



Please ask for Graham Ibberson
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The Chair and Members of Cabinet

11 September 2023

Dear Councillor,

Please attend a meeting of the CABINET to be held on TUESDAY, 19 SEPTEMBER 2023 at 11.00 am in Committee Room 1, Town Hall, Rose Hill, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Apologies for Absence
2. Minutes (Pages 3 - 22)

To approve as a correct record the Minutes of the Cabinet meeting held on 18th July 2023.

3. Declarations of Members' and Officers' Interests relating to items on the Agenda
4. Forward Plan

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

[Forward Plan](#)

Items Recommended to Cabinet via Cabinet Members

Chesterfield Borough Council, Town Hall, Rose Hill, Chesterfield S40 1LP

Telephone: 01246 345 345, Text: 07960 910 264, Email: info@chesterfield.gov.uk

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Leader

5. Strategic partnership agreement between University of Derby and Chesterfield Borough Council (Pages 23 - 44)

Cabinet Member for Governance

6. Review of members' allowances: arrangements for the independent remuneration panel (Pages 45 - 68)

Cabinet Member for Finance and Asset Management

7. Budget Monitoring Report - Quarter 1 (Pages 69 - 80)

Cabinet Member for Town Centres and Visitor Economy

8. Car Parking – Review of fees and charges (Pages 81 - 98)

Yours sincerely,

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

Head of Regulatory Law and Monitoring Officer

CABINET

Tuesday, 18th July, 2023

Present:-

Councillor Gilby (Chair)

Councillors	Holmes	Councillors	Davies
	Sarvent		J Innes
	Serjeant		Staton
	Baldauf-Good		Stone

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

7 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

8 **MINUTES**

RESOLVED –

That the minutes of the meeting of Cabinet held on 20 June 2023 be approved as a correct record and signed by the Chair.

9 **FORWARD PLAN**

The Forward Plan for the four month period August, 2023 to November, 2023 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

10 **BUDGET STRATEGY**

The Service Director – Finance presented a report to set out the themes of a Budget Strategy to enable the Council to achieve a balanced budget for 2024/25 and over the term of the Medium-Term Financial Plan (MTFP) through 2027/28.

The Council approved the General Fund Revenue Budget for 2023/24 on 23 February 2023. The budget was constructed in accordance with the Council's budget principles and the 2023/24 budget was balanced with the use of £1.000m from the budget risk reserve.

Whilst the Local Government Finance Act 1992 required the Council to set a legal budget and Council Tax precept for the coming financial year i.e., 2023/24, the Council was not in a position to set a balanced MTFP over the 4-year period. There were significant gaps in the MTFP of £2.535m in 2024/25 rising to £3.408m in 2026/27.

Given the size and scale of the financial challenge it was recognised that the 2024/25 budget setting process would require an early focus to allow maximum time for the development and delivery of future budget savings. As it currently stood, the Council would need to drive out savings of at least £2.5m at pace.

A detailed approach to addressing the budget gap would be worked through over the coming months. All budget work needs process and method, and it was proposed that this was structured around a number of inter-related budget themes.

The themes were;

- Identifying General Efficiencies
- Increasing Income and Establishing Stronger Commercial Operating Principles
- Transforming how the Council deliver services
- Reducing Service Offers / Stop Doing – Statutory and Non-Statutory Services
- Rightsizing the Organisation
- Asset Rationalisation and Effective Asset Management

Employee pay was one of the biggest financial cost drivers in the Council's financial plans, with budgets in excess of £21m in 2023/24. Each 1% pay award increased costs by over £200k and the recent pay award which was equivalent to an average 5.6% increase, had contributed to the significant budget gaps now evident in the MTFP.

A full review of reserves was underway, and a refreshed Reserves Policy would be considered as part of the MTFP in February 2024, with a view to strengthening the Budget Risk Reserve. There was already evidence that underprovision existed within this reserve and therefore it was recommended that £1m of the Business Rates Reserve be repurposed to replenish the Budget Risk Reserve in 2023/24.

The period 3 (June 2023) budget monitoring report would be reported to Cabinet in September 2023.

***RESOLVED –**

That it be recommended to Full Council;

1. That the financial operating context and the current Medium Term Financial Plan gaps be noted.
2. That the Budget Strategy themes (report paragraphs 4.24 to 4.45) be approved.
3. That the movement of £1m of reserves from the Business Rates Reserve to the Budget Risk Reserve in 2023/24 (report paragraph 4.51) be approved.

REASON FOR DECISIONS

To respond to the scale of the challenging financial environment within which the Council is currently operating and to enable the Council to continue to deliver against the vision and priorities set out within the Council Plan for the period 2023/24 through, 2026/27.

The Service Director – Finance presented a report on the draft General Fund Revenue, Housing Revenue Account and Capital Outturns for 2022/23 and provided details of significant variations.

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

Table 1 in the Director's report set out the draft General Fund Revenue outturn position of £292k for 2022/23. This overspend was driven by unprecedented and unpredicted inflationary pressures upon pay and contracts together with the long-term impacts upon service demands and income from the Covid pandemic.

The General Fund Revenue working balance had been set at £1.5m, and in addition to the General Fund Revenue working balance the Council maintained several other reserves. Table 2 in the Director's report detailed the balance of earmarked reserves.

The balance of the underspend from 2021/22 (£440k) had been transferred to the Budget Risk Reserve to mitigate the risks and pressures for 2022/23 and for future years. The General Fund Revenue budget deficit of £292k would therefore be met from this reserve.

The General Fund Capital Programme for 2022/23 was approved as part of the budget setting process in February 2022. An update to the Programme was included in the budget monitoring report to Cabinet on 19th July 2022 and as part of the 2023/24 Capital Programme report to full Council in February 2023.

