor reception and this meant helping the gentleman was increasingly difficult. I had to sit in1 side of the interview room with him and was unable to lock the door to give the gent some privacy. We were disturbed on numerous occasions by people trying to come in and use the phone to ring through to the homeless team as the landline present was linked to them. The whole scenario was not ideal and made CBC look like amateurs to this applicant.
Any EIA should be followed through by management to ensure it's not a tick box exercise Training for employees and members should be of a high quality with real life example scenarios
Glad to see climate change referred to – this should be a cross-service priority issue.
Ensure needs and rights are appropriately balanced where competing interests exist. This is particularly relevant where issues around the clash between the characteristic of gender reassignment is considered in relation to access to single sex provision. Gender identity and sex are distinct characteristics and must not be conflated if a balance is to be weighed. EIA in relation to the characteristic of sex must be properly and comprehensively undertaken where removal of single sex provision is considered. No protected characteristic should be prioritised over another as seems to be happening routinely.

Objective 2: Supporting equitable access to high quality services that recognise the needs of different customers. For example:

- Supporting and facilitating the Chesterfield Equality and Diversity Forum
- Retaining our Customer Service Excellence accreditation
- Developing the council's website, intranet and microsites to make them accessible to all our internal and external customers

Any other comments or actions we should consider for Objective 2:

2 responses were received to this question. These are detailed below:

'Investors in People' recognition is also valuable.
The move to electronic contact and payments is great, but the older generation in particular need more options. When asking for help in the contact centre, they should get held and not be told they are too busy

Objective 3: Encourage mutual understanding and respect between our communities. For example:

- The delivery of four events each year through Chesterfield Equality and Diversity Forum on a range of locally relevant equality themes
- Continue to work with partners to tackle homelessness
- Continue to work with Derbyshire Safeguarding Boards to ensure the safeguarding of children and vulnerable adults

Any other comments or actions we should consider for Objective 3:

1 response was received to this question. This is detailed below:

The Council should dispel false stories on local social media platforms which create divide rather than not getting involved
--

Objective 4: To strive to maintain a modern and diverse workforce that is reflective of the local community and feels valued and treated fairly. For example:

- Providing leadership and organisational commitment to actively promote equalities at all levels
- Progressing with our Ways of Working post-Covid
- Transform the recruitment web portal to attract a diverse range of candidates

Any other comments or actions we should consider for Objective 4:

4 responses were received to this question. These are detailed below:

More staff should be encouraged to work at their bases instead of from home.
Provide training and support to potential applicants and current employees who fit protected groups status to empower them to apply for vacancies

Employee well-being: ensuring staff have access to flexible working across the organisation, create a sense of community in the workplace, consider workload management to reduce pressures on staff, celebrate when staff have worked well.
<https://www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-your-staff/useful-resources/>

The council should ensure that employees and residents standard feminist views related to sex and gender are not discriminated against or made to feel marginalised by overzealous or one sided support for opposing views.

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

- Providing the Young Person's Market
- Help to develop the careers of over 90 apprentices across the Council
- Work in partnership with Chesterfield College and Derby University to explore opportunities for joint working

Any other comments or actions we should consider for Objective 5:

1 response was received to this question. This is detailed below:

As part of East Mids devolution plans, it would also be useful to involve Nottingham Trent Uni, as they have many relevant schemes that residents in the northern part of the Borough would benefit from.

Objective 6: Supporting independence at home for our tenants, local residents and vulnerable people. For example:

- Support independence at home for vulnerable people through our Careline and Neighbourhoods service
- Maintain independent living through the continued support of vulnerable people

Any other comments or actions we should consider for Objective 6:

1 response was received to this question. This is detailed below:

re introduce the support officer service linked to Careline this has been removed during the restructure and has impacted the lives of many vulnerable customers.

Please leave any other comments you may have regarding the proposed strategy and action plan here:

3 responses were received to this question. These are detailed below:

Really follow through on your proposals and not let this be a tick box exercise. Employees and members need complete buy in, not just nodding their heads at the right moment.

Further reference is needed around LGBTQ+ inclusivity. Ensure staff are up to date with relevant societal/language changes around certain topics (for example gender identification or disability). Small changes can make a big difference to how welcomed a person may feel, for example being able to type your gender identity or sexuality instead of having to use 'prefer not to say' - this has wider impacts on someone's view of the council. Ensure publications reflect this updated knowledge. Stonewall has a variety of resources around best practice, also discussing these issues with the LGBTQ+ community both internal and external of the organisation can provide valuable insights.

Please amend your monitoring questions to ask about sex rather than gender. The 2 terms are too frequently conflated and this is a serious concern for feminists.

4. Equality monitoring

What is your gender?

What is your gender?		
Male	1	14.3%
Female	5	71.4%
Prefer not to say	1	14.3%

Is your gender identity the same gender you were assigned at birth?

Is your gender identity the same gender you were assigned at birth?		
Yes	4	66.7%
No	1	16.7%
Prefer not to say	1	16.7%

How old are you?

How old are you?		
Under 18 years	0	0.0%
18 to 24 years	0	0.0%
25 to 34 years	1	14.3%
35 to 44 years	0	0.0%
45 to 54 years	6	85.7%
55 to 64 years	0	0.0%
65 to 74 years	0	0.0%
75 years and over	0	0.0%
Prefer not to say	0	0.0%

Do you consider yourself to have a disability?

Do you consider yourself to have a disability?		
Yes – affecting mobility	1	14.3%
Yes – affecting hearing	0	0.0%
Yes – affecting vision	0	0.0%
Yes – a learning disability	0	0.0%
Yes – affecting mental health	0	0.0%
Other disability	2	28.6%
No	4	57.1%
Prefer not to say	1	14.3%

What is your ethnicity?

What is your ethnicity?		
White British	6	85.7%
Other White background	0	0.0%
Black or Black British	0	0.0%
Asian or Asian British	1	14.3%
Mixed ethnic group	0	0.0%
Other ethnic group	0	0.0%
Prefer not to say	0	0.0%

Which of the following best describes your religion?

Which of the following best describes your religion?		
Buddhist	0	0.0%
Christian	2	28.6%
Hindu	0	0.0%
Jewish	0	0.0%
Muslim	0	0.0%
Sikh	0	0.0%

None	5	71.4%
Other	0	0.0%
Prefer not to say	0	0.0%

Which of the following best describes your sexual orientation?

Which of the following best describes your sexual orientation?

Heterosexual / Straight	5	71.4%
Bisexual	1	14.3%
Lesbian	0	0.0%
Gay Man	0	0.0%
Other	0	0.0%
Prefer not to say	1	14.3%

Equality and Diversity Strategy

2023 - 2027




CHESTERFIELD
BOROUGH COUNCIL

Owner: Policy and Partnerships Manager
Date: April 2023
Review by: April 2027

Chesterfield Borough Council is committed to being accessible to all residents and visitors.

If you need this document in a different format like large print, easy read, British Sign Language, braille or translating into another language please contact us:

 01246 936793

 policyteam@chesterfield.gov.uk

Contents

Introduction 4

Our Commitment to Equality and Diversity 5

Equality and Diversity Principles 7

Roles and Responsibilities 8

Local Context – Challenges and their impact on Equality and Diversity 10

Key achievements during the last Equality and Diversity Strategy 2019 - 2023 12

Equality and Diversity Objectives 2023 - 2027 15

Equality and Diversity Action Plan 2023 - 2027 17

Keeping track of our progress 22

Further information 22

Appendix A 23

Introduction

Welcome to Chesterfield Borough Council's Equality and Diversity Strategy 2023-2027. This Strategy and Action Plan is our public commitment to promoting equality and diversity both within the Council and in our communities, setting out our objectives for the next four years. The strategy has been designed to complement our new Council Plan and to ensure that our approach to equalities is embedded within everything we do.

Chesterfield Borough Council recognises and welcomes the diversity of our Borough. Our strategy provides a framework for continuing to celebrate this diversity and foster good relations within our communities. Embedding equality and diversity across the Council also helps us to attract and retain a diverse team of employees who reflect the people of our Borough.

We are fully committed to putting equality and diversity at the heart of everything we do, and we will continue to demonstrate this, ensuring that it is an integral part of our decision-making processes and service delivery so that our communities have equitable and fair access to services.

Our Commitment to Equality and Diversity

Our vision at Chesterfield Borough Council continues to be 'putting our communities first'. We are here to serve and support our communities including our residents, tenants, businesses, visitors, students and voluntary groups. Together we will continue to make our borough a great place to live, work, visit and invest.

The Council as a community leader, a service provider, employer and commissioner of goods and services, has a clear social and legislative responsibility to prevent discrimination and advance equality. By working to eliminate discrimination and promote equality we will empower our residents and help them to realise their full potential.

Our duties under the Equality Act 2010

As a Local Authority, we are subject to the Public Sector Equality Duty which was introduced in the Equality Act 2010. This duty requires all public bodies to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

In order to support public bodies to meet the Public Sector Equality Duty there are Specific Duties which public bodies must meet:

- Set and publish equality objectives, at least every four years, and
- Publish information, at least annually, to show their compliance with the Equality Duty. This must include information relating both to its employees and to people who are affected by the public body's policies and procedures.

The other important pieces of legislation that we need to adhere to and impact on the work of both the inclusion and prevention agenda are:

- 1998: Human Rights Act
- 1996: Employment Rights Act

Gender Pay Gap

Legislation came into effect in 2017 requiring employers to publish figures on gender pay gap. We use our data on a yearly basis to continually review all areas of the organisation to identify the barriers (and the drivers) for appointing women, particularly at senior levels. Our current gender pay gap report can be found [here](#).

The Equality and Diversity Strategy sets out the Council's commitment and approach to eliminating unlawful discrimination, harassment and victimisation, advancing equality of opportunity, and fostering good relations in the Borough over the next four years. It includes:

- *the roles and responsibilities for delivering the Council's Equality and Diversity Strategy*
- *the local context, challenges and achievements made so far by the Council and partners*
- *our Equality and Diversity Principles, which will guide our approach to equality and diversity*
- *our specific objectives and anticipated outcomes in relation to Equality and Diversity*
- *the way that we will monitor our progress in delivering the strategy and how we will make a real and positive difference to the lives of those affected by Chesterfield Borough Council's services*

When developing this Strategy, we have been guided by the Council's four key values:

1. *We are customer focused*
2. *We take a 'can do' approach*
3. *We act as one council, one team*
4. *We believe in honesty and respect*

The Equality and Diversity Strategy complements and supports the delivery of the priorities within the Chesterfield Borough Council Plan, which are:

- *Making Chesterfield a thriving Borough*
- *Improving the quality of life for local people*
- *Providing value for money services*

Equality and Diversity Principles

The following principles govern our approach to Equality and Diversity at Chesterfield Borough Council:

1. Putting the needs of our communities at the heart of delivery and embedding and mainstreaming equality into the work of Chesterfield Borough Council.
2. Making sure that when taking decisions, we consider information and feedback from our communities and the impact our decisions may have on them, through Equality Impact Assessment process.
3. Monitoring, assessing and evaluating the impact of our strategies, policies, programmes, projects and commissioning on equality. Taking mitigating action to minimise any adverse impacts on people who share a protected characteristic.
4. Being open, honest and transparent, publishing and ensuring easy access to equality information and outcomes.
5. Ensuring consultation and engagement is central to the development and delivery of our services, in line with the Council's Community Engagement Strategy.
6. Working in partnership with other organisations, the voluntary sector, and local businesses to promote, recognise and celebrate diversity and to create communities which challenge discrimination and embrace difference.
7. Working towards developing a workforce which is representative of local communities and ensuring employment policies are fair and robust. Providing employee and elected member learning and development opportunities to raise awareness of equality and diversity and why it is important in the workplace and to support fair service delivery.
8. Drawing on best practice to continuously improve and strengthen our approach to equality and diversity in the workplace and wider community.

Roles and Responsibilities

Our Constitution governs how decisions are made, how we operate and the procedures that are followed to ensure that these are efficient, transparent and accountable. Decisions are taken by councillors through Council, Cabinet, Portfolio Holders and committee meetings, most of which are open to the public.

The day-to-day delivery of local services is carried out by various staff through the Council's management structure. The Chief Executive and Senior Leadership Team has overall responsibility for managing the Council, and work together with the Corporate Management Team to oversee progress against the Council's stated priorities, and the outcomes delivered as a result of the Council's plans and services they provide to residents. Equality Impact Assessments (EIAs) are used by decision makers to determine the impact of the Council's initiatives, and to put appropriate mitigating action in place to minimise negative impact on groups protected by the Equality Act and the wider community.

Achieving and promoting equality and diversity is a responsibility shared by all elected members, the Senior Leadership Team, Corporate Management Team, managers, staff, contractors and partner agencies.

Equality and Diversity Forum

The Equality and Diversity Forum is a group of representatives from statutory partners, community groups and local individuals with an interest and/or expertise in equality and diversity. The Forum members work together to share ideas, best practice and to raise awareness in the community of equality and diversity. The Forum acts as a critical friend for the Council's services and plays a key role in the scrutiny and development of Equality Impact Assessments which inform the Council's decision-making process. Support is provided by the Council to facilitate the Forum's activities, which include organising a number of themed awareness raising and training events throughout each year. The Forum adopts a partnership approach, pooling resources with partners to maximise the positive impact of its work in the community.

Elected Members

Elected members must fulfil their statutory responsibilities under the Equality Act to promote good community relations in all their work, particularly in their community leadership role. They must also make informed decisions, which consider the impact on people with protected characteristics and key community groups.

Members receive a comprehensive training package detailing their roles and responsibilities and raising awareness of equality and diversity related matters.

Corporate Leadership Team

The Corporate Leadership Team (CLT) must champion and lead by example, using the Public Sector Equality Duty to encourage the integration of equality and diversity issues in all aspects of the Council's work. CLT should actively help to promote equality and diversity issues and actions with services and ensure that good quality Equality Impact Assessments are completed and associated mitigating actions delivered (where appropriate).

Service Managers

Service Managers must maintain an overview of equality and diversity for their service and ensure effective development, implementation and monitoring of service equality and diversity objectives and related actions within service plans, including ensuring completion and appropriate challenge of Equality Impact Assessments.

Employees

Employees should demonstrate commitment to equalities by:

- Championing equality and diversity in the Borough when undertaking their work
- Taking active steps to challenge discrimination and harassment in the workplace and the community including hate crime reporting
- Making informed decisions and proposals, which consider the impact on people with protected characteristics and key community groups
- Understanding, complying and embedding the equality and diversity processes in their services.

Employees receive a comprehensive training package detailing their roles and responsibilities and raising awareness of equality and diversity related matters.

Contractors

Contractors who deliver services on behalf of Chesterfield Borough Council must comply with the Equality Act 2010, including incorporating the Council's Public Sector Equality Duty commitments in all dealings and practices on behalf of the Council in all areas assessed as relevant to the duty.

Partners

The Council has a partnerships protocol to ensure effective partnership working, and is also promoting a joint partnerships principles approach to support strategic alignment of Chesterfield partnerships.

Stakeholders

The Council should engage with stakeholders to ensure they can contribute to the process of setting, monitoring and reviewing equality and diversity objectives and action plans.

Local Context – Challenges and their impact on Equality and Diversity

Chesterfield is the second largest settlement in Derbyshire (Derby City is the largest). It is a relatively compact and mainly urban area. The market town of Chesterfield acts as the sub-regional centre for north-eastern Derbyshire and provides a range of retail, commercial, leisure and cultural facilities.

Chesterfield is a major centre of employment (over 48,000 people work in the Borough) attracting almost 21,000 in-bound commuters on a daily basis. Its employment catchment area covers a large part of the surrounding districts of Bolsover and North East Derbyshire, as well as drawing in people from Derbyshire Dales and Sheffield.

Key equalities related information from the Census and other information sources such as the area Health Profile and Index of Multiple Deprivation include:

- Demographic information - On Census day 2021 Chesterfield Borough had a population of 103,600 – 200 less than on Census day 2011. Further data from the 2021 Census is currently awaited. Existing data is as follows:
- The Borough has a higher proportion of residents from minority ethnic backgrounds than in Derbyshire, with the main populations in St. Leonards, St. Helen's, Holmebrook and Brockwell. In 2001, 98.1% of the Chesterfield Borough population were White British compared to 94.9% in 2011.
- The Borough has a higher percentage of households with no access to a car or van than Derbyshire, East Midlands and England at 27.1%. The highest percentages (over 40%) are in Rother and St. Helens compared to just 11.2% in Walton.
- The majority of Chesterfield Borough residents live within a 20 minute walk of essential services, including GPs, Pharmacies, Schools, Post Offices etc. (a significant percentage within 10 minutes).
- Housing - The Borough has a far lower percentage of owner occupiers than in Derbyshire. The highest percentages are in Walton and West; the lowest percentages are in Rother, Middlecroft and Poolsbrook. The Borough has a considerably higher percentage of social housing than in Derbyshire, East Midlands and England. The private rented sector appears to be growing rapidly with particular concentrations in Holmebrook, St. Leonards and St. Helens.
- Working and Learning Communities -21% of residents in Chesterfield Borough have higher level qualifications; this is lower than in Derbyshire, East Midlands and England. The highest percentage of residents with higher level qualifications is in the west of the

Borough – Walton and West (39.8%), the lowest over in the East (Middlecroft and Poolsbrook – 11.6%). There is a higher percentage of residents in Chesterfield Borough who are economically inactive due to long-term sickness or disability.

