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The Chair and Members of
Community, Customer and
Organisational Scrutiny Committee

14 July 2022

Dear Councillor,

Please attend a meeting of the COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE to be held on THURSDAY, 21 JULY 2022 at 5.00 pm in Committee Room 2, Town Hall, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' interests relating to items on the Agenda.

5.00pm to 5.05pm
2. Apologies for Absence

5.05pm to 5.10pm
3. Boundary Commission Review Communication Plan (Pages 3 - 6)

5.10pm to 5.50pm
4. Scrutiny Project Groups Progress Updates

5.50pm to 6.05pm

5. Scrutiny Monitoring (Pages 7 - 12)

6.05pm to 6.10pm

6. Forward Plan

Forward Plan of Key Decisions 01 August to 30 November 2022 available by the link below

<https://chesterfield.moderngov.co.uk/mgListPlanItems.aspx?PlanId=140&RP=134>

6.10pm to 6.15pm

7. Work Programme for the Community, Customer and Organisational Scrutiny Committee (Pages 13 - 16)

6.15pm to 6.30pm

8. Minutes (Pages 17 - 20)

6.30pm to 6.35pm

Yours sincerely,

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

Local Government and Regulatory Law Manager and Monitoring Officer

For publication

Local Government Boundary Review Changes – developing a communications Plan

Meeting:	Community, Customer and Organisational Scrutiny Committee
Date:	21.07.22
Cabinet portfolio:	Leader / Deputy Leader / Governance
Directorate:	Corporate

1.0 Reason for inclusion on the work programme – focussing on ensuring the public are informed and to avoid confusion, consider the draft communications plan.

1.1 To consult with scrutiny members for a wider view on how to share information with the public for consideration as part of the development of the communication plan.

1.2 To provide scrutiny support for an effective communication plan.

1.3 Initial opportunity for scrutiny involvement.

2.0 Summary

2.1 This report considers the challenges and opportunities around communicating to the electorate the changes around electoral boundaries following the Local Government Boundary Commission Review.

3.0 Report details

3.1 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.

3.2 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

3.3 Phase 1

Chesterfield Borough Council's submission on phase 1 of the review – Council Size was submitted to the Local Government Boundary Commission on 04.03.21 following Full Council approval 24.02.21. The proposal recommended a Council Size of 40 equalling a reduction of eight elected members.

3.4 All parties were engaged in the development of the review but took different approaches. Labour Group proposed and supported the recommendations, Lib Dems abstained and submitted their own very similar proposal but with a Council Size of 38. One independent member attended Full Council and voted for the Chesterfield Borough Council proposal. The remaining two independent members did not attend the Council meeting and did not submit alternative proposals.

3.5 The Local Government Boundary Commission confirmed in May 2021 that following careful consideration of the evidence and consultation responses it would be recommending that 40 councillors should serve Chesterfield Borough Council in the future. This will come into force from May 2023 elections.

3.6 Phase 2 and beyond

Phase 2 of the review includes the names, number and boundaries of the wards and the number of councillors to be elected from each ward. The consultation phase took place during May 2022 to July 2022 and we are expecting final recommendations in August 2022. The draft proposal consulted upon included a reduction in wards from 19 to 16, significant boundary changes and new ward names. Once this phase is completed parliamentary orders will need to be made – likely to be in late 2022 for implementation in May 2023 from the next full borough and parish elections.

3.7 Communication challenges

The following communication challenges have been identified for the new arrangements including:

- It has been over twenty years since the last boundary review and residents have become familiar with the current scheme – this will be a change for the majority of residents
- In the past, we have had to change polling stations due to availability and suitability. This always presents challenges as residents have often used the same polling station for many years and despite the new venue being printed on poll cards, in pre-election publicity and through lots of signage on the day of poll, residents do sometimes attend the wrong station. We are seeking to minimise polling station changes but we cannot guarantee this for all residents
- The Commission will undertake publicity mainly through press releases and their social media accounts but these have limited reach (1,400 Facebook and 1,000 Twitter followers nationally)

- Chesterfield Borough Council and indeed parties, candidates and agents will have a major role to play in communicating changes

3.8 Developing the communications plan

We cannot develop a full communications plan until the final recommendations are available and we are able to spend some time looking at the implications for Chesterfield Borough Council and our residents. However, the type of communication tools and techniques we are likely to use include:

- Supporting the boundary commission media approach including re-posting re-tweeting etc. to our larger local audience across our social media channels
- Focus in Your Chesterfield Magazine in November and February/March 2022/23
- Developing our campaign which will include media release, social media and web content including key changes, maps, videography, where to get help and ask questions
- Additional physical campaign materials including posters and leaflets available at key interaction points including Libraries, customer service centre, leisure and cultural venues, GP surgeries etc.
- E-mail and campaign materials for community and voluntary sector groups, faith organisations, equality and diversity groups etc. with an ask to promote with their service users / members
- Information via aspire intranet (many of our staff are also residents)
- Ensuring that residents are aware of postal and proxy voting options should they be unable to (or do not want to) vote in person – this is particularly important if there are polling station changes

4.0 **Potential barriers**

- 4.1 The challenges around communications are identified at 3.7. In addition, we need to consider cost benefit analysis, climate change impact and accessibility for any further proposals.