Actual expenditure on schemes in 2022/23 was £5.421m compared with the original budget estimate for the financial year of £10.929m (as at Feb 2022) and £11.984m (as at Feb 2023). Details of the General Fund Capital Programme expenditure and financing arrangements at year end (2022/23) were provided in Appendix A in the Director's report.

For the financial year 2022/23 the HRA reported a reduction in revenue balances of £6.912m. This represented a movement of £273k compared to the forecast reduction in the balance of £6.639m reported at quarter 3 – period 9. The main variances were set out in table 4 in the Director's report.

***RESOLVED –**

That it be recommended to Full Council;

1. That the draft General Fund Revenue, Capital Outturn and Housing Revenue Account positions for 2022/23 be noted.
2. That the use of the Budget Risk Reserve to cover the General Fund Revenue budget deficit of £292k (report paragraph 4.15) be approved.
3. That the level of and movement in General Fund Revenue Reserves and Provisions (report paragraphs 4.10 to 4.16) be approved.
4. That the General Fund Capital financing arrangements (report Appendix A) be approved.

REASONS FOR DECISIONS

1. This report forms a key part of formal revenue and capital monitoring against the 2022/23 budget. The information in this report will be incorporated into the published Statement of Accounts 2022/23.
2. The approval of the budget outturn, in-year movements and reserves are required by corporate financial procedures.
3. To take account of the reserves position given the challenges facing the Council over the period of the Medium-Term Financial Plan (MTFP).

12 ANNUAL PERFORMANCE REPORT 2022/23

The Service Director – Corporate presented a report on the progress made towards the delivery of the Council Plan Delivery Plan 2022/23.

The progress made on the 36 milestones tracked during 2022/23 was detailed in Appendix 1 of the Director's report.

Quarterly monitoring and challenge had taken place throughout the year, with the Corporate Leadership Team being tasked to develop improvement strategies and alternative options for delivering key outcomes. This had helped the Council to achieve full delivery of 80% of the key milestones, with 20% scheduled for completion during 2023/24.

- 86% of milestones for the “Making Chesterfield a thriving borough” priority area had been delivered and a further 14% had made good progress and were set to be delivered during 2023/24
- 86% of the milestones for the “Improving quality of life for local people” priority area had been delivered and 95% of the Climate Change Action Plan had been fully delivered, with the development of a new asset management strategy and the strategic transport assessment being moved into delivery for 2023/24
- 62% of the milestones for the “Provide value for money services” priority area had been delivered and 72% of the key measures within this priority had met their target

***RESOLVED –**

That the significant achievements against the priority areas within the Council Plan Delivery Plan be noted.

REASON FOR DECISION

To close down the Council Plan 2019-2023 and the associated delivery plans, enabling the Council to focus attention on the new Council Plan 2023-2027 approved at Full Council in February 2023.

13 ASSET MANAGEMENT STRATEGY

The Service Director – Economic Growth presented a report seeking Cabinet and Council approval for the adoption of the Councils Asset Management Strategy 2023 – 2027, to ensure the Council was managing its assets safely, effectively and efficiently and to enable the Council to

make the best use of its land and property, to support the Council's aims and priorities, as set out in the Council Plan.

A review of the Council's asset management strategy had been progressing for some time, particularly since the return of Property and Technical Services to the Council from the Arvato/ Kier contract in August 2020.

The strategy included an overview of the council's current land and assets and in consideration of the drivers and opportunities, the strategy set out a vision, asset management policies and strategic objectives which sought to capture the focus for land and property management over the next four years.

The detail was set out in the documents in Appendix 1 of the Director's report and the strategic objectives, outputs and outcomes were highlighted as;

- Developing and delivering our Corporate Landlord approach
- Investing in decarbonisation whilst keeping our assets safe and well maintained
- Delivering a land and property rationalisation programme
- Maximising income and overall value from the existing commercial estate
- Using our land and property to maximise inclusive growth opportunities across the borough

It was reported that a delivery plan was in development, which would identify the resources needed to deliver the strategic objectives. This plan would be brought back to Cabinet and Council for approval.

***RESOLVED –**

That it be recommended to Full Council;

1. That the adoption of the Chesterfield Borough Council Asset Management Strategy 2023 to 2027 be approved.
2. To note that future delivery plans, with any additional budget requirements to implement the strategy, be brought to future Cabinet and Council meetings, as appropriate.

3. That authority be delegated to the Service Director – Economic Growth, in consultation with the Deputy Leader and Cabinet member for Finance and Asset Management, to make minor amendments, if required, to the final version of the Asset Management Strategy prior to completion.

REASON FOR DECISIONS

It is important for the Council to have a long-term asset management strategy that sets out the vision, asset management policies and strategic objectives to guide the overall management of the Council's land and property assets, in line with the vision and priorities of the Council.

14 EQUALITY AND DIVERSITY ANNUAL REPORT

The Policy Officer presented the Council's Equality and Diversity Annual Report for 2022/23 for consideration by Cabinet.

The Equality and Diversity Annual Report was attached at Appendix 1 of the officer's report. It had been developed in consultation with the Equality and Diversity Forum and included improvements and achievements over the last year, which were;

- Progress in delivering the corporate Equality and Diversity Strategy (2019-2023)
- The continued success of the Chesterfield Equality and Diversity Forum; acting as a critical friend to the council, hosting guest speakers at meetings to provide education and raise awareness of equality and diversity issues and hosting four events during the year as per the Council Plan
- Increased focus on partnership working with a range of organisations to maximise the positive impacts we can achieve in our local communities
- A summary of the equality impact assessments undertaken during 2022/23 around Council policies, strategies and plans
- Progress updates on Equality and Diversity issues throughout the year

The report also helped the Council to evidence the steps being taken to meet the Equality Act 2010 and associated Public Sector Equality Duty.