- Chesterfield is the 85th most deprived area in England out of 326 English local authorities.
 - There are significant concerns about entrenched and worsening deprivation in several Chesterfield neighbourhoods for example Grangewood is now in the 1% most deprived neighbourhoods in England. In order to make detailed observations about communities, areas are divided into Lower Super Output Areas (LSOAs). All six of the Chesterfield LSOAs in the 10% most deprived in 2015 have deteriorated since 2010.
 - Deprivation inequality has risen in Chesterfield Borough with the areas within the 10% least deprived in England improving their position across a range of domains and the 10% most deprived deteriorating.
 - While employment deprivation has improved generally in Chesterfield Borough, a third of neighbourhoods within the Borough remain the 20% most deprived in England.
- Health - The health of people in Chesterfield is varied compared with the England average. Deprivation is higher than average and about 3,700 children (21%) live in poverty. Life expectancy is 10 years lower for men and 8.9 years lower for women in the most deprived areas of Chesterfield than in the least deprived areas. In Year 6, 20% of children are classified as obese, and 26.5% of adults are classified as obese. The rate of self-harm hospital stays, smoking related deaths, drug misuse and early deaths from cardiovascular disease are worse than average. Health and disability is a major concern for Chesterfield Borough. The Borough is ranked the 25th most deprived in England in terms of health, and half of the LSOAs are within the 20% most deprived within England. Despite extensive investment to strengthen Chesterfield's economy, these figures suggest that a significant percentage of our community are not currently accessing the proceeds of growth due to a variety of factors including poor health, caring responsibilities, poor educational and skills attainment etc.

You can find out more about Chesterfield's communities in our State of the Borough Report which can be accessed on the [Council's website](#).

Our strategy has been developed in the context of key current social and economic challenges, but also takes into account our progress as we move away from the Covid pandemic and the equalities challenges this brought about. We are aware that whilst our work to tackle inequality, discrimination and exclusion has progressed, there is much more we all need to do.

Chesterfield's population continues to become more diverse and local economies continue to diversify and adapt to everchanging economic circumstances. Challenges are becoming increasingly more complex.

Key achievements during the last Equality and Diversity Strategy 2019 - 2023

Successfully delivering the previous Equality and Diversity Strategy (2019-2023), has enabled the Council and partners to achieve a number of key outcomes which have improved the services we deliver for the local community and supported our Council objective to improve the quality of life for local people. A summary of achievements is below. The full results are detailed in Appendix A.

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.

The Policy and Partnerships team continue to work closely with the Chesterfield Equality and Diversity Forum which acts as a critical friend for CBC. Regular engagement and consultation activity throughout the year helps the shaping of local services.

The Council successfully supported the planning and delivery of the local arrangements for the 2021 Census. 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 good data quality which in turn will help us to plan our services accordingly.

Supporting equitable access to high quality services that recognise the needs of different customers.

The Policy and Partnerships team 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 via its robust Equality Impact Assessment (EIA) process and project support.

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.

We are committed to ensuring a consistent approach to how we charge for discretionary services while retaining the flexibility needed to achieve the Council's social and legal obligations, as well as its commercial needs. This is achieved via our Concessions Policy. We also have a Council Tax discount offer to provide financial assistance to care leavers from the age of 18 until their 25th birthday.

We continue to work on delivering the Armed Forces Covenant to ensure that those who serve or who have served in the armed forces and their families are treated fairly.

Encourage mutual understanding and respect between our communities.

The Equality and Diversity Forum have successfully delivered training and awareness raising events throughout the lifetime of the strategy.

The council continues to work together as part of the UK Resettlement Scheme Partnership regional meetings, supporting and coordinating local approaches to a number of schemes, and is now taking a role in the newly developed Derbyshire and Derby Resettlement Cohesion and Integration Board.

We continue 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

We have worked closely with the Voluntary sector in response to the Covid pandemic, providing information, support and contact information for all members of the community.

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

The council's Gold standard Investor in People award reflects the culture of trust, collaboration, and strong values that we have all created at Chesterfield Borough Council.

We have also transformed the recruitment web portal to attract a diverse range of candidates.

We hold a Silver Award for our support of the Armed Forces 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.

To make sure that local people who share protected characteristics are able to access opportunities in employment and growth

A 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 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.

Looking forward, if CBC is allocated its bid for the UK Shared Prosperity Fund, a real difference for Chesterfield's residents and businesses is expected, particularly when supporting local businesses and people and skills.

Supporting independence at home for our tenants, local residents and vulnerable people.

We have continued to support independence at home for vulnerable people through our Careline and Neighbourhoods service, and delivering Disabled Facilities Grants.

We have helped residents to maintain independent living through the continued support of vulnerable people – Investing in 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.

To enable vulnerable disabled residents to live safely and as independently as possible in their owned or privately rented property, health funding has been secured to adapt, repair and adequately heat their homes. Additional funding has been secured for work to improve the thermal efficiency of properties that are owned by vulnerable clients and separately for servicing boilers where clients are also disabled.

You can read more about our achievements in our Equality and Diversity Annual Reports which are available on the Council's website [here](#).

Equality and Diversity Objectives 2023 - 2027

Our review of our existing approach has highlighted areas and projects which we will need to consider as we take forward our strategy over the next four years. These include:

- Gender pay gap within the council workforce
- LGBT+ project review and resulting action plan
- Review of our translation services
- Health inequalities particularly in relation to mental health and wellbeing
- Partnership working
- Census 2021 data findings
- Cost of living
- Deepening inequalities across a greater number of communities as a result of the COVID pandemic.
- Ensuring that our people and our policies reflect the increasingly diverse communities that we serve.
- Progressing the allocated UK Shared Prosperity Fund (award notification pending) and the activities it supports to make a real difference for Chesterfield's residents and businesses, concentrating on three investment themes; Communities and Place, Supporting Local Businesses and People and Skills.
- Social Value

The Council has set the following six equality and diversity objectives and associated actions to provide a framework for the Council's work on equalities over the next four years. These have been reviewed by the Equality and Diversity forum and the wider public part of the planning process.

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.

Objective 2: Supporting equitable access to high quality services that recognise the needs of different customers

Objective 3: Encourage mutual understanding and respect between our communities.

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

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

Objective 6: Supporting independence at home for our tenants, local residents and vulnerable people.

Equality and Diversity Action Plan 2023 - 2027

Discussions have been held with service areas to establish how the six objectives will be achieved. Detailed action points are below:

<p>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.</p>
<p>Fair decision making</p>
<p>1. Continuing to embed the Council’s commitment to equalities in its service planning, design and delivery by delivering a robust equality impact assessment process capturing challenges and opportunities at the very beginning, ensuring barriers are considered and mitigated where possible. and upholding the importance of this during financially challenging times. <i>(Lead service: Policy and Partnership)</i></p>
<p>2. Providing employees and members 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. <i>(Lead service: Learning and Development / Policy and Partnership)</i></p>
<p>3. 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. <i>(Lead service: Policy and Partnership)</i></p>
<p>4. 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. <i>(Lead service: Policy and Partnership)</i></p>
<p>Understanding, listening to, and working with our communities</p>
<p>5. Reviewing the output from the 2021 Census to gain 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. <i>(Lead service: Policy and Partnership)</i></p>
<p>6. Maintain the State of the Borough report in line with latest available information, including Census 2021 data when this becomes available. <i>(Lead service: Policy and Partnership)</i></p>
<p>7. Ensuring that translation and interpretation made available by Chesterfield Borough Council meets the needs of local communities by reviewing and revising our current arrangements. Once Census 2021 data is received, it will be analysed and translation / interpretation available will be adjusted accordingly. In addition, procedures are now</p>

<p>in place to respond to the translation needs of refugees and asylum seekers, this may mean that additional languages need translation services moving forward. <i>(Lead service: Policy and Partnership)</i></p>
<p>8. Continue to listen to residents and service users through consultations and feedback to improve the evidence base that informs service delivery. <i>(Lead service: Policy and Partnership)</i></p>
<p>9. Continue further investigations regarding Climate Change and local risks for vulnerable groups. <i>(Lead service: Policy and Partnership)</i></p>
<p>10. Progress an action plan from the LGBT+ project report findings, working closely with key service managers to improve the service experiences for our LGBT+ community. <i>(Lead service: Policy and Partnership)</i></p>

<p>Objective 2: Supporting equitable access to high quality services that recognise the needs of different customers</p>
<p>Supporting access to services</p>
<p>11. Supporting and facilitating the Chesterfield Equality and Diversity Forum and its subgroups (Cultural Access Group and Dementia Friendly Chesterfield) to act as a critical friend, improving and championing access to the Council's services for all. <i>(Lead service: Policy and Partnership)</i></p>
<p>12. Making sure that our communities are able to access our bespoke health and wellbeing offer in our Theatres, (for example by facilitating the Cultural Access Group), parks and leisure centres, (for example, by providing targeted activities such as autism friendly swim sessions and accessible exercise equipment) , 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. <i>(Lead service: Policy and Partnership)</i></p>
<p>13. Concessions policy – ensuring a consistent approach to how we charge for discretionary services while retaining the flexibility needed to achieve the Council's social and legal obligations.</p>
<p>14. Retaining our Customer Service Excellence accreditation. <i>(Lead service: Customer Services)</i></p>
<p>Sharing and presenting information in appropriate and accessible formats</p>
<p>15. Review the corporate accessibility statement to ensure that it is reflective of and accessible to our local communities <i>(Lead service: Policy and Partnership)</i></p>
<p>16. Developing the council's website, intranet and microsities 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. <i>(Lead service: ICT, Communications)</i></p>

Objective 3: Encourage mutual understanding and respect between our communities.
Raising awareness
<p>17. Raising awareness and understanding across communities of local equality issues and celebrating our diversity 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. <i>(Lead service: Policy and Partnership)</i></p>
Developing joint partnership approaches and activity including the use of intelligence to tackle inequalities, promote equalities and good community relations that have a positive impact and help to support vulnerable people
<p>18. To engage and be a key partner in the Derbyshire Resettlement, Cohesion and Integration Board to ensure a robust response is in place to address Hate Crime including prevention, and the provision of specialist support and provide strategic direction to the effective resettlement of Refugees the provision of support for Asylum Seekers and Integration projects to minimise any community tensions that may arise. <i>(Lead service: Policy and Partnership, Housing,)</i></p>
<p>19. Continue to work with Derbyshire Safeguarding Boards to ensure the safeguarding of Children and Vulnerable Adults, contributing to care leaver offer provisions and modern slavery / human trafficking response. <i>(Lead service: Policy and Partnership)</i></p>
<p>20. 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. <i>(Lead service: Housing)</i></p>
<p>21. Continue to work with partners to tackle homelessness – dealing with over 900 cases per year <i>(Lead service: Housing)</i></p>
<p>22. Health and Wellbeing Partnership activities, including financial inclusion activities, fuel poverty, supporting mental health and social connectedness. <i>(Lead service: Policy and Partnership)</i></p>

Objective 4: To strive to maintain a modern and diverse workforce that is reflective of the local community and feels valued and treated fairly
Employee wellbeing
<p>23. Responding effectively to the gender pay gap reporting requirements including action planning. <i>(Lead service: Policy and Partnership, HR)</i></p>
<p>24. Seek employee feedback through the annual employee survey and develop and deliver annual action plans to address issues and trends identified. <i>(Lead service: HR and Policy and Partnership)</i></p>

<p>25. Providing Leadership and Organisational commitment to actively promote equalities at all levels, ensuring that there is confidence in working together to deliver the best possible services for residents. <i>(Lead service: Policy and Partnership, HR)</i></p>
<p>26. Progressing with our Ways of Working post-Covid, ensuring that we are innovative and agile, that our workforce policies are accessible and inclusive and that we have refreshed values and behaviours to underpin what we do <i>(Lead service: HR)</i></p>
<p>27. Developing our workforce development programme that takes account of different needs and also promotes equalities, diversity and inclusion as being at the heart of what we do. <i>(Lead service: HR)</i></p>
<p>Recruitment</p>
<p>28. Maintain the Council's Investors in People Gold Award status <i>(Lead service: HR)</i></p>
<p>29. Transform the recruitment web portal to attract a diverse range of candidates, using best practice from other councils <i>(Lead service: HR)</i></p>
<p>30. Maximise opportunities for engagement with businesses and schools, promoting careers and apprenticeships in local government <i>(Lead service: HR, Policy and Partnership, Economic Growth)</i></p>
<p>Objective 5: To make sure that local people who share protected characteristics are able to access opportunities in employment and growth.</p>
<p>Inclusive approach to growth</p>
<p>31. Providing the Young Person's Market, where stalls are available free of charge for anyone aged between 5 and 25 years old. <i>(Lead service: Town Centre Management)</i></p>
<p>32. Social Investment Community and Wellbeing activity supported by the UK Shared Prosperity Fund including digital skills and work readiness activity <i>(Lead service: Policy and Partnership)</i></p>
<p>33. Social Value Developing our Social Value Policy and incorporating outcomes and measures to promote equality in the local community <i>(Lead service: Policy and Partnership)</i></p>
<p>34. Development and delivery of the Council's Growth Strategy, particularly the 'inclusive growth' theme. <i>(Lead service: Economic Growth)</i></p>
<p>Apprenticeships</p>
<p>35. 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 <i>(Lead service: HR)</i></p>
<p>36. Promote and support an uplift in apprenticeships across the Borough.</p>

<i>(Lead service: Economic Growth)</i>
37. Work in partnership with Chesterfield College and Derby University to explore opportunities for joint working (e.g. catering placements, trade staff supporting tutors and assessors) <i>(Lead service: HR, Economic Growth)</i>

Objective 6: Supporting independence at home for our tenants, local residents and vulnerable people.
38. Support independence at home for vulnerable people through our Careline and Neighbourhoods service, and delivering Disabled Facilities Grants. <i>(Lead service: Housing)</i>
39. Maintain independent living through the continued support of vulnerable people – Investing in major improvements in our council homes including new kitchens, bathrooms, heating systems, windows and rewiring, ensuring that our Council homes meet the decent homes standard. <i>(Lead service: Housing)</i>
40. Look for opportunities to secure funding and deliver improvements to properties within the private sector to enable vulnerable residents to live as safely and independently as possible. <i>(Lead service: Housing)</i>
41. Continue to support independence at home for vulnerable people by inspecting private rented properties where there are reports of disrepair and signposting to other agencies when required. <i>(Lead service: Housing)</i>
42. Private Sector Housing Team ensure landlords fulfil their responsibilities by making improvements in their private rented sector homes which safeguards people and prevents accidents <i>(Lead service: Housing)</i>

Keeping track of our progress

The Equality and Diversity objectives are aligned to the priorities in the Council Plan 2023-2027. We will use our performance management framework to keep track of our progress in achieving our objectives.

Progress will also be monitored by the Equality and Diversity Forum and presented in regular performance reports. The achievements will also be reported every year through the Equality and Diversity Annual Report to show the work being done by the Council in accordance with the Equalities Act 2010 and the objectives within the strategy to promote diversity and recognise and celebrate difference.

Further information

If you have any comments on our Equalities and Diversity Strategy or would like to request further information or copies of any of the documents highlighted in the report, please contact the Policy and Partnerships Team:

Tel: 01246 959644

E-mail: allison.potter@chesterfield.gov.uk

Appendix A

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

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.	
Fair decision making	Update
1. 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.
2. 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
3. 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.
4. 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: https://www.chesterfield.gov.uk/living-here/people-and-families/equality-and-diversity/equality-and-diversity-data.aspx
Understanding our communities	
5. 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.
6. 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.
7. 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.