5.0 **Future plans and areas for further scrutiny involvement**

- 5.1 We would welcome ideas from scrutiny members for consideration as part of the development of the communication plan.

6.0 **Implications for consideration**

- 6.1 Financial – we have a limited communication budget for elections which we will utilise to support the communication plan.
- 6.2 Climate Change – we will undertake a climate change assessment of the overall communications plan and will consider individual proposals from a climate change perspective.

- 6.3 Equality and Diversity – accessibility issues will be considered when developing campaign resources with alternative formats being available.

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.

SCRUTINY COMMITTEE RECOMMENDATIONS - IMPLEMENTATION MONITORING SCHEDULE

Ref No	Item (Scrutiny Issue or Topic. SPG = Scrutiny Project Group work)	Decision Dates (Scrutiny Committee, Cabinet, Council & its Committees)	Scrutiny Committee Recommendations and/or <i>Decision making body resolution</i> (<i>italics = Agreed by Scrutiny Committee but not yet considered by decision making body</i>) *	Completion Date for Actions	Action / Response Completed	Further Action Required by Scrutiny (6 monthly progress reports)
CCO1	Statutory Crime & Disorder Scrutiny Ctte	CCO 29.09.11 (Min. No. 44)	Progress report on sharing information re alcohol related health problems and hospital admissions.	6 monthly wef 29/09/11.	Statistics requested for each 6 monthly meeting	Agreed on 08.01.15 that statistics on alcohol related health problems / hospital admissions be reported to each 6 monthly meeting.
CCO2	Visitor Economy	CCO 03.02.22 (Min. No.	Visitor Economy SPG report approved by CCO 03.02.22, recommending: 1. That the findings of the scrutiny project group be considered by Cabinet alongside consideration of the visitor economy strategy and action plan. 2. That subject to the approval of the strategy and action plan by full council on 23 February, 2022, an update on the delivery of the action plan be reported to the CC&O	12 months wef. 03.02.22	Update requested in line with recommendations in February 2023	

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

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EW6 Page 9	Skills	EW 05.02.19 (Min. No 48) Cabinet 26.02.19 (Min. No 110)	Skills SPG report approved by Enterprise and Wellbeing 05.02.19 Cabinet Response: <ol style="list-style-type: none"> 1. That the Cabinet thanks the Enterprise and Wellbeing Scrutiny Committee for the report which highlights an important area of work for the Council and reflects our commitment to driving skills development in the Borough through our support of the Skills Action Plan and continued engagement with key partners and stakeholders. 2. That the Cabinet notes and endorses the recommendations, and acknowledges that the recommendations can be accommodated within the normal work programme and through partners. 3. That the decision to co-fund the Enterprise Co-ordinator post be deferred for consideration as a 	Monitoring Action is being developed in consultation with senior officers to identify target dates for completion.	Progress reported to E&W – 4.02.21. Skills Action Plan scheduled for refresh early 2022.	

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			<p>growth request as part of the budget setting process for 2020/21. The Cabinet recognises the positive impact of the Enterprise Co-ordinator for Chesterfield and that this is currently co-funded for 2 years until 2019/20.</p> <p>See SPG Report for recommendations.</p>			
EW7 Page 10	Future Use of the Former QPSC Site	<p>EW 3.10.19 (Min. No. 20)</p> <p>Cabinet 22.10.19 (Min. No. 53)</p>	<p>SPG report approved by EW 3.10.19.</p> <p>Cabinet Response:</p> <ol style="list-style-type: none"> 1. That the use of the new sports pitch be monitored through the Council's normal management processes against the objective of balancing the need to achieve a commercial return and provide opportunities for community and health and wellbeing development. 2. That the marketing approach and pricing structure for the sports pitch be reviewed as necessary as part of the Council's overall marketing and 	TBC due to impact of COVID 19	Progress reported to E&W 4.02.21.	Data requested for February 2022 meeting in order to close this item

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			pricing of its sports and leisure services.			
EW8 Page 11	Parks and Open Spaces and Play Strategies	EW 14.10.21 (Min. No. 16)	<i>Committee Resolutions:</i> 1. <i>That the feedback provided by the committee be submitted as part of the public consultation process</i> 2. <i>That a further update be brought to the committee to demonstrate how the consultation feedback has influenced the final versions of the strategies.</i> 3. <i>That the committee undertake a monitoring role, particularly at the implementation stage of the process.</i>	Ongoing	Consultation on the draft strategies took place 14.10.21. Feedback was submitted to officers. The final versions due to be presented to Cabinet 22.02.22	
OP8	HS2	OPSF 11.09.18 Cabinet 23.10.18 (Min. No. 48)	Cabinet Response: 1. That the Cabinet thanks the Overview and Performance Scrutiny Forum for the first class work that has been taken forward in looking at how the Council is preparing for HS2 and, in particular, for the Forum's efforts in broadening and deepening the understanding of Council Members of the subject matter.	Following Parliament's consideration of the Hybrid Bill	Recommendations approved by Cabinet 23.10.18 Monitoring update considered by OPSF - 19.03.19 and 27.02.22.	Monitor after Hybrid Bill has been taken to Parliament. Update from the Leader requested for second half of 2022/23 OSC work programme.