***RESOLVED –**

1. That approval of the Equality and Diversity Report be recommended to Full Council.
2. That the Equality and Diversity Report be approved by Full Council.
3. That the Equality and Diversity Annual Report be published on the Council's website and circulated to partners.

REASON FOR DECISIONS

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

15 HONORARY ALDERMAN / ALDERWOMAN

The Service Director – Corporate presented a report to enable the Cabinet to consider proposals to confer the title of Honorary Alderman and Honorary Alderwoman on former Members of Chesterfield Borough Council.

Section 249(1) of the Local Government Act 1972 permits Chesterfield Borough Council to confer the title of Honorary Alderman or Alderwoman on former Members of the Council who had, in its opinion, rendered eminent services to it. After the Honorary Freedom of the Borough, it was the highest honour the Council could bestow.

The conferment of the title required the convening of an extraordinary meeting of the Council and the support of two-thirds of the Members voting at the meeting.

***RESOLVED –**

1. That an extraordinary meeting of the Council be held in September 2023 to confer the title of Honorary Alderman on former Councillors Terry Gilby and Alexis Diouf and the title of Honorary Alderwoman on former Councillor Christine Ludlow.
2. That the Chief Executive, in consultation with the Leader of the Council, be authorised to make the necessary arrangements for the Council meeting and civic reception including approval of the associated costs.

REASON FOR DECISIONS

To recognise the eminent services rendered to the Council by long serving and distinguished former Members.

16 CLIMATE CHANGE ANNUAL REPORT 2022/23

The Climate Change Officer presented the Council's Climate Change Annual Report for 2022/23 for Cabinet consideration.

The Climate Change Annual Report was attached at Appendix 1 of the officer's report, and detailed improvements and achievements over the last year, which included;

- Delivering the final year of the Climate Change Action Plan 2019-23
- A summary of the Council's emissions during 22/23 compared with the baseline taken in 2019
- A summary of the wider Borough emissions and climate change issues
- Communications and training activity
- Development of the Council's new Climate Change Strategy, including evidence gathering and consultation
- A brief look at what to expect next year (2023 – 24) including the Delivery Plan and activities such as the Community Grants Scheme

***RESOLVED –**

1. That the Climate Change Annual Report be approved.

2. That the Climate Change Annual Report be published on the Council's website.

REASON FOR DECISIONS

The Council committed to producing an annual climate change report in its Climate Change Strategy 2023 – 30 and associated Delivery Plan. The annual reports are an opportunity to communicate the Council's emissions and progress in delivering its Climate Change Strategy, and wider related activities in the borough.

17 PRE APPLICATION PLANNING CHARGES

The Development Management and Conservation Manager presented a report for Cabinet to consider the appropriateness of introducing a charge for the provision of pre application planning advice.

The legislative framework for the provision of charging fees for providing discretionary services was set out under Section 93 of the Local Government Act 2003. These provisions allowed fees to be charged in relation to any function of a local planning authority and for matters ancillary to those functions (i.e. preapplication discussions). However, it was clearly stated that the income from a fee must not exceed the cost of performing the fee-related function. i.e. the fee cannot be used to make a profit.

The introduction of pre application charging was a way of increasing fee receipts in the Planning Service, which had been promoted in budget papers as an opportunity to achieve approximately £15,000 over the year.

The charging schedule, set out at Appendix A of the officer's report, was recommended to be introduced at Chesterfield. It was noted that the charging schedule should be kept under review and an initial annual assessment be made to establish what changes or improvements could be made to enhance its efficiency.

***RESOLVED –**

1. That the charges for pre-application advice by the Planning Service, as set out in Appendix A, be introduced from 1st September 2023.

2. That data on pre-application submissions be collected to assist in a 6 monthly assessment and review of the charging schedule fees.

REASON FOR DECISIONS

To secure the recovery of costs associated with provision of pre application advice in accordance with Section 93 of the Local Government Act 2003. This will assist the Council in meeting its budgetary requirements and provide a formal process to pre application planning advice.

18 CHESTERFIELD WATERSIDE ACTION PLAN

The Strategic Planning and Key Sites Manager presented an update to Cabinet members on progress and current planning and delivery position relating to the strategic regeneration project known as Chesterfield Waterside, and to seek Cabinet approval to carry out targeted consultation with land owners and stakeholders on a revised masterplan.

Chesterfield Waterside is a strategic regeneration area within the borough, defined as site SS3 in the 2020 Chesterfield Local Plan. It is also one of the projects set out in the Council Plan 2023-2027 under the Priority “Making Chesterfield a thriving borough”.

A legal partnership known as Chesterfield Waterside Limited (CWL) was formed, constituted of two substantial land owners (Bolsterstone and Arnold Laver) and Chesterfield Borough Council, to bring forward the regeneration of the area. In 2011 CWL secured outline planning consent for comprehensive redevelopment of the area based on an illustrative masterplan.

The 2011 outline planning permission permitted a new residential neighbourhood of up to 1550 high density homes, (predominantly apartments), centred around the river Rother. The key principles were to establish a new community, maximise active travel connections, bring forward new infrastructure and create a new commercial centre (approximately 30,000 sqm of employment space), centred around a new canal basin, which would accept boats accessing a river which had been returned to navigation.

It was noted that in the 13 years since the application was approved there had been changes in national and local planning policy, and the market demand for high density homes had not developed in Chesterfield as predicted when the masterplan was written. Furthermore, structural changes to how businesses operate had meant that the demand for office and commercial space had also changed.

To ensure the Council were able to respond to changes in market conditions and able to demonstrate leadership in setting the framework for a new neighbourhood that was comprehensive and brought forward in a co-ordinated way, the Council had produced a revised masterplan, which was attached in Appendix 1 of the officer's report.

The revised masterplan still envisaged a mixed use development, structured around restoration of the river to navigation, with a commercial and local centre around the existing canal basin.