Objective 2: Supporting equitable access to high quality services that recognise the needs of different customers	
Supporting access to services	Update
1. 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.	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)
2. 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.	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.
3. Retaining our Customer Service Excellence accreditation	The Customer Services team continue to meet the requirements of the Customer

	Service Excellence Standard with all elements being fully compliant.
4. Continuing to take an active role in Dementia Friendly Chesterfield	Dementia friendly walks and films continue to be a regular offer and are well supported by the community.
Accessibility of information	
5. Review the corporate accessibility statement to ensure that it is reflective of and accessible to our local communities	Census output is awaited. Once received, data will be analysed and translation / interpretation available will be adjusted accordingly.
6. 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>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>

Objective 3: Encourage mutual understanding and respect between our communities.	
Raising awareness	Update
1. 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.	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.
Supporting vulnerable people	

<p>2. 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>3. 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>4. 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>5. 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 demonstrate a reduction in rough sleeper numbers:</p> <table border="1" data-bbox="874 1249 1086 1415"> <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										

<p>Objective 4: To maintain a modern and diverse workforce that is reflective of the local community and feels valued and treated fairly</p>	
<p>Employee wellbeing</p>	<p>Update</p>
<p>1. Responding effectively to the gender pay gap reporting requirements including action planning.</p>	<p>The gender pay gap report has been produced for 2021 and can be found here: https://www.chesterfield.gov.uk/living-here/people-and-families/equality-and-diversity/gender-pay-gap.aspx</p>
<p>2. Seek employee feedback through the annual employee survey and develop and deliver annual action plans to address issues and trends identified.</p>	<p>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</p>

	feedback gained through survey questions. An action plan has been developed and will be reviewed at 12 and 24 months.
Recruitment	
3. 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.
4. 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.
5. 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.	
Inclusive approach to growth	Update
1. Supporting 5000 children to prepare for future job opportunities through the HS2 and you initiative.	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>2. 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>Apprenticeships</p>	
<p>3. 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>4. 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>5. 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 DRIVe. 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 site visits and the women in construction mentoring programme.</p>

<p>Objective 6: Supporting independence at home for our tenants, local residents and vulnerable people.</p>	<p>Update</p>
<p>1. Support independence at home for vulnerable people through our Careline and Neighbourhoods service, and delivering Disabled Facilities Grants.</p>	<p>81 Disabled Facilities Grants were completed in 2021. Careline have continued to operate providing an essential falls service and support for our customers.</p>

<p>2. 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</p>	<p>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.</p>
--	--



Chesterfield Borough Council wants your views

Equality and Diversity Strategy 2023 - 2027

Chesterfield Borough Council is developing its new Equality and Diversity Strategy and Action Plan for 2023 - 2027 which we would like your feedback on.

The Strategy and Action Plan is our public commitment to promoting equality and diversity both within the Council and in our communities, setting out our objectives for the next four years. The strategy has been designed to complement our new Council Plan and to ensure that our approach to equalities is embedded within everything we do.

Before completing this questionnaire, please take some time to read the accompanying draft strategy.

All information provided will be treated in accordance with the Data Protection Act 2018 and UK General Data Protection Regulation (GDPR), and will remain confidential. For contact details of our data protection officer, further information about how we use your data, or information about your data protection rights, please see www.chesterfield.gov.uk/privacy

For each objective within the strategy, please provide any additional comments and/or suggestions for actions we should consider (You can read more about the objectives and associated outcomes in the draft strategy).

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. **For example:**

- **Delivering a robust equality impact assessment process**
- **Providing employees and members with training and development opportunities**
- **Ensuring that translation and interpretation made available meets the needs of local communities**

Any other comments or actions we should consider for Objective 1:

Objective 2: Supporting equitable access to high quality services that recognise the needs of different customers. **For example:**

- **Supporting and facilitating the Chesterfield Equality and Diversity Forum**
- **Retaining our Customer Service Excellence accreditation**
- **Developing the council's website, intranet and microsites to make them accessible to all our internal and external customers**

Any other comments or actions we should consider for Objective 2:

Objective 3: Encourage mutual understanding and respect between our communities. **For example:**

- **The delivery of four events each year through Chesterfield Equality and Diversity Forum on a range of locally relevant equality themes**
- **Continue to work with partners to tackle homelessness**
- **Continue to work with Derbyshire Safeguarding Boards to ensure the safeguarding of children and vulnerable adults**

Any other comments or actions we should consider for Objective 3:

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

- **Providing leadership and organisational commitment to actively promote equalities at all levels**
- **Progressing with our Ways of Working post-Covid**
- **Transform the recruitment web portal to attract a diverse range of candidates**

Any other comments or actions we should consider for Objective 4:

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

- **Providing the Young Person's Market**
- **Help to develop the careers of over 90 apprentices across the Council**
- **Work in partnership with Chesterfield College and Derby University to explore opportunities for joint working**

Any other comments or actions we should consider for Objective 5:

Objective 6: Supporting independence at home for our tenants, local residents and vulnerable people. **For example:**

- **Support independence at home for vulnerable people through our Careline and Neighbourhoods service**
- **Maintain independent living through the continued support of vulnerable people**

Any other comments or actions we should consider for Objective 6:

1. **Please leave any other comments you may have regarding the proposed strategy and action plan here:**

About you

We would like to find out if particular groups have different experiences or perceptions of the Council. The information is confidential and is guaranteed to be anonymous, but if you feel uncomfortable answering any questions, leave it blank and move onto the next.

Are you happy to answer the monitoring questions?

Yes

No

What is your gender?

Male

Female

Prefer not to say

Is your gender identity the same gender you were assigned at birth?

Yes

No

Prefer not to say

How old are you?

- | | | |
|---|---|--|
| <input type="checkbox"/> Under 18 years | <input type="checkbox"/> 35 to 44 years | <input type="checkbox"/> 65 to 74 years |
| <input type="checkbox"/> 18 to 24 years | <input type="checkbox"/> 45 to 54 years | <input type="checkbox"/> 75 years and over |
| <input type="checkbox"/> 25 to 34 years | <input type="checkbox"/> 55 to 64 years | <input type="checkbox"/> Prefer not to say |

Do you consider yourself to have a disability?

- | | | |
|---|--|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes - affecting vision | <input type="checkbox"/> Other disability |
| <input type="checkbox"/> Yes - affecting mobility | <input type="checkbox"/> Yes - a learning disability | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Yes - affecting hearing | <input type="checkbox"/> Yes - affecting mental health | |

What is your ethnicity?

- | | | |
|---|---|--|
| <input type="checkbox"/> White British | <input type="checkbox"/> Asian or Asian British | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Other White background | <input type="checkbox"/> Mixed ethnic group | |
| <input type="checkbox"/> Black or Black British | <input type="checkbox"/> Other ethnic group | |

Which of the following best describes your religion?

- | | | |
|------------------------------------|---------------------------------|--|
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Jewish | <input type="checkbox"/> None |
| <input type="checkbox"/> Christian | <input type="checkbox"/> Muslim | <input type="checkbox"/> Other |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Sikh | <input type="checkbox"/> Prefer not to say |

Which of the following best describes your sexual orientation?

- | | | |
|--|----------------------------------|--|
| <input type="checkbox"/> Heterosexual / Straight | <input type="checkbox"/> Lesbian | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Bisexual | <input type="checkbox"/> Gay Man | |

This page is intentionally left blank

For publication

Civic Arrangements 2023/24 – Deputy Mayor (GV000)

Meeting:	Council
Date:	15.05.23
Directorate:	Corporate
For publication	

1.0 Purpose of the report

- 1.1 To confirm arrangements for the civic year 2023/24 in respect of the appointment of the Deputy Mayor of the Borough for 2023/24.

2.0 Recommendation

- 2.1 That Councillor Jenny Flood be invited to become Deputy Mayor of the Borough for 2023/24.

3.0 Reason for recommendation

- 3.1 To enable the Council to confirm civic arrangements for 2023/24.

4.0 Background

- 4.1 Each year the Council is asked to confirm its civic arrangements for the forthcoming municipal year, namely the appointment of Deputy Mayor, the date of the Annual Council meeting to elect the Mayor and Deputy Mayor and the associated civic events.
- 4.2 The Council resolved at the meeting on 22 February 2023 to invite Councillor Mick Brady to become Mayor of the Borough for 2023/24 and Councillor Howard Borrell to become Deputy Mayor of the Borough for 2023/24. These appointments were however subject to the results of the Chesterfield Borough Council election on 4 May 2023.
- 4.3 Due to the election results, Howard Borrell is no longer eligible to become Deputy Mayor and the Council must elect a new Deputy Mayor.
- 4.4 Election of the Deputy Mayor

The appointment of Deputy Mayor as Vice Chairman of the Council is a statutory appointment under Part 1 of the Local Government Act 1972. In the case of a Borough Council the Vice Chairman is entitled to use the title of Deputy Mayor.

4.5 Cabinet adopted the following protocol for electing the Deputy Mayor in November 2006 (minute no. 124), continuing the practice adopted in 1995, namely:-

- (a) That the Deputy Mayor will be elected as Mayor after his or her year as Deputy Mayor, and
- (b) That the Mayor will be the councillor with the longest service, and that priority between councillors with equal length of service will be governed by ascending alphabetical order of surname, without regard to membership of political group.

4.6 In accordance with this protocol, Councillor Jenny Flood has indicated her willingness to accept the appointment of Deputy Mayor for 2023/24. This will need to be confirmed by Full Council.

5.0 Alternative options

5.1 None.

6.0 Implications for consideration – Financial and value for money

6.1 There are no significant financial implications for consideration. A small budget is allocated for mayoral allowances and the delivery of civic events.

7.0 Implications for consideration – Legal

7.1 There are no legal implications for consideration. The proposals in this report are in accordance with the Local Government Act 1972 and council policy.

8.0 Implications for consideration – Human resources

8.1 There are no implications for consideration relating to human resources.

9.0 Implications for consideration – Council plan

9.1 There are no implications for consideration relating to the council plan.

10.0 Implications for consideration – Climate change

10.1 The Climate Change Officer has been consulted on the report and is satisfied that there are no climate change implications for consideration.

11.0 Implications for consideration – Equality and diversity

11.1 The meeting with the Deputy Mayor will confirm any reasonable adjustments required to fulfil the full range of duties. These will be adjusted and improved as necessary during the mayoral year.

12.0 Implications for consideration – Risk management

12.1 Risk assessments are undertaken for all mayoral events and engagements.

Decision information

Key decision number	Non-key
Wards affected	All

Document information

Report author
Julie Briggs – Democratic and Elections Manager Donna Reddish – Service Director Corporate
Background documents
These are unpublished works which have been relied on to a material extent when the report was prepared.
None
Appendices to the report
None

This page is intentionally left blank

COUNCIL MEETING – 15 MAY 2023 **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.

Appeals and Regulatory Committee	7 December , 14 December Full , 14 December , 21 December , 21 December Full , 18 January , 25 January , 8 February Full , 8 February 22nd February , 8th March , 19th April , 26 April
Employment and General Committee	30 January
Licensing Committee	14 December 22nd March
Planning Committee	12 December , 9 January , 30 January 20th February , 13th March , 3rd April , 24th April
Standards and Audit Committee	23 November 15th March , 26 April

If you require paper copies of the Minutes please contact:

Emily Taylor

Democratic Services, Town Hall, Chesterfield, S40 1LP

Tel: 01246 345236 email: democratic.services@chesterfield.gov.uk

This page is intentionally left blank

CABINET

Tuesday, 13th December, 2022

Present:-

Councillor P Gilby (Chair)

Councillors Blank
D Collins
Holmes
J Innes

Councillors Mannion-Brunt
Sarvent
Serjeant

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

60 **APOLOGIES FOR ABSENCE**

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

61 **MINUTES**

RESOLVED –

That the minutes of the meeting of Cabinet held on 29 November 2022 be approved as a correct record and signed by the Chair.

62 **FORWARD PLAN**

The Forward Plan for the four month period January, 2023 to April, 2023 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

63 NEW ENERGY SUPPLIER

The Interim Service Director for Property and Technical Services presented a report setting out the process for procuring a new energy supplier and recommending that approval be delegated to the Service Director for Finance, in consultation with the Service Director for Economic Growth and the Deputy Leader, to carry out the procurement in good time to enable the award of a new energy contract(s) from 1 April 2023.

The Council's current contracts for the supply of electricity and gas to its operational and non-operational assets terminate on 31 March 2023 and a new energy supplier would need to be procured in the early part of 2023. There would need to be close dialogue with the broker, on the most appropriate time to act and to seek the best value for the Council and its tenants.

The outcome would also enable the Service Director for Finance to finalise the General Fund revenue budget estimates for 2023/24.

***RESOLVED**

That Cabinet delegate approval to the Service Director for Finance, in consultation with the Service Director for Economic Growth and the Deputy Leader, to carry out the procurement and award of a new energy contract to commence on 01/04/2023.

REASONS FOR DECISION

1. The entering of a contract with a value above £100,000 is an Executive function of the Cabinet.
2. The procurement of energy is currently highly variable, with daily market price and supplier fluctuations. Best value for money would be achieved for the Council through being able to make an immediate decision on the tender price offered on the day. It is considered very unlikely that in the current situation a price could be offered and held for the time it would take to make the appropriate representations to Cabinet.

An officer delegation is considered the most effective way to secure the best contract available at the time.

64 **PLAYING PITCHES FEES AND CHARGES 2023/24**

The Cabinet Member for Health and Wellbeing presented a report seeking approval to set the annual fees and charges for outdoor leisure activities from 1 April 2023.

It was noted that the Council provided a range of facilities and services that contribute to promoting positive and healthy lifestyles and improving the quality of life for residents. The recommended fees and charges to make use of these facilities and services in the financial year 2023/24 were detailed in Appendix A of the Cabinet Member's report.

***RESOLVED**

1. That the proposed fees and charges for outdoor leisure activities for the financial year 2023/24, as set out in Appendix 1 of the officer's report, be approved.
2. That authority be delegated to the Service Director for Leisure, Culture and Community Wellbeing, in consultation with the Cabinet Member for Health and Wellbeing, to set the fees and charges for the new facilities for tennis when they become available.
3. That authority be delegated to the Service Director for Leisure, Culture and Community Wellbeing, in consultation with the Cabinet Member for Health and Wellbeing, to set the fees and charges when the new lease agreement for Queens Park Pavilion and cricket pitch is completed.

REASON FOR DECISIONS

To comply with the Council's Budget Strategy for recovering fees and charges to contribute to the costs of service delivery.

65 ENVIRONMENTAL HEALTH FEES AND CHARGES 2023/24

The Cabinet Member for Health and Wellbeing presented a report seeking approval to set the annual fees and charges for the provision of various environmental health functions from 1 April 2023.

In accordance with the council's Financial Regulations, fees and charges were required to be reviewed on an annual basis to ensure that the costs of providing council services were as far as practicable recovered. The recommended fees and charges for the provision of various environmental health functions in the year 2023/24 were detailed in Appendix A of the Cabinet Member's report.

***RESOLVED**

1. That the proposed fees and charges related to environmental health functions, including concessionary rates (where applicable), for the financial year 2023/24, as detailed in Appendix 1 of the officer's report, be approved.
2. That the proposed fees and charges related to fixed penalty notices, including discounted early payment rates (where applicable), for the financial year 2023/24, as detailed in Appendix 5 of the officer's report, be approved.
3. That the Senior Environmental Health Officer be given discretion to offer an alternative enforcement option for fly-tipping offences instead of issuing a fixed penalty notice.

REASONS FOR DECISIONS

1. In accordance with the Council's Financial Regulations, it is necessary for all fees and charges to be reviewed annually.
2. Retaining the ability for the senior environmental health officer to have discretion over fly-tipping enforcement options enables a more flexible and proportionate response.

66 SAFER STREETS INITIATIVE - BENEFITS AND EFFICIENCIES

The Service Director for Leisure, Culture and Community Wellbeing presented a report on the Safer Streets Initiative, detailing the range of investments that had been delivered through the Government's grant allocation.

The report also sought to delegate authority to the Service Director, in consultation with relevant Cabinet Members, to make changes to the council's current operational arrangements, to maximise the outputs and outcomes that could be achieved as a result of the investments made through the Safer Streets Initiative.

The report provided background to the Council's successful bid for funding from the Government's Safer Streets – Round 2 initiative, which had enabled more than £350k investment to be made in a range of community safety initiatives. The grant funding had been awarded based on the development of a local crime prevention plan in collaboration with Derbyshire Police, with the aim of reducing acquisitive crimes through situational prevention.

Under the stewardship of the Chesterfield Community Safety Partnership all the initiatives had been delivered in full and as a direct result there had been positive impacts in relation to community safety within the Queens Park and Chesterfield Town Centre.

Fresh investment had been made into the council's CCTV system and the improved technology would enable the service to review its current operational staffing arrangements in relation to the management and

monitoring of CCTV data, and the ability to share CCTV footage with the Police.

***RESOLVED**

1. That the successful implementation of the Safer Streets Initiative across Chesterfield borough and the benefits realisation of that investment for the community be noted.

2. That the Service Director for Leisure, Culture and Community Wellbeing, in consultation with the Cabinet Members for Health and Wellbeing and Town Centres and Visitor Economy, be authorised to make changes in operational arrangements, to maximise the benefits and service efficiency opportunities, arising as a result of investment from the Safer Streets Initiative, including the ability to react swiftly to changing operational demands.

REASONS FOR DECISIONS

1. To recognise the benefits of the investment associated with the Safer Streets Initiative grant funded project.

2. By authorising the Service Director to make changes to operational arrangements arising as a result of the investment from the Safer Streets Initiative, the benefits and efficiencies of the Safer Streets investment can be fully realised, including the ability to react swiftly to changing operational demands.

67 EXCLUSION OF THE PUBLIC

RESOLVED –

That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 – as they contained information relating to financial and business affairs.