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Page 12			<p>2. That Cabinet notes and endorses the recommendations of the Overview and Performance Scrutiny Forum.</p> <p>3. That Cabinet endorses, in particular, the Forum's recommendation to establish a new Skills Scrutiny Project group and resolves to defer to the Overview and Performance Scrutiny Forum further consideration of the merit of establishing new Scrutiny Project Groups to look at particular aspects of HS2 as part of the future work programming discussions.</p> <p>See SPG Report for recommendations.</p>			
<p>Abbreviations Key : OP = Overview and Performance Scrutiny Forum. CCO = Community, Customer and Organisational Development Scrutiny Committee. EW = Enterprise and Wellbeing Scrutiny Committee). TBA (to be agreed).</p> <p>* Note recommendation wording may be abridged.</p>						

Overview and Scrutiny Committees' Work Programme 2022/23

	Overview and Performance Scrutiny Forum		Community, Customer and Organisational Scrutiny Committee		Enterprise and Wellbeing Scrutiny Committee	
Meeting number:	Main items:	Monitoring items:	Main items:	Monitoring items:	Main items:	Monitoring items:
1	May: Items carried forward from March 2022	May: Scrutiny Work Programme	May: Outside Bodies – contribute to review of outside bodies including looking at current OBs, define the role of sitting on OB and the selection process. (Project group to follow)		May: Private Sector Housing – to review a number of policies in development (requested following previous item)	
2	June: Budget – 6 monthly update ICT Improvement Programme (already on WP for meeting in May 2022) Include My Chesterfield topic from SWP.	June: Scrutiny Annual Report (July Full Council)	July: Boundary Commission Review communications plan – focussing on ensuring the public are informed and to avoid confusion, consider the draft communications plan.		July: Measuring success of the town centre – scrutiny focus group on developing a set of measures by which to measure the success of the town centre. Communications plan for town centre developments – how are the public being kept informed of progress/disruption, how can members be kept informed to	

					respond effectively to resident's queries.	
3	September: Council Plan and Delivery Plan – 6 monthly progress update Emergency Planning and Business Continuity – OSPF asked for update following review of EP/BC.		September: Crime and Disorder topics as council's statutory committee.		September: Skills Action Plan Update	
4	November: Budget – 6 monthly update Climate Change Action Plan update – report on last stages of current action plan and update on development of new strategy.		November: Member Development/ Induction (Focus group style session) – new member induction – terms of reference for different committees and skills needed – different learning options e.g. online courses – essential training – soft/broader skills		November: CBC Housing – decent homes standard (Government consultation – awaiting further announcement), turning round a vacant property and the impact of Covid on the backlog of repairs.	
5	January: Council Plan and Delivery Plan – 6 monthly progress update	January: Update on recs from SPG on HS2	February: TBC	February: Update on recs from SPG on Visitor Economy Strategy Include points from	February: TBC	February: Update on recs from Parks and Open Spaces and Play Strategy

				town centre economy and pavements shopping centre topics from SWP.		Include points from suggested topic at SWP.
6	March: TBC		March: Crime and Disorder topics as council's statutory committee.			
Scrutiny Project Groups:						
Lighting Strategy – reports to Community, Customer and Organisational Scrutiny Committee						
Community safety and providing for young people – reports to Community, Customer and Organisational Scrutiny Committee						
Outside Bodies – reports to Community, Customer and Organisational Scrutiny Committee						
Reserve topics:						
Vision Derbyshire / Levelling Up – DSOs to monitor and suggest update if there are developments.						
Recycling rates – reviewed recently, consider monitoring later in year.						
Health and Wellbeing partnership working – DSOs to monitor and bring forward updates if necessary.						

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COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE

Thursday, 19th May, 2022

Present:-

Councillor L Collins (Chair)

Councillors Blakemore
Dyke

Councillors Kellman

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Borrell.

3 OUTSIDE BODIES

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

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

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

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

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

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

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

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

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

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

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

Director and Democratic Services.

RESOLVED –

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

4 SCRUTINY PROJECT GROUPS PROGRESS UPDATES

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

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

The Chair requested Democratic Services progress the next stages.

RESOLVED –

That the action be noted.

5 SCRUTINY MONITORING

The Committee considered the scrutiny recommendations implementation monitoring schedule.

RESOLVED –

That the scrutiny monitoring schedule be noted.

6 FORWARD PLAN

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

RESOLVED –

That the Forward Plan be noted.

7 WORK PROGRAMME FOR THE COMMUNITY, CUSTOMER AND

ORGANISATIONAL SCRUTINY COMMITTEE

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

RESOLVED –

That the work programme be noted.

8 MINUTES

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

RESOLVED –

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