The number of dwellings anticipated has been reduced from up to 1550, to 880, although the majority of these were now anticipated to be family houses rather than apartments. Commercial development would largely be limited to the office, retail and food and drink uses planned around the canal basin, and a hotel.

Consultation on the revised masterplan would be undertaken in accordance with the Council's Statement of Community Involvement (SCI) and Community Engagement Standards.

Representations received from Woodall Homes Ltd and Chesterfield Waterside Ltd were referred to by officers and noted.

A non-pecuniary interest by Cllr Gilby as Council appointed member of the Chesterfield Waterside Ltd board was noted.

***RESOLVED –**

1. That the draft masterplan for the Chesterfield Waterside site for targeted consultation with landowners and stakeholders be approved.
2. That authority be delegated to the Cabinet Member for Climate Change, Planning, and Environment, in consultation with officers

and the Service Director - Economic Growth, to finalise materials and arrangements for consultation.

REASONS FOR DECISIONS

1. An updated masterplan is required to support the determination of planning applications relating to Chesterfield Waterside in accordance with policy SS3 of the adopted Chesterfield Borough Local Plan 2018-2023. To provide a robust update to this masterplan, planning officers are required to consult with landowners and stakeholders who have an interest in the area covered by Chesterfield Waterside.
2. To allow for the preparation of materials and arrangements for consultation on the masterplan.

19 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 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.

20 OPTIONS FOR REPLACING THE COUNCIL'S FUTURE FLEET VEHICLES

The Asset Management and Programmed Works Manager presented a report on the options for replacing the Council's fleet. It was noted that the majority of the Council's fleet was ageing, and the current lease was due to expire in early 2024 with no option to extend.

The Council's Climate Change Strategy target was for the Council to be carbon neutral by the year 2030, and decarbonisation of the Council's fleet was a key component to achieving this target, due to emissions from petrol and diesel vehicles. The purpose of the report was to describe the proposed journey towards a carbon neutral fleet.

The Council currently had 208 vehicles comprising 149 leased, 5 owned, and 54 on short term hire. Of the 208 fleet vehicles, 165 were used by Housing services and paid for from the Housing Revenue Account (HRA) and the remaining 43 were paid for from the General Fund.

An initial review of existing working practices had been undertaken with regards to fleet rationalisation and to align with current service requirements, and the assumed total need going forward was for 198 vehicles. The aim was to move the fleet to electric vehicles. A range of electric vehicles had already been trialled and the Council currently had 5 fully electric vehicles. There was committed funding to increase the number of charging points at the depot from 4 to 18 (the maximum that could be currently supported by the local grid), meaning it was possible to increase the number of fully electric vehicles within the fleet to 34.

The overall replacement programme was detailed in the table in paragraph 4.5 of the officer's report.

***RESOLVED –**

1. That the principle of replacing the current fleet with a new lease for 34 electric vehicles, and using short term hire for the Council's remaining vehicle requirements, as part of a phased approach to decarbonising the fleet before 2030 be approved.
2. That responsibility for the associated procurement activity and budget decision making be delegated to the Service Director – Housing, in conjunction with the Service Director – Finance, the Deputy Leader, the Cabinet Member for Housing and the Cabinet Member for Climate Change, Planning and Environment.
3. That responsibility for entering into the associated legal contracts be delegated further to the Service Director - Housing in conjunction with the Service Director – Finance and the Monitoring Officer.
4. That the additional costs of taking forward the preferred option are incorporated into the Council's General Fund revenue and Housing Revenue Account budgets for the financial year 2024/25 shall be recommended to Full Council.

5. That an annual updating report on the economy, efficiency, and effectiveness of implementation of the preferred option be submitted to Cabinet.

REASONS FOR DECISIONS

1. The recommended way forward ensures that in the short term the Council increases the number of electric vehicles to the maximum level possible based on the current charging infrastructure, and then takes a phased approach to increasing the number of electric vehicles, as charging capacity increases, over the next five years.
2. The majority of the current fleet is ageing and by replacing it with new vehicles this will reduce breakdown and repair costs.
3. The use of short-term hire provides flexibility to allow the Council to trial different product types as and when the market for electric and other zero carbon options improves, and also allows the Council to reduce the overall number of vehicles as and when vehicle requirements change as a result of service efficiency measures.
4. This phased approach has benefits from a fleet management perspective as it spreads the work required over several years as opposed to condensing it into a single exercise.
5. Similarly, by taking on new electric vehicle leases as part of a phased approach, the impact on the Council's budget will be spread over a longer period of time, avoiding a single 'big hit' cost.
6. There are some disadvantages, including the need for more expensive, steel van racking, and the fact that instead of the installation of permanent corporate vehicle livery we will need to use temporary magnetic signage. However, these are outweighed by the advantages set out above.

21

STEPHENSON MEMORIAL HALL PROJECT

The Arts and Venues Manager presented a report on the progress that had been made in the development of a renovation and refurbishment project for the Stephenson Memorial Hall.

The Stephenson Memorial Hall project was approved by Cabinet on 14th December 2021 and by full Council on 15th December 2021. There was a further report approved by Cabinet on 7th February 2023.

In January 2023, a tender from G F Tomlinson Building Limited was evaluated by a panel consisting of council officers, a representative of the Pagabo procurement framework, the project architect, the principal designer, and the project managers. The panel recommended the appointment of G F Tomlinson Building Limited as the preferred principal contractor for the Stephenson Memorial Hall project. This was agreed by Cabinet on 7th February 2023.

On 12th June the principal contractor submitted their Pre-Construction Services Agreement return detailing the construction costs and programme. The construction costs came in at £18,396,882. With professional fees, other project costs and contingency sums, the overall project budget totalled £22,729,855. This sum was £5,576,895 higher than the capital budget of £17,152,960 agreed by Cabinet and Council in December 2021.