68 **TAPTON HOUSE - OFFERS FOR CONSIDERATION AND APPROVAL**

The Senior Estates Surveyor presented a report to consider offers received for both commercial rental and long leasehold sale of Tapton House.

Tapton House had been vacant since September 2018, when the lease with Chesterfield College expired, and despite the Council's best efforts over the last 4 years to secure a commercial letting of the property for office, educational or community uses, Tapton House remained vacant.

In June 2022, a decision was made to widen the marketing campaign, seeking offers for purchase on a 999-year lease in addition to continuing to secure a commercial letting. This decision had since been subject to further scrutiny and debate at meetings of full Council on 20 July 2022 and 19 October 2022.

The closing date for best and final offers was 2 September and 18 offers had been received for a variety of planned uses. This had since reduced to 17 as one of the interested parties had withdrawn their offer. Summary details of all offers were provided in the officer's report.

Following a detailed evaluation of all the offers received the offer from Stone Castle Enterprises Ltd was recommended for acceptance. The proposed scheme would also in time generate council tax revenue from the twenty individual residencies that would be created following conversion of Tapton House in perpetuity, and potentially new homes bonus payments in the short-term.

Councillor Holmes requested that his vote against the recommendation at paragraph 2.1 of the officer's report be recorded.

***RESOLVED**

1. That the sale of the property on a 999-year ground lease to the preferred bidder, Stone Castle Enterprises Ltd or such related legal entity or subsidiary company capable of fulfilling the terms of the sale detailed in this report be approved.
2. That authority be delegated to the Service Director for Economic Growth and the Property, Procurement and Contracts Law Manager, in consultation with the Cabinet Member for Economic Growth to agree any late amendments to the sale transaction.

REASONS FOR DECISIONS

1. Tapton House has been vacant since September 2018, when the lease with Chesterfield College expired.
2. A dilapidations settlement was agreed with the College and this sum has helped to fund remedial repairs to the roof, day to day maintenance, security and heating/utility costs. However, this sum has now been expended and the ongoing costs, which are being met by the Council, are set to be further exacerbated by rising energy bills. With no identified budget for the continued management and maintenance of Tapton House and given the increasingly challenging financial context within which the Council currently operates, the Council needs to find a long-term sustainable solution to prevent further deterioration of the property.
3. The offer recommended for acceptance represents the most credible and viable option out of the offers received to ensure the long-term preservation of the property, acknowledging the importance of its Grade II* listing, character and heritage value to the town and borough.

4. The proposed transaction would realise a significant capital receipt together with payment of the Council's legal and surveyor's fees.

This page is intentionally left blank

CABINET**Tuesday, 17th January, 2023**

Present:-

Councillor P Gilby (Chair)

Councillors	Blank	Councillors	Holmes
	D Collins		Sarvent
	J Innes		Serjeant

Non-voting P Innes
Members

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

70 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mannion-Brunt and Ludlow.

71 **MINUTES**

RESOLVED –

That the minutes of the meeting of Cabinet held on 13 December 2022 be approved as a correct record and signed by the Chair.

72 **FORWARD PLAN**

The Forward Plan for the four month period February, 2023 to May, 2023 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

73 WASTE MANAGEMENT FEES AND CHARGES 2023/24

The Cabinet Member for Town Centres and Visitor Economy presented a report seeking approval to set the fees and charges for waste management services, for the financial year 2023/24.

***RESOLVED**

That the proposed fees and charges for waste management services from 1 April 2023, as set out in Appendix 1 of the officer's report, be approved.

REASON FOR DECISION

To comply with the Council's Budget Strategy for recovering fees and charges to contribute to the costs of service delivery.

74 SPORTS AND LEISURE FEES AND CHARGES 2023/24

The Cabinet Member for Town Centres and Visitor Economy presented a report seeking approval to set the fees and charges, for the provision of sports and leisure activities at Queens Park Sports Centre and the Staveley Healthy Living Centre, for the financial year 2023/24.

***RESOLVED**

1. That the proposed fees and charges for sports and leisure services from 1 April 2023, as set out in Appendix 1 of the officer's report, be approved.
2. That the proposal to raise fitness membership fees for existing customers, on the terms set out in paragraphs 4.9 and 4.10 of the report, be approved.
3. That authority be delegated to the Service Director for Leisure, Culture and Community Wellbeing, in consultation with the Cabinet

Member for Health and Wellbeing, to apply appropriate fees and charges to new activities that are introduced during the financial year 2023/24.

4. That authority be delegated to the Service Director for Leisure, Culture and Community Wellbeing, in consultation with the Cabinet Member for Health and Wellbeing, to make changes to the approved fees and charges, if required to stimulate usage, support the retention of customers, develop income and/or to respond to external forces.

REASONS FOR DECISIONS

1. It is appropriate for the Council to take a commercial approach to service delivery. The need for a balance between competitive pricing, maximising income and community wellbeing priorities will be maintained in the approach to the setting of fees and charges outlined within this report.
2. Chesterfield has significant areas of deprivation, and our sports centres provide a variety of programmes and initiatives that contribute to promoting health and wellbeing for our communities. This necessitates the need for discretionary pricing to support the most vulnerable and given the range of current pressures maintaining existing concessions is an appropriate method of targeting support.

75 CEMETERIES FEES AND CHARGES 2023/24

The Cabinet Member for Town Centres and Visitor Economy presented a report seeking approval to set the fees and charges for the Council's Cemeteries for the financial year 2023/24.

***RESOLVED**

1. That the proposals in relation to the setting of Cemetery Fees and Charges from 1 April 2023, as detailed in Appendix 1 of the officer's report, be approved.
2. That the proposed reduction in the fees charged for the installation of memorials on Children and Infants graves be introduced.

REASONS FOR DECISIONS

1. To generate income which will cover the full cost of providing and maintaining a burial service.
2. To provide fairer fees for those who experience the unexpected loss of an infant or child.

76 VENUES FEES AND CHARGES 2023/24

The Cabinet Member for Town Centres and Visitor Economy presented a report seeking approval to set the fees and charges for lettings at the Winding Wheel Theatre, the Assembly Rooms in the Market Hall and Hasland Village Hall, for the financial year 2023/24.

***RESOLVED**

1. That the room hire charges for the Winding Wheel Theatre from 1 April 2023, as detailed in Appendix A of the officer's report, be approved.
2. That the equipment hire charges at the Winding Wheel Theatre from 1 April 2023, as detailed in Appendix A of the officer's report, be approved.
3. That the theatre hire charges for the Winding Wheel Theatre for professional companies and commercial use from 1 April 2023, as detailed in Appendix B of the officer's report, be approved.
4. That the room hire charges at the Assembly Rooms in the Market Hall from 1 April 2023, as detailed in Appendix C of the officer's report, be approved.
5. That the room hire charges at Hasland Village Hall from 1 April 2023, as detailed in Appendix D of the officer's report, be approved.

REASON FOR DECISIONS

To make further progress towards a sustainable financial position for the venues.

77 CHESTERFIELD MARKET FEES AND CHARGES 2023/24

The Cabinet Member for Town Centres and Visitor Economy presented a report seeking approval to set the fees and charges for Chesterfield's Open Markets, for the financial year 2023/24.

***RESOLVED**

1. That the fees and charges for the Chesterfield Open Markets for 2023/24, as detailed in Appendix 1 of the officer's report, be approved.
2. That the agreed 2023/24 rates of fees and charges be introduced from 3 April 2023.
3. That as part of the market reconfiguration project being undertaken between 2021 and 2025, approval be given to a review of the pricing structure during this time, identifying the premium and secondary pitches, following best practice adopted nationally and ensuring a value for money approach is taken to realise the full income potential of the market. The new fees and charges to be adopted for 2024/25, subject to the necessary consultation and approvals procedures.
4. That authority be delegated to the Service Director for Leisure, Culture and Community Wellbeing, in consultation with the Cabinet Member for Town Centre and Visitor Economy, to apply appropriate negotiated fees for new activities and opportunities that are introduced during the financial year 2023/24.

REASONS FOR DECISIONS

1. Supporting the town centre economy is at the heart of what we do and continues to be a key priority for the Council. It is necessary to sensitively increase stall fees to ensure the cost effectiveness of a Markets operation in relation to increases being seen in maintenance costs, energy costs and staffing costs. There has been no increase in fees since 2016.

2. The impact of COVID-19 significantly reduced Markets occupancy and income in 2021/22, traders were supported through this period with initially rent free and then reduced rents of £5 and then £10. Full rents did not resume until 28 February 2022. Trader numbers have continued to decline and 2022/23 levels of income remain significantly lower than anticipated for the 2022/23 financial year so any rise in stall fees needs to be sensitive.
3. As part of the Revitalising the Heart of Chesterfield project the open market is set to benefit from a £1.15 million intervention alongside a wider Northern Gateway and public realm scheme. It is anticipated that this will help support, strengthen and re-invigorate the market area ensuring it is ready to meet the future demands of the town centre.

CABINET**Tuesday, 24th January, 2023**

Present :-

Councillor P Gilby (Chair)

Councillors	Blank	Councillors	Holmes
	D Collins		Sarvent
	J Innes		Serjeant
	Ludlow		Mannion-Brunt

Non-voting Members
P Innes

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

70 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

71 **MINUTES**

There minutes of the meeting of the Cabinet held on Tuesday 17 January would be available for members to approve at the next scheduled meeting of the Cabinet, on Tuesday 7 february.

72 **FORWARD PLAN**

The Forward Plan for the four-month period February, 2023 to May, 2023 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

73 GENERAL FUND REVENUE BUDGET SUMMARY

The Service Director for Finance presented a report to provide Cabinet with an update on the development of the General Fund Revenue Budget for 2023/24 and future financial years.

The report included an updated assessment of the Council's forecast outturn for 2022/23 and noted the progress that had been made in addressing the in-year deficit position.

The report also set out the context of the financial environment within which the Council currently operated and provided a first cut of the Council's draft budgets for the period 2023/24 to 2026/27. It was acknowledged that further work was required to produce a balanced Medium-Term Financial Plan (MTFP).

It was noted that the Government's provisional settlement for local government was for one-year only i.e. 2023/24 (with some guiding principles and additional amounts identified for 2024/25) which made medium term financial planning very difficult.

A new four-year Council Plan had been developed for the same budgetary period, 2023/24 to 2026/27 and it was considered essential that sufficient budgetary provision was available to deliver on the Council's key priorities and objectives.

The report referenced the MTFP that Council had agreed on 22 February 2022 for the period 2022/23 through 2025/26. The MTFP was balanced for the first two financial years with an expectation that the gaps in the final two years, of £61k in 2024/25 rising to £458k in 2025/26 would be met from savings to be delivered through the Council's Organisational Development programme.

As a direct consequence of the pressures arising from pay and contract inflation, rising energy costs, increased demand for Council services and less income received, the MTFP was now in a very different position with deficit forecasts of £2.426m in 2023/24 rising to £4.192m in 2026/27.

To close the £2.426m budget gap for 2023/24, £1.120m of new savings proposals had been included within the draft MTFP

It was also noted that reserves were an important part of the Council's financial strategy and held to create long-term financial stability. The General Fund working balance would therefore be maintained at £1.5m to recognise the financial risks and uncertainties that the Council was currently facing. The Council had also established a Budget Risk Reserve, as a supplement to the General Fund Working Balance, to provide a further contingency for unforeseen items.

The Service Director noted that given the size and scale of the financial challenges the Council was facing, it was likely that c£990k of the budget risk reserve would need to be utilised to smooth the gap in 2023/24.

The Full Council would consider the final budget reports and set the Council Tax for 2023/24 at its meeting on 22 February 2023.

***RESOLVED**

1. That the updated budget projections for 2022/23 be noted.
2. That the progress made in the development of the budget for 2023/24 and the Medium-Term Financial Plan (MTFP) for years 2023/24 to 2026/27 be noted.
3. That it be noted that financial work continues to refine the draft estimates for 2023/24 and future years and identify ways in which a balanced budget can be achieved, and that these activities will form part of the MTFP Council report in February 2023.

REASONS FOR DECISIONS

1. This report presents an updated assessment of the Council's forecast outturn for 2022/23 and the progress made, in addressing the deficit in year.
2. This report also sets out the context of the financial environment for the medium-term and represents the Council's first phase of its draft budget and MTFP setting proposals for 2023/24 to 2026/27. It is acknowledged that further work is required to produce a balanced

position for 2023/24 and for the subsequent financial years of the MTFP.

74 **HRA RENT AND SERVICE CHARGE SETTING 2023/24**

The Service Director for Housing presented a report to seek approval for proposed increases to housing rents and service charges for 2023/24.

Social housing rents were usually set according to the Government's National Social Rent Policy and the Welfare Reform and Work Act 2016. The latest National Social Rent Policy, which came into effect from 1st April 2020, provided for rents to increase by up to CPI plus 1%, each financial year until 1 April 2024. Based on the latest Consumer Price Index (CPI) i.e. 10.1%, (as at September 2022), the maximum rent increase for the financial year 2023/24 should be 11.1%.

Due to the high rate of inflation the Government had conducted a consultation on rent increases with all Registered Providers, which closed on 12 October 2022. This asked for comment on the effects on social housing business plans of either a 3%, 5% or 7% ceiling on rent increases for 2023-24. On 17 November 2022, the Chancellor of the Exchequer announced in the Autumn Statement that social housing rents, would have a ceiling of a 7% rise for 2023-24.

The effect of the Government's direction meant that in Chesterfield an average social rent in 2023/24 would increase to £88.77 per week and an average affordable rent to £109.43 per week.

The Service Director referenced Appendix 1 of her report, where full details of the proposed increases in service charges for 2023/24 were provided. This set out increases to heating charges, garage rents, garage site rents, the garden assistance scheme, water charges, community room charges and warden services.

***RESOLVED**

1. That individual social rents for 2023/24 for current general needs tenants be set based on the current national social rent policy, giving a rent increase of 7.0% with effect from 3 April 2023.

2. That in 2023/24 and onwards a social rent property is re-let to a new or transferring tenant the rent level be increased to the target rent for that property. Target rents are to increase by 11.1%.
3. That individual social rents for 2023/24 for current sheltered housing scheme tenants be set based on the current national social rent policy, giving a rent increase of 11.1% with effect from 3 April 2023. This increase will also apply to new and transferring tenants.
4. That individual affordable rents for 2023/24 be set based on the current national social rent policy, giving a cash rent increase of 7.0% with effect from 3 April 2023.
5. That where an affordable rent property is re-let to a new or transferring tenant in 2023/24 and onwards, the rent level be set by reference to 80% of the market rent (including service charges where applicable) for a similar property at the time of letting or the formula rent for the property, which is greater.
6. That the principle of putting the true costs of delivering services onto tenants be approved and therefore, service charges should be increased to ensure services break even. It is recommended that the service charges be increased as set out in Appendix 1 Housing Revenue Account Service Charges 2023/24 of the officer's report.

REASONS FOR DECISIONS

1. To enable the Council to set the level of council house rents in accordance with Government guidelines and the Rent Standard.
2. To enable the Council to set service charges for 2023/24 and ensure the cost of delivering services continues to break even.
3. To contribute to the Council's corporate priority 'to improve the quality of life for local people'.

This page is intentionally left blank

CABINET**Tuesday, 7th February, 2023**

Present:-

Councillor P Gilby (Chair)

Councillors	Blank	Councillors	Holmes
	D Collins		Sarvent
	J Innes		Serjeant
	Ludlow		Mannion-Brunt

Non-voting Members
P Innes

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

84 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

85 **MINUTES**

RESOLVED –

That the minutes of the meetings of Cabinet held on 17 January and 24 January 2023 be approved as a correct record and signed by the Chair.

86 **FORWARD PLAN**

The Forward Plan for the four month period March, 2023 to June, 2023 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

87 GROWTH STRATEGY

The Senior Economic Development Officer presented a report seeking Cabinet approval to recommend the Chesterfield Growth Strategy, for the period 2023 through 2027, to Full Council for adoption and publication.

The overall aim of the Growth Strategy, (as detailed in Appendix 1 of the officer's report), was to provide a framework for action in support of the Council Plan priorities of making Chesterfield a thriving borough and improving the quality of life for local people.

A detailed assessment of the current standing of Chesterfield's economy had been completed to underpin the development of the new Growth Strategy, and this assessment was attached as Appendix 2 of the officer's report.

The Growth Strategy identified both the challenges that needed to be addressed and the opportunities that were available to secure the town's and the borough's economic growth.

The challenges included a sector bias towards lower-value, lower-skill and lower-wage employment, changing patterns of consumer and retailer behaviour impacting on the viability of town centres, and the legacy impact of industrial restructuring with high levels of deprivation in some of Chesterfield's communities.

There were however, a range of opportunities on the immediate horizon including, significant place making investment in Chesterfield and Staveley town centres aimed at attracting more visitors and repeat footfall, delivery of the wider Chesterfield Railway Station masterplan to create a new residential and vibrant gateway to the town, comprehensive regeneration plans for the Staveley Growth Corridor, and promotion of Chesterfield's affordable quality of life offer to attract more entrepreneurs to the town and borough.

Three over-arching principles would guide the delivery of the new Growth Strategy;

- Higher-value Growth
- Inclusive Growth
- Environmentally Sustainable Growth

There were also five interlinked objectives;

- To help businesses to grow and secure new business investment in the borough
- To build a competitive place infrastructure that accelerated employment and housing growth
- To strengthen the distinctive character and vibrancy of the town centres
- To develop Chesterfield's role as a visitor destination and a base for exploring the surrounding area
- To ensure local people have the right skills to support progression in the labour market and benefit from future employment opportunities

The Growth Strategy also included a number of headline targets to be achieved by 2030;

- Increasing the number of jobs by 4% (2,000 additional jobs)
- Increasing the number of businesses by 12% (400 additional businesses)
- Increasing the number of higher-value businesses by 15% (100 additional businesses)
- Reducing the town centre vacancy rate to below 10% (the rate currently stands at 13.2%)
- Maintaining the 16-64 claimant count unemployment rate below the national average (the Chesterfield rate currently stands at 3.2% compared to 3.6% nationally)

***RESOLVED**

1. That Cabinet recommend to Full Council approval of the Chesterfield Growth Strategy for the period 2023 through 2027.

2. That authority be delegated to the Chief Executive, in consultation with the Council Leader and Cabinet Member for Economic Growth, to make any changes to the Chesterfield Growth Strategy for the period 2023 through 2027.

REASON FOR DECISIONS

To secure the adoption of the Chesterfield Growth Strategy 2023-27.

88 EXCLUSION OF THE PUBLIC

RESOLVED –

That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 – as they contained information relating to financial and business affairs.

89 STEPHENSON MEMORIAL HALL PROJECT

The Arts and Venues Manager presented a report seeking Cabinet approval for the appointment of the principal contractor for the Stephenson Memorial Hall project.

The aim was to develop the Stephenson Memorial Hall as an integrated cultural venue, and extend the life of one of Chesterfield's most important heritage assets.

It had also been agreed that the principal contractor would be responsible for the proposed public realm improvements on Corporation Street, which were to be separately funded through the Levelling Up Fund. The agreed budget for these works was £1,501,763.

The pre-tender estimate had indicated a revised capital cost for the Stephenson Memorial Hall project of £18,746,177. The cost was £1,593,217 higher than that reported to and agreed by Cabinet and

Council in December 2021. A summary of the pre-tender estimate was provided in Appendix 1 of the officer's report.

The council's project team had since been working on ways to reduce the cost of the project to bring it back within the original budget of £17,152,960 whilst also maintaining sufficient contingency to deal with unforeseen issues.

The principal contractor was to be procured via the Pagabo Refit and Refurbishment framework. Following an expression of interest stage in September 2022, the first formal stage of the procurement process had commenced in November 2022.

The council had only received one tender (part of which was included at Appendix 2 of the officer's report). The tender had been evaluated by a panel consisting of council officers, a representative of Pagabo, the project architect and principal designer, and the project's managers.

The financial submission had been separately reviewed by the project's quantity surveyors. A summary of their comments was attached in Appendix 3 of the officer's report.

The afore-mentioned panel had recommended the appointment of G F Tomlinson Building Limited as the preferred principal contractor for the Stephenson Memorial Hall project, and the Pagabo tender report was detailed in Appendix 4 of the officer's report.

G F Tomlinson Building Limited Ltd had indicated that, subject to completion of the contract and agreement of the final tender price, the company would be able to mobilise in four weeks. The plan was for the principal contractor to start on site in June 2023, and complete the project by June 2025.

***RESOLVED**

1. That G F Tomlinson Building Limited be appointed as the preferred principal contractor for the Stephenson Memorial Hall project and delivery of the public realm work in Corporation Street.
2. That approval of the final financial business case be delegated to the Service Director for Finance, in consultation with the Deputy

Leader and Chief Executive, to ensure the project demonstrates a positive return on investment, when compared with the do-nothing option, and provides value for money.

3. That G F Tomlinson Building Limited be appointed as the principal contractor to deliver the construction works, subject to the sign-off of the final financial business case, the satisfactory completion of the pre-construction services agreement, and the final cost estimates falling within the agreed budget.
4. That the Theatre Lane Car Park be closed to the public, to enable it to be used as a compound for the principal contractor for the duration of the construction works.

REASON FOR DECISIONS

To ensure the principal contractor is appointed as soon as possible so that the Stephenson Memorial Hall project proceeds to time, and the building is restored and refurbished so that it can be enjoyed by the residents of and visitors to Chesterfield for many years to come.

CABINET**Tuesday, 21st February, 2023**

Present:-

Councillor P Gilby (Chair)

Councillors Blank
J Innes
LudlowCouncillors Holmes
Sarvent
Serjeant
Mannion-BruntNon-voting P Innes
Members

*Matters dealt with under the Delegation Scheme

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

A declaration of interest with regards to agenda item 5 was declared by Councillor Ludlow.

91 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D Collins.

92 MINUTES

The minutes of the meeting of the Cabinet held on Tuesday 7 February would be available for members to approve at the next scheduled meeting of the Cabinet, on Tuesday 21 February.

93 FORWARD PLAN

The Forward Plan for the four-month period March, 2023 to June, 2023 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

94 STAVELEY TOWN COUNCIL - FINANCIAL RESCUE PACKAGE

The Leader of the Council presented a report to enable Cabinet members to consider whether Chesterfield Borough Council should provide a financial rescue package to Staveley Town Council to enable its staff to be paid, its debts to be cleared and some services to be delivered to Staveley households who make annual council tax payments in good faith to Staveley Town Council.

***RESOLVED –**

That it be recommended to full Council;

1. That the Heads of Terms that have been developed by Chesterfield Borough Council as the basis of the financial rescue package for Staveley Town Council be approved.
2. That it be noted that the final decision, on whether Staveley Town Council can borrow money from Chesterfield Borough Council rests with the Secretary of State for the Department for Levelling Up, Housing and Communities.
3. That, subject to the Secretary of State's approval, authority be delegated to the Leader of the Council and Chief Executive to make any final minor adjustments to the Heads of Terms and to sign the financial rescue package on behalf of Chesterfield Borough Council.
4. That authority be delegated to the Chief Executive in consultation with the Leader of the Council and in conjunction with the Service Director – Finance and the Property, Procurement and Contracts Law Manager to finalise the terms of the loan agreement between Chesterfield Borough Council and Staveley Town Council.
5. That the Chief Executive and Service Director - Finance update the Council's Cabinet at appropriate intervals on Staveley Town Council's compliance with the terms of the financial rescue package; this reporting to be informed by the bi-monthly financial

management report that Staveley Town Council will be required to provide to Chesterfield Borough Council demonstrating that expenditure and income performance is in line with agreed budget estimates / cashflow forecasts.

REASONS FOR DECISIONS

1. Without the facility of a loan the only option available to Staveley Town Council to raise the funds they need to pay staff and creditors and deliver some services would be to massively increase their precept i.e., council tax demand. This is not a desirable outcome given the current economic climate and cost of living challenges faced by Staveley households.
2. Without the facility of a loan (and assuming Staveley Town Council is not minded to massively increase its precept), Staveley Town Council would sit in a state of dormancy for the foreseeable future. It cannot be disestablished other than pursuant to a community governance review.
3. Staveley Town Council's staff need to be paid and the deductions made from their wages passported through to HMRC and the Derbyshire Pension Fund; local companies need to be paid for the services and supplies they have provided to Staveley Town Council; the business tenants of Staveley Hall need a reliable landlord to support their needs; and Staveley households merit the delivery of some services in exchange for the council tax they pay each year to Staveley Town Council.

95

COUNCIL PLAN 2023-2027

The Service Director – Corporate presented a report to enable Cabinet members to consider the council's new Council Plan 2023 – 2027 which sets out our vision, priorities, and key deliverables for the next four years. The report also referenced the Performance Management Framework that would be deployed to ensure delivery remained on track.

***RESOLVED –**

That it be recommended to full Council;

1. That the Council Plan 2023 – 2027 be approved.
2. That the Performance Management Framework for 2023 – 2027 be approved.
3. That authority be delegated to the Deputy Leader to approve minor changes to aid operational effectiveness and drafting and design changes to improve the readability and accessibility of the Council Plan.

REASON FOR DECISIONS

To provide the Council with a clear statement of its strategic priorities for 2023 – 2027 and to support delivery via the updated Performance Management Framework.

96 GENERAL FUND CAPITAL PROGRAMME 2023/24

The Group Financial Accountant presented a enable Cabinet members to consider the General Fund Capital Programme for the financial year 2023/24.

The report set out the draft General Fund Capital Programme, incorporating capital expenditure and financing arrangements for the financial years 2022/23 through 2026/27. The Capital Programme gave effect to the council's Capital Strategy and presented, in financial terms, the Council's plan for investment in new buildings and infrastructure and in the improvement of existing capital assets.

Full details of the General Fund Capital Programme were shown in Appendix A of the officer's report.

***RESOLVED –**

That the updated General Fund Capital Programme expenditure and financing be recommended to full Council for approval.

REASON FOR DECISION

To keep Members informed about the council's current General Fund Capital Programme expenditure and financing.

97 **BUDGET AND MEDIUM TERM FINANCIAL PLAN 2023/24**

The Service Director – Finance presented a report for Cabinet to consider the General Fund revenue budget report for the financial year 2023/24 and make recommendations to full Council on the budget allocations and Council Tax level.

The report covered the General Fund revenue budget, one of a suite of budget reports which together make up the Medium-Term Financial Plan (MTFP). The General Fund revenue budget included details of the council's planned expenditure, financed from Council Tax, Business Rates, government grants and fees and charges.

The first draft of the General Fund revenue budget was presented to Cabinet on 24 January 2023. This evidenced a balanced budget for 2023/24 assuming the use of reserves, with gaps of £1.876m in 2024/25, rising to £2.810m in 2026/27.

The latest draft identified net increases in cost pressures of £245k in 2023/24 and £232k in future years, and these were included within Table 1 of the Service Director's report.

The first draft had also set out several new savings and efficiency proposals to address the budget gaps. These had been costed at £1.035m for 2023/24, with a residual impact of £981k in 2025/26. The achievement of these savings would be subject to the appropriate decision making and consultation processes. The new savings and efficiency proposals were detailed in Table 2 of the Service Director's report.

Table 4 (in the Director's report) set out the final budget position, showing the movements (increases and decreases) from the original budget estimates, within the existing MTFP, as approved in February 2022. Given the scale of the financial challenges the Council was facing, it was recommended that £1.000m of the budget risk reserve be used to smooth the gap in 2023/24.

***RESOLVED –**

That it be recommended to full Council;

1. That the forecast outturn for 2022/23 which presents a deficit for the year of £470k to period 9 be noted.
2. That the overall revenue budget for 2023/24 be approved.
3. That the use of £1m from the Budget Risk Reserve to balance the 2023/24 budget be approved.
4. That the 2023/24 Council Tax Requirement and financing be approved.
5. That the increase in the Council's share of Council Tax for properties in each band, a 2.99% increase for a Band 'D' property in 2023/24 to £185.27, be approved.
6. That the Local Council Tax Support scheme which remains unchanged for 2023/24 be approved.
7. That the Collection Fund and the Tax Base forecasts be noted.
8. That the financial projections in the Medium-Term Financial Plan (MTFP) for 2024/25 to 2026/27 be noted.
9. That the estimates of reserves including maintaining the General Working Balance at £1.5m be approved.
10. That the budget risks and sensitivity analysis and the Chief Finance Officer's assurances be noted.

REASON FOR DECISIONS

For the Council to meet the statutory requirements relating to setting the General Fund revenue budget and the level of Council Tax for 2023/24.

The Business Transformation Policy Officer presented a report to enable Cabinet members to consider the council's new Climate Change Strategy for 2023 – 2030 and the Climate Change Year 1 Delivery Plan.

The Climate Change Strategy 2023 - 2030 was detailed in Appendix 1 of the officer's report. The strategy would be supported by a Delivery Plan, which would be reviewed and updated annually in consultation with the Deputy Leader of the Council. The Year 1 Delivery Plan was detailed in Appendix 2 of the officer's report.

In helping to reshape the new Climate Change Strategy, the council had undertaken public consultation with key stakeholders and the wider community. The outcomes generally endorsed the Council's approach, with full details shown in Appendix 3 of the officer's report.

***RESOLVED –**

That it be recommended to full Council;

1. That the Climate Change Strategy for 2023 – 2030 be approved for adoption and implementation.
2. That the accompanying Climate Change Delivery Plan, which details the year one activities (2023 – 2024), be approved for adoption and implementation.
3. That Cabinet be authorised to approve annual updates to the Climate Change Delivery Plan.
4. That authority be delegated to the Service Director – Corporate, in consultation with the Deputy Leader, to make amendments to the Climate Change Delivery Plan working document between the formal review periods to enable operational effectiveness.
5. That the Corporate Climate Change budget, as set out in section 6.0 of the officer's report, and in line with the proposals set out within the Medium Term Financial Plan, be approved.

REASONS FOR DECISIONS

1. In July 2019, Chesterfield Borough Council declared a Climate Emergency. As part of the declaration, CBC made a commitment to become a carbon neutral organisation by 2030 and to support the wider borough to become carbon neutral by 2050.
2. The Council's initial Climate Change Action Plan (2019-23) had largely been implemented. The proposed Climate Change Strategy 2023-2030 would provide a framework for the Council to reach its corporate commitment to becoming carbon neutral by 2030, and take early steps to support the wider Borough to reach carbon neutrality by 2050 as required by government.

99 **CIVIC ARRANGEMENTS 2023/24**

The Cabinet Member for Governance presented a report to enable Cabinet members to consider the appointments of Mayor and Deputy Mayor for the civic year 2023/24 and arrangements for the associated civic events, namely the Annual Civic Service and Parade and Mayoral Reception.

***RESOLVED –**

That it be recommended to full Council;

1. That Councillor Mick Brady be invited to become Mayor of the Borough for 2023/24.
2. That Councillor Howard Borrell be invited to become Deputy Mayor of the Borough for 2023/24.
3. That it be noted that the Annual Council meeting will be held on Wednesday 17 May 2023, followed by a civic reception.
4. That it be noted that the Annual Civic Service and Parade will be held on Saturday 20 May 2023.

REASON FOR DECISIONS

To enable the Council to confirm the civic arrangements for 2023/24.

100 HRA BUDGET 2023/24

The Service Director - Finance presented a report for Cabinet to consider the forecast outturn for the Housing Revenue Account (HRA) for the current financial year, 2022/23, the draft budget for 2023/24 and the Medium-Term Financial Plan (MTFP) for the years 2023/24 through 2026/27.

Table 1 in the Service Director's report summarised the forecast outturn for 2022/23 against the original budget.

The financial strategy for the HRA was to deliver a balanced and sustainable budget which was self-financing over a 40-year horizon, and which reflected both tenant's rights to a decent home and a responsive and progressive housing service and the council's vision and priorities for its communities.

The HRA was not permitted to run in a deficit position and risks would continue to be identified and managed effectively. A minimum balance of £3.4m was maintained to deal with exceptional events.

Table 2 in the Service Director's report summarised the budget estimates for 2023/24 and compared the movements to the original estimates for 2022/23. The MTFP to 2027/28 was attached at Appendix 1 and evidenced the council's ability to maintain a working balance, over and above the minimum of £3.4m, in all financial years.

There was a requirement for the HRA Business Plan to forecast expenditure and income over a 30-year period (for Chesterfield we choose to do this over a 40-year period). The Business Plan provided a financial assessment of the viability and affordability of the council's vision and ambitions for social housing in Chesterfield. The Business Plan was kept under review as part of ongoing budget monitoring and would undergo a significant overhaul when the full impact of the 2022 council housing stock condition survey had been reviewed and understood.

***RESOLVED –**

That it be recommended to full Council;

1. That the forecast outturn for the Housing Revenue Account in the current financial year, 2022/23 be noted.
2. That the draft estimates for the Housing Revenue Account for 2023/24 and future years be approved.
3. That authority be delegated to the Service Director – Housing, in consultation with the Cabinet Member for Housing and the Service Director – Finance, to spend the one-off funding provision of £500,000 to progress service transformation projects, spend to save initiatives and respond to possible in-year changes in legislation and/or national housing policy to ensure that the council continues to meet statutory obligations and has a housing offer which is fit for purpose.

REASONS FOR DECISIONS

1. This report presents an updated assessment of the Council's Housing Revenue Account forecast outturn for 2022/23 and the progress in addressing in year financial challenges.
2. The report also sets out the financial challenges for 2023/24 and for the medium term and presents a balanced Housing Revenue Account for recommendation to full Council.

101 HRA CAPITAL PROGRAMME 2023/24

The Service Director - Housing presented a report to enable Cabinet members to consider the Housing Revenue Account (HRA) Capital Programme for 2023/24 and the indicative Capital Programmes for 2024/25 through 2027/28.