Since receiving the Pre-Construction Services Agreement tender return the project team had been analysing the submitted costs for different elements of the work and the way the project had been priced. The team concluded that it was possible to reduce the tender price by value engineering and challenging GF Tomlinson Building Limited on their approach and pricing. The principal contractor had reacted positively to the requests and discussions and had suggested some areas for potential value engineering themselves.

The latest position, following discussions between the Council's project team and the principal contractor was that approximately £3m of savings could be made through value engineering measures. These measures were fully detailed in Appendix 1 of the officer's report and may be subject to change.

Taking all of the potential value engineering measures into account had enabled the overall project costs to be reduced to £19,729,855. This was still £2,576,895 higher than the forecast costs of £17,152,960 agreed by Cabinet and Council in December 2021.

The additional capital costs would require the Council to make a further financial contribution if the Stephenson Memorial Hall project was to proceed to delivery. Given the complexity of the project, the current inflationary pressures and other risks and sensitivities, it was advised that further borrowing should not be undertaken on this project.

It was therefore proposed to meet the additional capital costs through;

- Additional use of the Enterprise Zone Business Rates Retention Reserve with a request for a further £2,076,895 to be applied. It was noted there was sufficient capacity within the Reserve, which was ringfenced for activity which supported economic growth.
- The remaining £500,000 would be met by a realignment of part of the Levelling Up Fund grant funding that was currently earmarked for the Revitalising the Heart of Chesterfield public realm project.

Tables 1 and 2 in the officer's report set out the details of the movements in project costs and associated funding.

***RESOLVED –**

1. That the current position regarding delivery of the Stephenson Memorial Hall project be noted.
2. That the revised budget for the capital works delivery elements of the Stephenson Memorial Hall project as outlined in Section 6 of the report be recommended to Council for approval.
3. That authority be delegated to the Service Directors for Economic Growth and Leisure, Culture and Community Wellbeing to negotiate and agree final amendments to design and costs with the principal contractor, in consultation with the Cabinet Members for Economic Growth and Town Centres and Visitor Economy.
4. That authority be delegated to the Chief Executive in consultation with the Cabinet Members for Economic Growth, Finance and Asset Management and Town Centres and Visitor Economy, and the Service Directors for Finance and Economic Growth, to enter into the main construction contract with the principal contractor subject

to Council approval of the revised budget and a final review of the financial business case.

REASONS FOR DECISIONS

1. The Stephenson Hall Memorial Hall project is a key project in the Council Plan 2023-2027 and in the council's new Growth Strategy, supporting the Visitor Destination and Town Centre strategic objectives.
2. To ensure that the main construction contract is let as soon as possible so that the Stephenson Memorial Hall project proceeds to programme, and the building is restored and refurbished so that it can be enjoyed by both residents of and visitors to Chesterfield for many years to come.

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For publication

Strategic partnership agreement between University of Derby and Chesterfield Borough Council

Meeting:	Cabinet
Date:	19 September 2023
Cabinet portfolio:	Leader and Cabinet Member for Economic Growth
Directorate:	Economic Growth
For publication	

1.0 Purpose of the report

- 1.1 The report sets out the research and development work that has been carried out to underpin the proposal for the University of Derby and Chesterfield Borough Council to sign a strategic partnership agreement to strengthen the relationship between the two organisations.
- 1.2 The report recommends that the two organisations sign up to a strategic partnership agreement, with a commitment to working together to bring positive opportunities to the borough.

2.0 Recommendations

- 2.1 To note the work that has been carried out with the University of Derby, the Council and other key partners, set out in Appendix A, to establish a closer working relationship between the two organisations.
- 2.2 To approve the signing of a Strategic Partnership Agreement between the University of Derby and Chesterfield Borough Council, as set out in Appendix B, which sets out an overarching commitment, a number of joint strategic ambitions and outcomes to embed a culture of working together to deliver change.
- 2.3 To endorse the work underway by officers to develop and implement a delivery plan, in collaboration with the University, in order to realise the outcomes set out in the strategic partnership agreement.

3.0 Reason for recommendations

- 3.1 The University of Derby and Chesterfield Borough Council are two anchor institutions within the borough, with existing complementary ambitions to improve outcomes for communities in Chesterfield. The strategic partnership agreement seeks to strengthen the working relationships between the two organisations, and to maximise the resources and assets of each organisation to deliver enhanced benefits to the borough.

4.0 Report details

- 4.1 The University of Derby and Chesterfield Borough Council commissioned a piece of work to consider the opportunities and benefits that could be achieved from the two organisations working more closely together. As a result of this commission the two organisations have agreed to come together to sign a Strategic Partnership Agreement to embark on the development of a closer, more strategic and collaborative way of working to deliver enhanced outcomes for the borough.
- 4.2 Appendix A sets out the information, analysis and outputs from the work that was carried out for the two organisations. This work was underpinned by a series of discussions with colleagues from within each organisation, at strategic leadership and operational levels, and with other key partners across the borough.
- 4.3 The document captures the overarching commitment that would bring the two organisations together, it proposes a set of joint ambitions to provide focus for the new relationship and outlines a strategic plan with key actions to bring the organisations together to deliver change.
- 4.4 Underpinning the strategic plan are the outcomes from a range of conversations and data analysis that draws out a number of key areas of potential focus for business development, as well as a series of organisational areas aimed at maximising the use of the resources and assets of both organisations.
- 4.5 Following the commissioned work, the two organisations have worked together to develop a formal Strategic Partnership Agreement, setting out the commitment to strengthening the working relationship between the University and the Council. This agreement is set out within the standard format used by the university to structure its partnership work and is included as appendix B to this report. The agreement is deliberately high level; specific projects and actions will be set out in a separate delivery plan, development of which is now underway through joint working between officers in both organisations.
- 4.6 The partnership agreement sets out **joint strategic ambitions for Chesterfield:**