The 2022/23 Programme had been revised to reflect the delayed start of a major new build scheme at Staveley, due to the Covid pandemic and the main contractor going into liquidation. The delayed works had been incorporated into the 2023/24 Programme, which was detailed in Appendix 1 of the Director's report.

The proposed 2023/24 programme had been designed to ensure that 100% of the council's housing stock met the Decent Homes Standards.

It was reported that the 2022 Council Housing Stock Condition Survey, carried out by Savills, had identified that the condition of the housing stock had improved since the previous survey in 2017. The results would be used to update the Programmes for 2023/24 through 2027/28.

***RESOLVED –**

That it be recommended to full Council;

1. That the Housing (Public Sector) revised Capital Programme for 2022/23 be approved.
2. That the Housing (Public Sector) Capital Programme for 2023/24 be approved and its procurement, as necessary, be authorised.
3. That the Housing (Public Sector) Capital Programmes for 2024/25 to 2027/28 be provisionally approved.
4. That authority be delegated to the Service Director – Housing, in consultation with the Cabinet Member for Housing and the Service Director – Finance, to vire between programmes and budgets as necessary, to manage and deliver the Capital Programme for 2023/24 as set out in the report.

REASON FOR DECISIONS

The Council as a social landlord has a legal duty to ensure that all its properties are fully compliant and maintained to Decent Homes standards.

This page is intentionally left blank

CABINET**Tuesday, 14th March, 2023**

Present:-

Councillor P Gilby (Chair)

Councillors Blank
Holmes
J InnesCouncillors P Innes
Mannion-Brunt
Sarvent

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

103 APOLOGIES FOR ABSENCE

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

104 MINUTES**RESOLVED –**

That the minutes of the meetings of Cabinet held on 7 February and 21 February 2023 be approved as a correct record and signed by the Chair.

105 FORWARD PLAN

The Forward Plan for the four month period April, 2023 to July, 2023 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

106 COUNCIL PLAN DELIVERY PLAN 2023/24

The Service Director – Corporate presented a report to Cabinet seeking approval of the Council Plan Delivery Plan 2023/24, which set out the key milestones and measures for progressing year 1 of the Council Plan 2023 through 2027.

The Council Plan was approved at Full Council on 22 February 2023 and defined the Council's key priorities, objectives and commitments over the next four-year period. The Council Plan Delivery Plan for 2023/24 was attached at Appendix 1 of the Director's report.

***RESOLVED –**

1. That the Council Plan Delivery Plan for 2023/24 be approved.
2. That authority be delegated to the Service Director – Corporate, in consultation with the Deputy Leader, to make amendments to the Delivery Plan should risk assessments, legislation and guidance changes impact on planned activity and operational effectiveness.

REASON FOR DECISIONS

To provide a clear statement of the delivery milestones and measures required to maintain progress on our Council Plan 2023-2027.

107 RISK MANAGEMENT STRATEGY 2023-2027

The Service Director – Corporate presented a report to Cabinet seeking approval for the adoption and implementation of the Council's Risk Management Strategy 2023 through 2027 and to note the latest version of the Strategic Risk Register summary.

The Risk Management Strategy for 2023 through 2027 was attached at Appendix 1 and was a framework for the effective and systematic management of risk by;

- Supporting the achievement of the Council's vision and priorities
- Providing a consistent approach to managing risk

- Establishing and embedding effective risk management processes to inform good decision making and business planning
- Protecting the Council and our communities from known, foreseeable and anticipated risks

The Strategic Risk Register summary was attached at Appendix 2 of the Directors' report and gave an overview of the Council's key strategic risks. It was noted that the strategic risk register was a live document and would be regularly updated throughout the year.

***RESOLVED –**

1. That the Risk Management Strategy 2023-2027 be recommended by Cabinet to full Council for approval.
2. That the Strategic Risk Register summary be noted and that the Strategic Risk Register remains a 'live' document and is updated regularly via the Corporate Risk Management Group.

REASON FOR DECISIONS

To ensure the Council maintains an approved framework for the effective and systematic management of risk.

108 EQUALITY AND DIVERSITY STRATEGY 2023 – 2027

The Service Director – Corporate presented a report seeking approval of the Council's Equality and Diversity Strategy 2023 through 2027.

The updated Equality and Diversity Strategy outlined our corporate equality objectives for the next four years, and how we planned to achieve them. The Strategy was attached at Appendix 1 of the Director's report.

The Chesterfield Equality and Diversity Forum members were involved in the development of the equality objectives contained within the strategy. Feedback was sought and the strategy was promoted via CBC social media, the CBC website and aspire, with background information and links to an online survey being made available. A copy of the feedback report was contained within Appendix 2 of the Director's report.

The draft strategy and survey report had also been shared with staff union representatives.

***RESOLVED –**

1. That the draft Equality and Diversity Strategy 2023-2027 be recommended by Cabinet to full Council for approval.
2. That authority be delegated to the Service Director – Corporate, in consultation with the Cabinet Member for Governance, to make amendments to the Equality and Diversity Strategy and Action Plan between the formal review periods should legislation, guidance and partnership changes impact on planned activity and operational effectiveness.

REASON FOR DECISIONS

The current Equality and Diversity Strategy is now due to be updated. This update will ensure that the Strategy reflects our current understanding of the needs of our local communities. The new Strategy is proposed to cover the next four years, bringing it in line with the priorities within the Council Plan 2023-27.

109 PARKS AND PLAY 5 YEAR DELIVERY PLAN

The Service Director – Leisure, Culture and Community Wellbeing presented a report to Cabinet to seek approval of the Play, Parks and Open Space 5-year delivery plan, 2023/24 through 2027/28.

The cabinet paper recommending approval of both the parks and open space and play strategies included the recommendation that a 5-year costed delivery plan be developed. The key themes that set the delivery context for the strategy and which had informed the development of the delivery plan were;

- Using a clear approach for investment in parks and open spaces
- Using our resources effectively and sustainably
- Increasing the use of our parks and open spaces
- Engaging with our communities and partners

A review of all play and parks and open spaces, which was undertaken to inform prioritisation, was shown in Appendix 1 of the Director's report. To help inform the Borough wide impact of this delivery plan, a Borough map, reflecting areas of activity, had been developed to capture the spaces covered within this plan using the new ward boundaries. This was detailed in Appendix 2 of the Director's report.

The key infrastructure investment programme had theme areas, namely:

- Play space investment – direct investment in play spaces
- Open space quality investment – direct investment to enable the growth of Green Flag sites across the Borough
- Open space infrastructure – direct investment to enhance infrastructure within parks / open space

The key infrastructure investment programme would seek to deliver £1,328,000 of investment and the delivery plan was costed with each project having been fully scoped in terms of anticipated cost of delivery. A full breakdown of the anticipated funding envelope for the key infrastructure investment projects was detailed in Appendix 5 of the Director's report.

***RESOLVED –**

1. That the new Play, Parks and Open Space 5-year delivery plan, 2023/24 – 2027/28 be approved and adopted.
2. That authority be delegated to the Service Director – Leisure, Culture and Community Wellbeing, in consultation with the Cabinet Member for Health and Wellbeing and the Service Director - Finance, to approve project business cases to enable the timely delivery of the projects set out within the 5-year delivery plan.

REASONS FOR DECISIONS

1. It is a priority for the Council to have modern and relevant play, parks and open spaces that reflect needs assessments, the latest evidence base and national, regional and local initiatives. This delivery plan will enable the Council to strategically plan and prioritise resources across the Borough, and to work appropriately

with developers and other stakeholders in accordance with both the Parks and Open Space Strategy and the Play Strategy.

2. The delivery plan will enable the effective management of our play, parks and open spaces and will continue to support the Borough in being a great destination, and a healthy and active place to live and work.

110 SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY

The Service Director – Corporate presented a report to Cabinet seeking the approval of the council’s updated safeguarding policy and procedures.

Since 2019/20 the Derbyshire districts safeguarding group had undertaken a range of joint activities to improve standards and response to safeguarding issues and provide a stronger, united voice for districts on the two boards.

The new policy was attached at Appendix 1 of the Director’s report and outlined the responsibilities of the Council and sought to ensure that an overarching approach to safeguarding was embedded within all our services. The policy and procedures provided clear definitions and principles for safeguarding activity and considered important issues such as confidentiality, information sharing, the legislative framework and employment issues.

***RESOLVED –**

1. That the revised safeguarding policy and procedures be approved.
2. That authority be delegated to the Service Director - Corporate, in consultation with the Cabinet Member for Health and Wellbeing, to approve essential amendments between review periods.

REASONS FOR DECISIONS

1. To effectively safeguard and promote the welfare of children and vulnerable adults within our borough and meet our legislative and partnership responsibilities.

2. To enable the policy and procedures to be regularly updated to take account of learning from serious case reviews, enquiries and legislative changes in between formal review periods.

111 **MODERN SLAVERY STATEMENT**

The Service Director – Corporate presented a report to Cabinet seeking the approval of the council’s modern slavery statement for 2023/24.

The Modern Slavery Act 2015 consolidated various offences relating to human trafficking and slavery. Section 52 of the Act imposed a duty on public authorities, including district councils, to notify the Secretary of State (via the National Crime Agency) of suspected victims of slavery or human trafficking. Section 54 of the Act imposed a legal duty on organisations, which supply goods and/or services from or to the UK and have a global turnover above £36 million, to publish a slavery and human trafficking statement each financial year.

The modern slavery statement for 2023/24 was attached at Appendix 1 of the Director’s report and would be reviewed annually and published on the council’s website.

***RESOLVED –**

That the Chesterfield Borough Council modern slavery statement be approved for 2023/24.

REASON FOR DECISION

To demonstrate and strengthen our commitment to prevent and reduce the impact of modern slavery.

112 **COMMUNITY INFRASTRUCTURE LEVY (CIL) EXPENDITURE**

The Strategic Planning and Key Sites Manager presented a report to Cabinet seeking approval of the funding awards for the strategic element of the Community Infrastructure Levy (CIL) expenditure, from bids received in 2022, as detailed in Appendix 2 of the officer’s report.

The CIL Regulations set out the overall breakdown for how monies collected from the CIL were to be distributed. This was illustrated in the table in the officer's report.

The infrastructure list (shown in Appendix 1 of the officer's report) set out the types of infrastructure which CIL could be spent on. The Infrastructure List was published annually in the Infrastructure Funding Statement (IFS).

Bids for funding for the 2022 CIL expenditure round were invited in Autumn 2022 from stakeholders who were identified as being in a position to submit projects which would qualify for strategic expenditure. Five bids were received and had been assessed in accordance with the procedure set out in the CIL Expenditure Strategy. A summary of the assessment and officer recommendations was provided in Appendix 2 of the officer's report.

To support progress in year one of this delivery programme the report recommended confirming funding four projects to be undertaken during 2023/24 totalling £62,000K from the next round of CIL funding, subject to delegated authority to assess detailed bids.

Approval by cabinet of funding awards for the 2022 round of CIL expenditure would enable the process to commence for the 2023 round, with a view that funding awards were made this calendar year. The intended annual funding cycle, for 2024 and future years, was set out in the table in the officer's report.

***RESOLVED –**

1. That the progress report on the council's approach to managing the Chesterfield Community Infrastructure Levy (CIL) be noted.
2. That the awards for strategic CIL funding from the 2022 bidding round, is set out and recommended within Appendix 2 of the officer's report be approved.
3. That an indicative allocation of CIL funding from the 2023 bidding round be approved in principle, to support the Year 1 play, parks and open spaces delivery plan, and that authority be delegated to the Service Director - Economic Growth, in consultation with the

Cabinet Member for Economic Growth, to approve the advanced addition plays, parks and open spaces projects within the 2023 CIL programme, subject to the projects meeting the CIL assessment criteria.

REASON FOR DECISION

To ensure that CIL expenditure takes place in accordance with the CIL Expenditure Strategy to ensure that CIL investment supports planned growth and sustainable development and Chesterfield's continued vitality.

This page is intentionally left blank

JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE

Tuesday, 24th January, 2023

Present:-

Councillor P Gilby (Chair)

Councillors	Blank	Councillors	Ludlow
	Davenport		Mannion-Brunt
	Holmes		Sarvent
	J Innes		Serjeant
	P Innes		Simmons
	T Murphy		D Collins
	K Falconer		

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

6 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Brittain.

7 MINUTES

RESOLVED –

That the minutes of the meeting of Joint Cabinet and Employment & General Committee held on 21 June, 2022 be approved as a correct record and signed by the Chair.

8 EXCLUSION OF PUBLIC

RESOLVED –

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

9 UK SHARED PROSPERITY FUND INVESTMENT PLAN

The Executive Director presented a report seeking approval to receive Chesterfield's allocation of UK Shared Prosperity Fund, UKSPF, funding and to enable the delivery of activity to proceed as outlined in the Chesterfield UK Shared Prosperity Fund Investment Plan.

The report also sought approval for establishment of the post of Economic Development Programme Monitoring and Administration Officer to support the delivery of the UKSPF and the post of Community Development Worker.

Chesterfield was initially allocated a total of £2.69m for the three-year period 2022/23 through 2024/25. To access the funding, Chesterfield Borough Council had to prepare a detailed Investment Plan, which was submitted to Government by the deadline of 1 August 2022. Government announced approval of the Investment Plan on 5 December 2022. A copy of the Chesterfield UKSPF Investment Plan was attached at Appendix 1 of the officer's report.

Chesterfield Borough Council had now established a Chesterfield UKSPF Partnership Board which was to be chaired by the Leader of the Council. Draft Terms of Reference for the UKSPF Partnership Board had been developed and these were attached in Appendix 2 of the officer's report.

The Council had also established a Chesterfield UKSPF Internal Programme Board whose key tasks would be to oversee project delivery, approvals, project procurement, monitoring and reporting. Draft Terms of Reference for the Internal Programme Board had also been developed and these were attached at Appendix 3 of the officer's report.

The delivery of UKSPF would involve the engagement of existing staff teams within the Council. Staff from economic development, policy and

partnerships, leisure, procurement, legal, finance and communications teams were all represented on the Internal Programme Board.

It was noted that over time, projects might request changes in spend and in delivery of outputs and outcomes. It was therefore recommended that authority be delegated to the Executive Director in consultation with the Leader of the Council and the Service Director for Finance to approve any changes. These changes would have to be in line with the Chesterfield UKSPF Investment Plan.

The report concluded that the Chesterfield UKSPF Investment Plan supported the Council Plan aims of 'making Chesterfield a thriving borough' and 'improving the quality of life for local people'. The priorities set out in the Investment Plan would also complement existing council objectives and enable positive outcomes to be achieved for the borough's communities.

***RESOLVED**

1. That it be recommended to Full Council that
 - Chesterfield Borough Council accept the UKSPF funding allocation of £2,693,257 to deliver activity as outlined in the Chesterfield UKSPF Investment Plan, as set out in the Financial Implications
 - £687,000 of the capital element of the UKSPF be added to the Council's Capital Programme

2. That authority be delegated to the Executive Director, in consultation with the Council Leader and the Section 151 Officer, to approve individual projects to proceed in line with the Chesterfield UKSPF Investment Plan, and on an ongoing basis, approve

changes in project delivery in line with recommendations made by the Internal Programme Board.

3. That the new post of Economic Development Programme Monitoring and Administration Officer, to support the delivery of the UKSPF programme, as set out in paragraph 8.1 of the officer's report, and Community Development Worker, which is part of a proposed project, as set out in paragraph 8.2 of the officer's report be established.

4. That the establishment of the UKSPF Partnership Board be noted.

REASON FOR DECISIONS

To enable effective delivery of the Chesterfield UKSPF programme and to ensure that the outcomes of the programme as outlined in the Chesterfield UKSPF Investment Plan are achieved.

10 TIER 4 MANAGEMENT ARRANGEMENTS

The Executive Director presented a report detailing the activities that had taken place since the directorate leadership teams restructure was approved in July 2021, and setting out proposals to make the fixed-term tier 4 roles that were approved as part of that restructure permanent.

The re-shape of the tier 4 level across the council had led to a reduction in the number of tier 4 posts reporting directly into service directors from 50 to 26. The current tier 4 structure was shown in Appendix 1 of the officer's report.

The original restructure had focussed on addressing a number of key areas where specific capacity issues had been identified which were

affecting the efficiency and effectiveness of service delivery. The key objectives were;

- to strengthen the overall leadership and management of the organisation
- to provide strategic leadership capacity to develop and deliver the Organisational Development Strategy
- to enable the Council to respond to the challenges of the medium term financial plan
- to address specific technical and professional capacity issues

The report set out the benefits of having these posts in place and considered the justification for seeking to make the posts that had been established on a fixed term basis permanent.

Table 1 of the officer's report detailed, for each of the tier 4 posts, the key activities that they had been leading on, in terms of Council plan commitments as well as ICT transformation and organisational development projects. It summarised key achievements and capacity gaps that had been filled, which had provided capacity for service directors to focus on strategic activities. The table also included key reasons why it was considered the roles should be retained and the annual estimated permanent savings that had been, or were in the process of being, delivered since the tier 4 structure had been implemented.

Tables 2 and 3 in the officer's report set out the costs and associated funding requirements associated with making the tier 4 posts, as recommended in the report, permanent.

***RESOLVED**

1. That the key achievements which have been enabled by the tier 4 directorate restructure, in terms of key activities delivered as part of

the Council plan and through the ICT and Organisational Development improvement and efficiency programmes, be noted.

2. That the reasons set out for the permanent retention of the fixed-term posts be noted.

3. That the new structure which makes permanent the tier 4 posts, as set out in paragraphs 4.14 and 4.15 of the officer's report, be approved, and that the Service Directors be authorised to implement the new structure in line with the Council's HR policies and procedures.

4. That it be recommended to Full Council that the following funding proposals be approved subject to the approval, at the same meeting of Full Council of the medium-term financial plan for 2023/24 to 2026/27:
 - The additional ongoing funding of £37,725 from the general fund and £32,767 from the housing revenue account for the part-year costs in 2023/24.

 - The additional ongoing funding of £138,802 from the general fund and £67,334 from the housing revenue account for the full-year costs from 2024/25 onwards.

REASONS FOR DECISIONS

1. The tier 4 restructure, delivered as part of the overall tier 1 to 4 leadership changes, has been very successful and has enabled the

Council to deliver many significant projects and day to day services, through some very challenging times.

2. It is considered that confirmation of the retention of these posts going forward will be important for the stability of the Council in continuing to deliver its services and in meeting the future financial challenges.

11 **REVIEW OF CATERING OPERATIONS**

This agenda item was deferred.

12 **REVIEW OF VISITOR INFORMATION CENTRE OPERATIONS**

The Service Director for Leisure, Culture and Community Wellbeing presented a report seeking approval to reduce the opening hours at the Visitor Information Centre (VIC), which could be achieved with no change to the services offered from the VIC, and with negligible impact on customers using those services.

The proposal had been developed in response to the savings target for 2023/24, which had been agreed as part of the budget setting report for the financial year 2022/23.

It was reported that the VIC provided a range of services for residents and visitors to Chesterfield. These services included the provision of local visitor information and advice, a box office function for the theatres, a retail shop, the issuing of gold cards for concessionary public transport, bus information and timetables, sales of National Express coach tickets and car parking scratch-cards. The current opening times were 10am to 5pm, Monday to Saturday.

To respond to the savings target, the service had sought to review its operational arrangements and consider options focussed on opening hours, rather than reducing or removing the services offered at the VIC.

As a result of these considerations and taking into account the ability to reduce staff hours through changes to temporary contractual arrangements, it was recommended that the VIC's opening hours be changed to 10am to 3.30pm, Monday to Saturday. This would enable a clear communication to be made to customers that the full range of services would continue to be offered 6 days a week, thus minimising any potential negative impacts.

The proposed reduction of 1.5 hours per day in opening times at the VIC would generate savings of approximately £6,750 in February and March 2023, and £40,000 a year from 2023/24. It was proposed that the changes be introduced as soon as practicable.

It was noted that for the six VIC staff on permanent contracts, the number of hours that they were contracted to work would not be directly affected by this proposal, however there would need to be changes to working days and times of shifts. Consultation was underway with staff and the trade unions to agree these new arrangements taking into consideration individual circumstances.

***RESOLVED**

1. That a reduction in the opening hours of the Visitor Information Centre, as set out in paragraph 4.8 of the officer's report, be approved, and the changes be implemented as soon as practicable.
2. That it be noted that there will be no change to the number and range of services offered by the Visitor Information Centre.
3. That the staffing implications associated with implementing the reduced opening hours, as set out in the HR implications section of the report, be noted.

REASON FOR DECISIONS

The proposals have been brought forward to respond to the savings targets for the Visitor Information Centre, that were approved as part of the Council's budget plans in February 2022. With the current challenging in-year position, it is proposed that the changes are implemented as soon as practicable.

This page is intentionally left blank

JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE

Tuesday, 7th February, 2023

Present:-

Councillor P Gilby (Chair)

Councillors Blank
Davenport
Holmes
J Innes
P Innes
T Murphy

Councillors Ludlow
Mannion-Brunt
Sarvent
Serjeant
K Falconer
D Collins

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

14 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Simmons and Brittain.

15 MINUTES

RESOLVED –

That the minutes of the meeting of Joint Cabinet and Employment & General Committee held on 24 January, 2023 be approved as a correct record and signed by the Chair.

16 EXCLUSION OF PUBLIC

RESOLVED –

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

17 **RESTRUCTURE OF REVENUES AND BENEFITS**

The Service Director for Digital, HR and Customer Services presented a report seeking approval to reshape the management and staffing structures for Customers, Revenues and Benefits Services, to enable the staff teams to meet current and forecast workloads and build capacity, capability and resilience.

It was noted that the Services had transferred to in-house delivery following the end of the public, private partnership arrangement with Arvato. And that steps had also been taken to implement an ICT improvement programme to encourage channel shift through providing customers with digital access to Council services alongside the more traditional in person and telephony access routes.

The current and proposed structures were detailed in Appendices A and B of the Service Director's report. The proposed structure showed a reduction of 10.08 FTE staff, which had been enabled by automation and channel shift. Much of this reduction had already been achieved through natural staff turnover within Customers, Revenues and Benefits Services.

It was proposed to implement career grades for certain posts to support staff recruitment and retention and build resilience within the Services through helping employees to visualise their future career development paths.

The Service Director confirmed that any savings arising from the proposed reshape would be accounted for as part of the overall ICT savings target and included in the Council's Medium-Term Financial Plan.

***RESOLVED**

1. That the recommended structures be approved.

2. That the use of 'career grade' posts be approved for implementation within Customers, Revenues and Benefits Services, enabling cross skilling and longer-term employee retention.
3. That authority be delegated to the Service Director for Digital, HR and Customer Services to implement the recommended new structures.
4. That it be approved to vire £51,191 of funding from the Organisational Development function into Customer, Revenues and Benefits Services, to support the channel shift and digital data analysis work which will be undertaken within Customers, Revenues and Benefits Services in the future.

REASON FOR DECISIONS

Reshaping the management and staffing structures within Customers, Revenues and Benefits Services will enable the Council to continue to provide supportive, accessible, and cost-effective front-line services for the borough's residents and businesses whilst also creating the right conditions for recruiting and retaining a quality workforce.

18 COMMUNITY SAFETY CO-ORDINATOR ROLE

The Service Director for Leisure, Culture and Community Wellbeing presented a report seeking approval to establish a new Community Safety Coordinator role within the Community Safety Service.

A recent analysis of demand for service had established the need for additional staff resources to enable the council's Community Safety Service to continue to positively manage Anti-Social Behaviour, contribute to community safety partnership activities, and coordinate enforcement and education interventions.

The new role would be funded through the council's Housing Revenue Account (HRA). This was because a substantial proportion of the new Community Safety Coordinators role would involve interaction with tenants, and investigation of complaints relating to anti-social behaviour on the council's housing estates.

***RESOLVED**

1. That a new Community Safety Coordinator post be approved and introduced within the Council's Community Safety Service.

REASONS FOR DECISION

1. The effective management of community safety issues and anti-social behaviour (ASB) will support the Council to deliver on its priority to make Chesterfield a thriving borough and improve the quality of life for local people.
2. The Council recently introduced a new ASB strategy which incorporates as key principles the merits of problem solving, prevention, early intervention, and proactive engagement. It is important therefore that the Community Safety Service has the capacity and capability to effectively manage demand, both current and future; to maximise the opportunities from internal and external partnering and collaboration, and to support the delivery of the new ASB strategy and the new Council Plan 2023-2027.
3. The new additional Community Safety Co-ordinator role will add critical capacity to the Community Safety Service Team, enabling the staff to intervene at an early stage and tackle community based ASB issues across multiple tenures.

OVERVIEW AND PERFORMANCE SCRUTINY FORUM

Thursday, 17th November, 2022

Present:-

Councillor Flood (Chair)

Councillors Blakemore Borrell Coy Dyke Kelly	Councillors Hollingworth Kellman Kelly Snowdon
--	---

Donna Reddish, Service Director Corporate +
 Katy Marshall, Policy and Partnerships Manager ++
 Councillor Serjeant, Deputy Leader of the Council ++

Attended for Minute No. 31 +
 Attended for Minute No. 33 ++

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

No declarations of interest were received.

30 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Caulfield and Simmons.

31 DEPUTY LEADER - COUNCIL PLAN DELIVERY PLAN 2022/23 HALF-YEAR PERFORMANCE

The Service Director Corporate attended the meeting to provide members with an update on the progress made towards the delivery of the Council Plan Delivery Plan 2022/23 and consider whether there were any areas which required further focus from the Overview and Performance Scrutiny Forum.

The report that was presented showed the progress made on the 36 milestones being tracked during 2022/23. 88% of milestones were said to be progressing well and were expected to be completed during 2022/23. 9% were rated as amber (3 milestones) and were currently behind schedule, and 1 milestone would not be completed during 2022/23 due to procurement challenges.

The 36 milestones were split into three priority areas;

- Making Chesterfield a thriving borough (14 milestones)
- Improving quality of life for local people (14 milestones)
- Provide value for money services (8 milestones)

(These milestones were being tracked and 31 were progressing well and were expected to be completed during 2022/23).

It was noted that barriers/obstacles remained in some areas as there continued to be a lasting legacy from the Covid-19 pandemic on service delivery and Council Plan progress. Demand for many services had also increased due to the cost of living crisis. There were also national and local challenges around recruitment and retention, supply chain and inflationary costs which were impacting on some milestones.

It was concluded that despite the significant challenges and barriers, performance continued to be high across the majority of key milestones and measures. It was also noted that a number of the key activities within the Council Plan Delivery Plan were already planned into the Scrutiny Work Programme for further consideration, for example climate change, ICT and the medium term financial plan.

A member commented on the value for money priority and in particular the broad remit of the asset management plan. The Service Director Corporate explained that this was a complicated strategy which was under development and a new Interim Service Director was now in place to help push this through.

A question was asked about the Holme Hall estates improvements tender and what was going to be done differently to try to generate any submissions. The Service Director Corporate confirmed that a variety of factors had prevented submissions previously such as the current economic climate and the unwillingness to commit to price fixed projects

but lots of work on the specification of the tender was being undertaken by Housing. It was agreed that an update to the committee would be shared detailing the changes to the new tender.

Members commented on the customer service centre call answering times detailed in the report and the importance of directing the calls to the right place as well as reducing call wait times. The Service Director Corporate advised that training was being undertaken to ensure the correct scripting and peak time call management were in place so the right outcome was delivered the first time.

A member also commented on the importance of phone call handling. Whilst the success of MyChesterfield had a positive effect on repairs etc, the current cost of living crisis may affect future contact channels as people may revert to telephone contact if unable to access online services due to costs of mobile phones and broadband.

The Chair thanked the Service Director Corporate for their attendance and the report.

RESOLVED –

That the update be noted.

32 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

RESOLVED –

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following 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.

33 DEPUTY LEADER - CLIMATE CHANGE STRATEGY CONSULTATION

The Deputy Leader of the Council and the Policy and Partnerships Manager attended the meeting to provide members with an update on the CBC Climate Change Strategy and the public engagement on the proposed Climate Change Strategy Themes.

The public consultation was due to run from 14th November to 12th December 2022 to gain public views on the 6 proposed Strategic Themes;

- Buildings and Energy Use
- Travel
- Green Space, land use and offsetting
- Communications, engagement, and training
- Data, monitoring and partnership activity
- Council influence and partnership activity

A questionnaire was to be shared with the public to gain feedback on this draft set of themes.

The Policy and Partnerships Manager then shared more details around which activities could be undertaken in each theme to help reach both the 2030 and 2050 targets. It was noted that this delivery plan was a working document with the aim of providing an annual report on progress.

Members asked if CBC had reached out to the community/local community groups for their input into the Strategic Themes. The Deputy Leader of the Council confirmed that information sharing had been offered to Chesterfield Climate Change Group but no response had been received as yet. Contact had also been made with various organisations including Chesterfield College.

In response to a question about whether paper copies would be available in areas such as schools and doctors surgeries, the Policy and Partnerships Manager confirmed that the Local Democracy work would pick up this theme but the carbon neutral element to leaving paper copies in areas had to be considered.

Members also commented on some primary schools being reluctant to attend Local Democracy events due to transport costs. The Deputy Leader of the Council stated that it was possible utilise digital routes if Town Hall attendance was not possible and a wider consideration could be how to engage older children/teenagers. Members then discussed engagement in schools, where to target and strengthen links and at what age.

A question was asked around the carbon offsetting element of the proposals and the balancing out of how/when to do this. The Policy and Partnerships Manager confirmed that the feasibility of when to do this was being considered.

Members asked questions about the data provided and how the delivery plan would be reported going forwards. The Policy and Partnerships Manager advised that the data had been supplied by the Climate Advisor, a new role to help with Climate Change policy, and it was planned that the next report would go to Cabinet in February 2023.

A member asked for clarification of how vehicle telemetry, as highlighted in the travel theme, would deliver any changes. The Deputy Leader of the Council stated that telemetry would reduce unnecessary travel by ensuring fleet vehicles attend the jobs required in the most efficient order/route.

The Chair thanked the Deputy Leader of the Council and the Policy and Partnerships Manager for attending.

The Chair then advised that a separate virtual scrutiny session was planned for 5th December to review the six themes in working groups and collate ideas and comments prior to the budget meeting on 8th December. The Chair also requested that if any members had further questions that they email these directly to Amanda Clayton, Democratic Services ahead of 5th December so responses can be shared in the session.

RESOLVED –

1. That the update be noted.
2. That a virtual scrutiny working group will take place on Monday 5th December.

34 RE-ADMISSION OF THE PUBLIC

RESOLVED –

That after consideration of an item containing exempt information the public be readmitted to the meeting.

35 FORWARD PLAN

The Forward Plan was reported for information.

RESOLVED –

That the Forward Plan be noted.

36 SCRUTINY MONITORING

The Monitoring Schedule was reported for information.

RESOLVED –

That the Monitoring Schedule be noted.

37 WORK PROGRAMME FOR THE OVERVIEW AND PERFORMANCE SCRUTINY FORUM

The Work Programme was reported.

RESOLVED –

That the Work Programme be noted.

38 OVERVIEW AND SCRUTINY DEVELOPMENTS

An update was shared from Rachel Appleyard regarding the last East Midlands Scrutiny Network meeting on 30th September in the Rutland County Council offices.

The theme was performance management and the key points included;

- what performance management meant for councils/scrutiny
- how information was presented

- innovative ways to display data
- the need for an explanation from relevant officers/experts to provide a broader context to the information and aiding members' understanding of the information being presented.

It was noted that the LGA had a performance management guide for councillors which was available to download from their website.

<https://www.local.gov.uk/publications/performance-management-guide-councillors>

The next meeting was planned for 2nd December at 10am and would be virtual on MS Teams. Ed Hammond from the Centre for Governance and Scrutiny would be attending to provide an update on their work.

RESOLVED –

That the update be noted.

39 MINUTES

The Minutes of the Overview and Performance Scrutiny Forum held on 8 September, 2022 were presented.

RESOLVED –

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

This page is intentionally left blank

OVERVIEW AND PERFORMANCE SCRUTINY FORUM

Thursday, 26th January, 2023

Present:-

Councillor L Collins (Chair)

Councillors Blakemore
Borrell
Coy

Councillors Dyke
Hollingworth
Snowdon

Donna Reddish, Service Director Corporate +
Grant Ilett, Strategic Health, Safety and Risk Manager ++
Councillor Sharon Blank, Cabinet Member for Governance ++

Attended for Minute No. 42 +
Attended for Minute No. 43 ++

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 Catt, Caulfield, Flood, Gilby, Kellman and Serjeant.

42 DEPUTY LEADER - COUNCIL PLAN 2023 - 2027 DEVELOPMENT

The Service Director Corporate presented an update on the development of the 2023 – 2027 Council Plan. The new four year plan, aligned with the Council's medium term financial plan, would define the authority's key priorities. A year one delivery plan and updated Performance Management Framework would facilitate the measurement of success and effective review of performance.

The committee heard that the vision and values of the Council remained unchanged, as did the first two priorities; 'Making Chesterfield a thriving

borough' and 'Improving quality of life for local people'. The third priority was titled 'Building a more resilient Council'.

Work on the plan was ongoing, particularly in terms of data gathering and building the context in which the plan would operate including legislative changes, political activity, the financial climate and complementing the People Plan and Medium Term Financial Plan.

Discussion took place around how success would be measured and whether there were any metrics in place to measure growth. The Service Director Corporate explained that a variety of performance measures will be included in the Council Plan Delivery plan.

Members also asked about areas that the Council is not directly responsible for, such as education and skills and how this could be improved. It was acknowledged that the Council has a major partnership role and has a number of levers which influence this agenda. Examples were given of previous successes, such as working with the University of Derby to establish the Chesterfield St. Helena campus, being an exemplar employer in terms of apprenticeships, becoming the first Apprentice Town, applying for funding to facilitate skills acquisition and being the conduit that brings key stakeholders together.