- To establish Chesterfield as a University town delivering higher level skills and education for our people and employers
 - To work jointly, with business partners, education providers and the public sector to deliver world leading research that drives innovation, provide world class facilities to meet the needs of our community and establish a platform to help our entrepreneurs reach their potential
 - To use our combined assets, within community partnerships across Chesterfield, to help to raise people's aspirations through delivering effective core skills, careers information, support, and advice
- 4.7 It then provides a series of high level outcomes to which both organisations are committed over the next three years, focusing on the themes of:
- Health and wellbeing, community, skills and resilience
 - Innovation and research
 - Experiential learning and curriculum design
 - Brand profile and awareness
 - Assets and investment
- 4.8 The outcomes in the agreement under these headings will be used to structure the delivery plan, that is in development. This will also take account of existing collaborations and commitments, such as the recently approved Skills Action Plan (2023-27), Derbyshire Rail Industry Innovation Vehicle (DRIIVE) and the Construction Skills Hub.
- 4.9 The process for review and monitoring of the delivery plan is set out in the agreement (in section 3). A regular series of collaboration meetings is already in place at Chief Executive-Vice Chancellor level and these will continue quarterly together with appropriate senior colleagues from both organisations, in order to provide oversight of progress against the agreement.
- 4.10 It is recommended to Cabinet that the Leader of the Council should sign this strategic partnership agreement and endorse the work of officers to develop a delivery plan to realise the commitments and outcomes set out in the agreement.
- 4.11 To deliver against this strategic partnership agreement the Council will need to focus appropriate levels of officer resources from the organisation to support the governance arrangements and the joint 'working' team. To date, the council has funded some dedicated resources to lead and coordinate colleagues in developing and facilitating delivery of the long-term plan. However, in time it is important that development and delivery of collaborative projects with the university becomes a business-as-usual activity for the council.

5.0 Alternative options

- 5.1 The two organisations could carry on with the current approach of working on projects and initiatives as they present themselves. This has proved to be successful in a number of areas. This is not considered the most effective approach in the long-term to maximise the benefits for the borough.

6.0 Implications for consideration – Financial and value for money

- 6.1 It should be noted that whilst dedicated resources have been funded, using the Markham Vale Business Rates retention monies, in order to develop the agreement and a delivery plan, the projects and activities identified will rely on identifying specific resources from both organisations. This model has already been used successfully for existing collaborations, such as the development of DRIIVE. It will be important that the delivery plan is prioritised and realistic about available resources, whilst also using the strategic partnership to develop new opportunities for funding and resources for additional activities.

7.0 Implications for consideration – Legal

- 7.1 The strategic partnership agreement is not a legally binding document. If any projects or programmes are developed in the future that do require legal arrangements, then any implications would be considered as part of future reports.

8.0 Implications for consideration – Human resources

- 8.1 There are no specific HR implications from this report.

9.0 Implications for consideration – Council plan

- 9.1 Strengthening the working relationship with the University of Derby has the potential to make significant contributions to the outcomes that can be achieved for the communities of Chesterfield borough.
- 9.2 It is envisaged that projects and programmes will be developed that contribute to making Chesterfield a thriving borough by driving economic growth, supporting existing businesses to grow and new businesses to establish themselves; they will contribute to improving peoples quality of life through improving the skills offer to local people by working in communities; by maximising the use of resources and assets this will also drive value for money.

9.3 As noted above, the delivery plan for the strategic partnership agreement will be developed in alignment with the recently approved Skills Action Plan (2023-27).

10.0 Implications for consideration – Climate change

10.1 A formal assessment of climate change impact has not been carried out for the partnership agreement as it contains high level outcomes that would be very difficult to meaningfully assess through the normal process. As specific projects are developed through the delivery plan, formal assessments may be required. In some cases, such as activities aligned with the Skills Action Plan, an assessment has already taken place.

10.2 The agreement is not designed to limit or reduce the commitment of either organisation to tackling climate change. Indeed, it is likely that that developing green technologies and skills will be a core part of the delivery plan as it develops.

11.0 Implications for consideration – Equality and diversity

11.1 As with climate change, an assessment of impact on equality and diversity has not taken place for the overall partnership agreement for which approval is sought in this report. Rather, projects developed through the delivery plan may require assessments. In the case of those aligned with the Skills Action Plan, a preliminary assessment has already been undertaken.

11.2 The agreement is not intended to constrain or reduce existing commitments or duties of either organisation to promoting equality and diversity. It is envisaged that the focus on community resilience, wellbeing and skills will all have positive impacts on particular groups with protected characteristics.

12.0 Implications for consideration – Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Either party decide not to sign the strategic partnership agreement	L	L	Significant joint work has taken place between the University and the Council, proposals have been developed in agreement.	L	L
No progress is made to deliver the	M	M	Allocation of dedicated leadership	M	L

strategic plan; leading to non- delivery of benefits and reputational risk			and coordination resources to drive delivery		
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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	

Document information

Report author	
Christine Durrant, Executive Director Neil Johnson, Service Director – Economic Growth	
Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
Appendices to the report	
Appendix 1	University of Derby and Chesterfield Borough Council – Delivering a shared ambition
Appendix 2	Strategic Partnership Agreement

University Of Derby and Chesterfield Borough Council

Delivering a shared Ambition

Objectives

Context

- The University and Borough Council wish to develop a strategic collaboration agreement and produce a joint delivery plan that is evidence based to bring focus to their joint ambitions
- Both organisations recognise the great work that has been delivered and is underway in Chesterfield with the University of Derby
- Both organisations are keen to identify where their collaboration could bring most impact and value reflecting their respective interests and priorities
- The organisations agreed to commission a consultant to facilitate a range of conversations across both organisations and key partners across the borough to assist in shaping the joint ambitions and a delivery plan

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Output from this commission:

- A high-level collaboration document that sets out:
 - The strategic commitment of the two organisations to work together for the benefit of Chesterfield borough, its residents, businesses and communities
 - A clear set of joint ambitions from the two organisations
 - Key actions: working together to deliver change

Conversations

Leadership	Vice Chancellor, University of Derby Provost – Innovation and Research, University of Derby Chief Executive, Chesterfield Borough Council Executive Director, Chesterfield Borough Council	
University of Derby Page 31	Colleagues covering areas of: <ul style="list-style-type: none"> • Health • Science and Technology • Apprenticeships • Economics • Business 	
Chesterfield Borough Council	Leader of the Council and Cabinet Portfolio holders.	Service Directors from across the Council Officers covering skills and economic development
Partners across the borough	Chesterfield College East Midlands Chamber of Commerce Milligan Ltd Barrow Hill Roundhouse	
Other	D2N2LEP, Chief Executive and skills Lead	

An Overarching Commitment

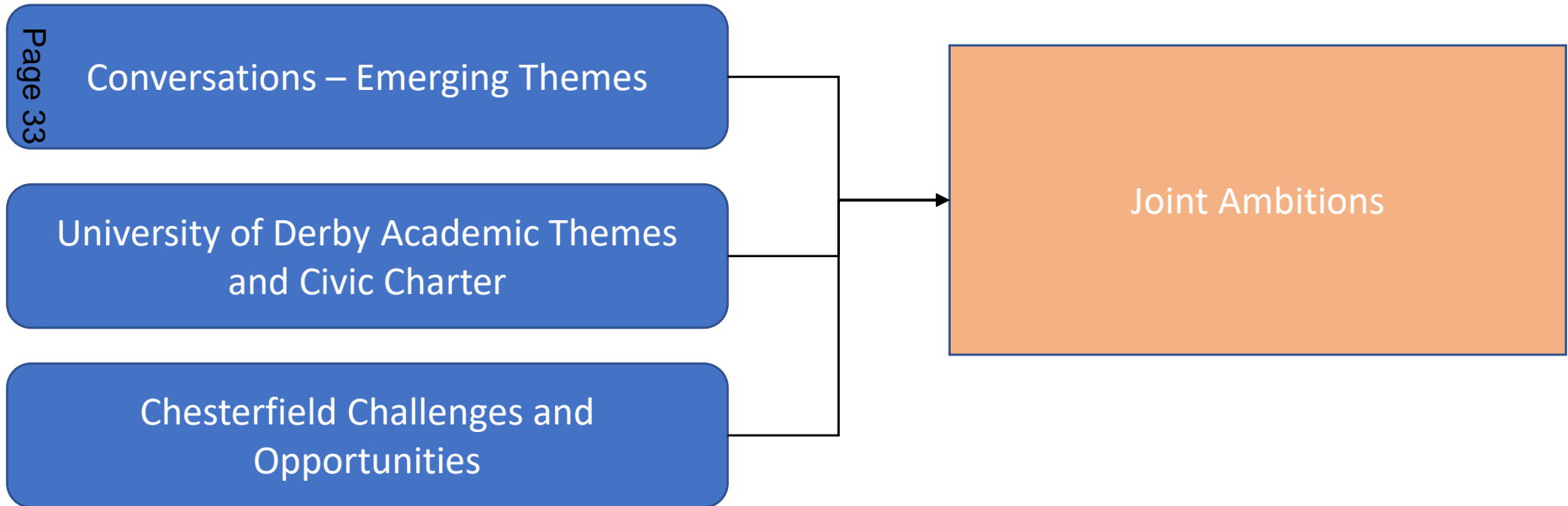
From the conversations with the strategic leadership of both organisations it is clear that there is a desire to strengthen the relationship:

To develop a long-term collaboration to deliver benefits for both our communities through specific targeted joint efforts that leverage the resources and assets of each organisation

Creating a Joint Ambition

We recognise the challenges and opportunities facing us

We believe that by working together we can achieve more:



Conversations - Emerging Themes

Economic and community focus	<i>Jobs and growth has to be core ambition – growth of higher value work – building social cohesion, resilience and social capital</i>
Medium to long term	<i>A genuine partnership involving mutual commitment of resources over the medium term (202*-*)</i>
Demonstrates what we can do together	<i>Starts small with achievable programmes that demonstrates why we need to work together and what we can achieve</i>
Local focus whilst creating a national impact	<i>We need to address local needs and attract and retain people from outside our area whilst building a national reputation</i>
Works in partnership with business, third sector and the public sector	<i>We recognise the importance of engaging all the community – people, business, education, public sector in delivering solutions</i>
Drives innovation and development of future skills	<i>Is built around a clear view of future skills requirements Builds high level skills but allows for mid career training and change</i>
Set in Chesterfield	<i>Creates a sustainable presence in Chesterfield Clearly based on the history, make up and capabilities of Chesterfield Fits within the borough narrative</i>

University of Derby Academic Themes and Civic Charter

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Academic Themes

- Public Services
- Data Science
- Business, economic and social policy
- Biomedical science
- Zero Carbon
- Creative Industries

Civic Charter

- Through this Civic University Agreement, its signatories will work to drive forward the local recovery and regeneration of our city and county to secure a sustainable and prosperous future.
- Together, we will help to channel aspirations, support our local communities, share knowledge, enhance the area's overall offer and vibrancy, and ensure both the city and county are in the strongest possible position to capitalise on future opportunities.