It was highlighted that the low wages of apprentices is a major barrier to learning, heightened by the cost of living crisis and it was suggested that the Council had a role to play in lobbying the Government. These discussions were already taking place at a regional level and a possible option for members would be to propose a motion to Council on the subject.

A question was asked about how the Council hoped to achieve its aspiration of 'Helping people to be healthier and more active' and the Service Director gave a number of examples;

- Maximising opportunities for active travel as the lead Planning authority
- Being involved in the Walk Derbyshire initiative with Public Health colleagues
- Ensuring the whole leisure estate is accessible to more people
- Building safer communities using the new Anti-Social Behaviour Strategy
- Designing out crime in new developments

RESOLVED –

That the progress in developing the 2023 – 2027 Council Plan be noted.

43 CABINET MEMBER FOR GOVERNANCE - EMERGENCY PLANNING AND BUSINESS CONTINUITY

The Strategic Health, Safety and Risk Manager presented an update to the committee on Emergency Planning (EP) and Business Continuity (BC).

Key Legislation that covered EP and BC activities came into effect after the 11th Sept 2001 terrorist attack. The legislation outlined the Council's statutory duties as a category 1 responder including;

- Risk assessment
- Emergency planning
- Warning and informing the public
- Co-operating with partner agencies
- Sharing information with partner agencies
- Business continuity
- Business continuity promotion

The Council has detailed emergency and business continuity plans in place and these are periodically updated. Service specific business continuity plans were also regularly reviewed.

The Council had a number of emergency structures that would be initiated to effectively manage an emergency or business continuity event. The resource required will be commensurate to the size and scale of the emergency.

The Council continued to have contracted resource and partnership support agreement with Derbyshire County Council (DCC) to deliver key Emergency Planning and Business Continuity functions.

The Council also has dedicated internal resources to support response duties for emergency incidents.

The Council had two senior officers that held emergency planning liaison roles. The Service Director - Corporate and the Strategic Health, Safety and Risk Manager. These two officers worked alongside the DCC Emergency Planning colleagues and the Corporate Leadership Team to respond to an emergency or business continuity event.

The working expectations were outlined within a Service Level Agreement (SLA) between the Council and DCC.

- A new SLA was signed and agreed as of 1st April 2022 covering the next three financial years.
- Consideration of the future health, safety and risk team to help build further resilience for EP/BC resource.

The Committee heard that senior officers of the Council received periodic Emergency Planning and Business Continuity training.

Two examples included:

- The completion of a Resilience Direct training exercise during 2022 by the EPO.
- A winter pressures briefing from DCC - Emergency planning colleagues to the Corporate Leadership Team

The Derbyshire Prepared website (*Derbyshireprepared.org.uk*) remained a key source of emergency planning information for officers, Councillors and the wider community.

The Derbyshire Prepared website included flood advice, events planning guidance, business continuity advice and what to do before, during and after an emergency.

Members heard that the Council was investigating opportunities to improve and promote the signposting of the utility companies' priority services registers for vulnerable customers.

The Covid-19 Emergency Planning/Business Continuity report presented to Overview and Performance Scrutiny Forum in November 2020 outlined how the Coronavirus pandemic had presented an unprecedented risk,

disruption and required significant changes to Council working practices. Urgent work had been carried out during the pandemic to ensure that the Council had arrangements in place to create and maintain safe working environments.

During March 2022 the Council moved from a distinct response phase to 'living with covid' phase in line with and following the end of Government's restrictions and updated public health guidance. The changes in working arrangements came into effect from 7th March 2022.

It was noted that as of 1st April 2022, certain notifiable absences were no longer reportable absences to the Health and Safety Executive (HSE). Therefore, for the ongoing financial year only two coronavirus related absences were on record. Since 1st April 2022 all COVID-19 absences were treated in the same manner as other illnesses, by self-certification rules and fit notes.

The Council maintained generic coronavirus arrangements including: a Council wide risk assessment, workplace guidance and FAQs. All these documents were available for staff and others to access via their line managers and the Council's Aspire intranet.

The national Coronavirus Pandemic public inquiry commenced in 2022. The Council and other local authorities responded to the first request for information in November 2022.

Thanks were noted to the Transformation Programme Manager who was an interim EPLO (Emergency Planning Liaison Officer).

Examples of key EP/BC activities included:

- The Council's Universal Contact List had periodic updates and new versions were issued to officers.
- Business continuity arrangements were reviewed
- The local Flood plan was reviewed and updated
- Control Of Major Accident Hazards Regulations 2015 (COMAH) sites plan reviews were completed
- The Health, Safety and Risk team had provided safety plan review support work covering counter terrorism preparations for several higher risk premises and other significant projects

- The EPO continued to support and advise Safety Advisory Group (SAG) activities

It was highlighted that the only event which met the formal criteria for a Safety Advisory Group was the Chesterfield Fireworks event at Stand Road Park. In addition, the EPO also liaised with other event organisers for events that occurred within the borough.

The core Council representation at SAGs included the service Environmental Health Officers, Licensing, Building Control and Community Safety.

Emergency planning and Business Continuity incidents of note during 2022/23 included:

- Storms Dudley and Eunice in Feb 2022
- Operation London Bridge
- Heavy rain in October and November although no significant flood impacts were reported to the Council

Discussion

Members suggested ways to improve the awareness of the utility providers' vulnerable persons register including a 'Your chesterfield' article and links on the Council's website.

The resilience of the Council's ICT systems was discussed and the plans in place should a cyber- attack occur. The ability of the Council to provide temporary accommodation for residents in the event of an emergency was also considered. It was explained that there were a number of rest centres identified in the Borough for short term respite and beyond this the Homelessness Service would become involved.

The Strategic Health, Safety and Risk Manager outlined the priorities for 2023/24 as;

- Improving team resilience
- Improvement and enhancement of current plans and arrangements
- Working on a number of projects such as public realm works, to highlight Counter terrorism (CT) mitigation and Health and

Safety input to try and design out future emergencies from happening.

- Following the introduction of Protect Duty/ Martyr's Law, undertaking a significant piece of work in terms of security assessments and CT mitigation for public buildings, venues, market areas and parks etc.

44 **FORWARD PLAN**

The Forward Plan was reported for information.

RESOLVED –

That the Forward Plan be noted.

45 **SCRUTINY MONITORING**

The Monitoring Schedule was reported for information.

RESOLVED –

That the Monitoring Schedule be noted.

46 **WORK PROGRAMME FOR THE OVERVIEW AND PERFORMANCE SCRUTINY FORUM**

The Work Programme was reported.

RESOLVED –

That the Work Programme be noted.

47 **OVERVIEW AND SCRUTINY DEVELOPMENTS**

There were no developments to report.

48 **MINUTES**

The Minutes of the Overview and Performance Scrutiny Forum held on 17 November, 2022 were presented.

RESOLVED –

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

**COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY
COMMITTEE**

Thursday, 23rd March, 2023

Present:-

Councillor L Collins (Chair)

Councillors Blakemore
Borrell
Kellman

Councillors Kelly
Wheeldon

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

37 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Fordham and Dyke.

38 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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Act.

**39 CABINET MEMBER FOR HEALTH AND WELLBEING - CRIME AND
DISORDER**

The Head of Community Safety and Regulatory Services presented a report to the Committee with an update on Crime and Disorder as per the council's statutory committee.

The purpose of the report was to provide a short overview as to the development of Community Safety in Chesterfield as well as identifying the current crime and anti-social behaviour (ASB) issues that are impacting on Chesterfield.

It was noted that the capacity of the Chesterfield Borough Council Community Safety team would increase in April 2023 to two full-time community safety coordinators. This increase in capacity would be further enhanced by the UKSPF funding, which the council successfully obtained for 2022 – 2025. This funding would enable the council to retain a seconded enforcement officer for a further two-year period but also through a combination of UKSPF funding, unused resource hours and PCC funding, a further full-time enforcement officer would be recruited in April 2023, increasing the council's community enforcement team to 3 officers.

It was also noted that Derbyshire Constabulary recently undertook a review of their resources which led to an increase in police officers and PCSO's that were dedicated to the safer neighbourhood teams, directly benefiting the town centre and the borough as a whole.

Crime and ASB performance details were highlighted in Table 1 of the officer's report, with key points being highlighted as an overall reduction of 16.9% in ASB in the last 12 months, and a 15.2% reduction in town centre ASB.

Table 4 of the officer's report showed ASB data across the different communities of Chesterfield, and it was proposed that the "Boots on the Ground" project would be extended to the Staveley/Middlecroft area as well as the town centre.

The final tables in the officer's report related to overall crime data recorded in Chesterfield, and which highlighted an overall reduction of 4.7% in recorded crime over the last 12 months.

Key issues were noted as;

- Violent crime and public order offences had increased slightly in the last 12-month period but significant work was now being undertaken in the night-time economy with licensees, security companies, the police and other key stakeholders
- Shoplifting offences has increased slightly in Chesterfield which may largely be due to the cost-of-living crisis
- Acquisitive crime including burglary, robbery and theft from motor vehicle continued to reduce, due to excellent work undertaken by the police and partnership including that police now attend all domestic burglaries

The impact of enforcement staff was currently focused mainly on their individual specialisms, but in order to develop a wider understanding of legislation and enforcement activity across a range of disciplines, it was planned to develop a training programme for enforcement staff, upskilling them in areas such as conflict management, problem solving and investigation techniques, as well as key legislation and best practice in a variety of enforcement. This was expected to be an area for further scrutiny involvement.

The Chair thanked the officer for the report and requested that an invitation be issued for Police representation at the next Crime and Disorder committee, expected in September 2023.

RESOLVED –

That the report be noted.

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

41 **SCRUTINY MONITORING**

The Committee considered the scrutiny recommendations implementation monitoring schedule.

RESOLVED –

That the scrutiny monitoring schedule be noted.

42 FORWARD PLAN

The Committee considered the Forward Plan for the period 1 April 2023 to 31 July 2023.

RESOLVED –

That the Forward Plan be noted.

43 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.

44 MINUTES

The Minutes of the meeting of the Community, Customer and Organisational Scrutiny Committee held on 24 November 2022 were presented.

RESOLVED –

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

This page is intentionally left blank

ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE**Thursday, 1st December, 2022**

Present:-

Councillor Flood (Chair)

Councillors Dyke
CoyCouncillors Hollingworth
Snowdon

Emily Taylor, Democratic and Scrutiny Officer
Amanda Clayton, Democratic and Scrutiny Officer
Jane Davies, Service Director for Housing +
Vanessa Watson, Interim Head of Investment, Assets and Property
Operations +

Attended for Minute No. 30 +

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

No declarations of interest were received.

29 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Brittain.

**30 CABINET MEMBER FOR HOUSING - DECENT HOMES STANDARDS
UPDATE**

The Service Director for Housing presented a report to the Committee on the three topics requested in the work programme.

1. Decent Homes Standards (DHS)
2. Turning around a vacant residential property (voids)
3. The impact of Covid-19 on the backlog of repairs

1. The Decent Homes Standards was a target set by the Government to ensure all homes met the standards of decency. It launched in 2004, with a set timetable that required the council to assess and

improve its housing stock. The DHS arose from the Government's Housing Green Paper – 'Quality and Choice: A Decent Home for All' first published in 2002. It was expected that all stock would attain the appropriate standard by 2010.

Chesterfield Borough Council's target was for 100% of its homes to reach the required level. Currently 99.7% were considered decent. The council hoped to have the percentage back to 100% in 2023. Once the homes were up to the decency standards, the ambition was to excel beyond the legal requirements.

2. During the pandemic, the work on voids had to be put on hold, due to prioritisation of emergency repairs. 278 council homes were empty as of November 2022 and 52 of those were part of a wider refurbishment scheme. The Service Director for Housing explained that;
 - 13 were new voids where no work had commenced
 - 24 were complete and back with the Allocations Team ready for letting
 - 9 needed major structural works
 - 57 awaited electrical and gas works
 - 19 were complete and awaiting cleaning and gas recommissioning
 - 104 were in various stages of inspection with the Voids Team

The most recent annual report to tenants included the performance average for turning round a voids property of 94.7 days.

3. Between March 2020 and June 2021, the Responsive Repairs Team were only able to deliver emergency repairs due to measures put in place to help reduce the spread of Covid-19. By April 2021, the backlog on non-urgent repairs had reached 1,591; as of November 2022, this figure had reduced significantly to 556 awaiting repairs.

Committee members heard how the Housing Service hoped to engage with tenants in the New Year by starting a programme of home visits with tenants to find out more about people's experiences and identify where additional support may be needed.

Discussion:

Repairs;

- Housing Property Services (HPS) had looked to improve the advice given to tenants at the point of reporting repairs, with all call handlers provided with training on the most common repairs.
- A new housing contact list had been circulated to members, along with guidance on how to log complaints and service requests via the online system.
- There were no particular areas or trades where HPS had struggled to recruit new staff.
- The most common repair requests related to damp and mould, electrical faults, heating and hot water, leaks and blockages.

Decent homes

- Once the government had confirmed the new definition of decency, officers would include these in reports, explaining the implications for the HRA Capital Programme. The report would also include information about the causes of damp and mould in council homes, and planned improvements.
- HPS would consider more apprenticeships and training opportunities.
- HPS would consider member feedback on the following, to help people facing or at risk of fuel poverty:
 - Location of radiator valves
 - Location of thermostats
 - Installation of extractor fans where these are not present

Voids

- Officers would provide clearer information to customers regarding the repairs that would be completed after they have moved in, and timescales, to improve the overall customer experience.
- The process for mutual exchanges was to be reviewed.
- CBC's average relet time was 95 days in 2021/22, compared to 63 days in 2019/20 (pre-pandemic). A review of benchmarking data from other local authorities with similar-sized housing stock shows that median performance was 54 days (2021/22) and 33 days (2019/20). The improvements being made to the voids process would help to reduce the average relet times.

RESOLVED –

1. That the update be noted.
2. That a further update be brought to the committee as part of the 2023 work programme.

31 SCRUTINY MONITORING

The Committee considered the Scrutiny recommendations monitoring schedule.

RESOLVED –

That the Scrutiny monitoring schedule be noted.

32 FORWARD PLAN

The Forward Plan for the four month period 1 December, 2023 to 31 March, 2023 was presented for information.

RESOLVED –

That the Forward Plan be noted.

33 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.

RESOLVED –

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

34 MINUTES**RESOLVED –**

The Minutes of the meeting of the Enterprise and Wellbeing Scrutiny Committee held on 22 September, 2022 were approved as a correct record and signed by the Chair.

This page is intentionally left blank

ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE

Thursday, 9th February, 2023

Present:-

Councillor Flood (Chair)

Councillors Caulfield
 Coy

Councillors Hollingworth
 Brittain

Emily Taylor – Democratic and Scrutiny Officer
Ian Waller – Service Director for Leisure, Culture and Community Wellbeing +
John Ramsey – Principal Green Space Manager Strategic +
Shirley Hallam – Environmental Services Manager +

Attended for Minute No. 37 +

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

36 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Dyke and Snowdon.

37 PARKS AND OPEN SPACES AND PLAY STRATEGY UPDATE

The Service Director for Leisure, Culture and Community Wellbeing presented a report to the Committee members on an update to the Parks and Open Spaces and Play Strategy. Work had started in many areas around the Borough with vast improvements already in place, a few examples of completed work, where funding had been secured;

- Maintenance and repairs made to a Skate Park.
- Full refurbishment to 2 play spaces.

- 15 play spaces had undergone a full repainting.
- LTA had got 2 tennis courts back in action.

Members heard how a key part of the engagement approach that is set out in the strategies was being delivered by the return of formal meetings (that were unfortunately stopped as a result of the Covid 19 pandemic) with the various 'Friends Groups' that are established across the Borough to support the work of the Council in local parks and open spaces. These groups have been instrumental in supporting a wide range of council programmes from Green Flag through the Chesterfield In Bloom and are a key resource for the authority in supporting grant applications.

Discussion

Members asked a number of questions about the future plans and discussed the importance of Friends Groups as well as reinforcing the importance of Green Spaces and parks and play areas. There was a request to change the date of the next friends' group meeting as it coincides with the Council meeting.

RESOLVED –

1. That the update be noted.
2. That a further update be brought to the committee as part of the 2023 work programme.

38 SCRUTINY MONITORING

The Committee considered the Scrutiny recommendations monitoring schedule.

RESOLVED –

That the Scrutiny monitoring schedule be noted.

39 FORWARD PLAN

The Forward Plan for the period 1 February, 2023 to 31 May, 2023 was presented for information.

RESOLVED –

That the Forward Plan be noted.

40 **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.

RESOLVED –

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

41 **MINUTES**

RESOLVED –

The Minutes of the meeting of the Enterprise and Wellbeing Scrutiny Committee held on 1 December, 2022 were approved as a correct record and signed by the Chair.

This page is intentionally left blank