Civic Charter	Extract – <i>My italics</i>
Strategic growth and development	<ul style="list-style-type: none"> • Together, we are going to drive forward strategic growth and development ambitions to secure a prosperous long-term economic future for our city and county
Attracting investment	<ul style="list-style-type: none"> • We will <i>attract local and regional investment</i> by successfully demonstrating how we can deliver on the government's levelling-up agenda.
Research and innovation	<ul style="list-style-type: none"> • We will put Derby at the centre of the government's emerging strategy for <i>place-based research and innovation</i>. • We will use our applied research and expertise in areas such as low carbon, data science and social policy to make a positive economic and social impact in our region, through collaboration, knowledge exchange and support with innovation
Skills requirements	<ul style="list-style-type: none"> • We will address the regional skills gap by producing a pipeline of outstanding graduates required to fulfil future local skills requirements and providing support for businesses to upskill the existing workforce. • We will <i>strengthen partnerships and understanding between educators, businesses and the third and public sector</i> in order to align Derby's academic offer with the area's skills needs.

Chesterfield Challenges and Opportunities

Challenges

- Restructuring in the local economy has meant that employment growth has not kept pace with the growth seen at the regional and national scale.
- Chesterfield has an older age population profile with fewer younger workers.
- The town centre (like many town centres) faces on-going challenges in relation to changes in consumer behaviour, particularly the growth in on-line shopping
- Increasing the rate of housing delivery and maintaining a five year supply of available housing sites.
- One of the highest rates of youth unemployment in the East Midlands

Opportunities

- Implementation of the town centre masterplan to support the longer term vitality and viability of the town centre
- Strengthening Chesterfield's role as both a visitor destination in its own right and as a hub for visits to surrounding attractions
- Delivery of key regeneration schemes such as Chesterfield Waterside, Chesterfield Station Masterplan, Peak Resort and future phases of the Northern Gateway scheme
- Supporting the further development of Chesterfield as a university town
- On-going actions to reinforce Chesterfield's distinctive identity
- Seeking to attract skilled workers and entrepreneurs to the area on the basis of Chesterfield's affordable quality of life offer.
- Maximising the local benefits of major developments through the use of local labour clauses and supply chain initiatives.

Joint ambitions

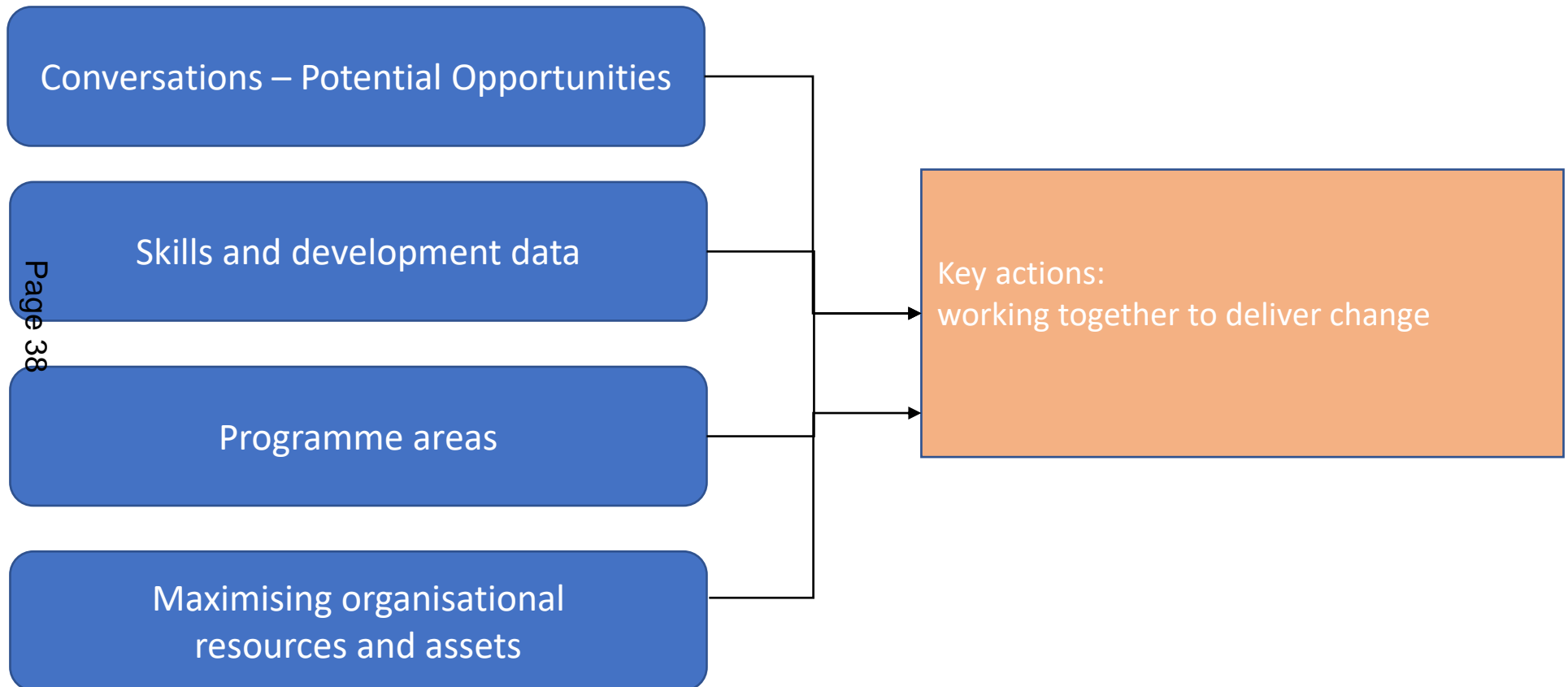
The University of Derby and Chesterfield Borough Council have agreed to work together to deliver an ambitious future for Chesterfield;

Joint ambitions	Metrics that show we are achieving our ambition
<p>Page 37 To establish Chesterfield as a University town delivering higher level skills and education for our people and employers</p>	<p><i>Set in the community delivering Skills Improvement and future skills</i></p>
<p>To work jointly, with business partners, education providers and the public sector to deliver world leading research that drives innovation, provide world class facilities to meet the needs of our community and establish a platform to help our entrepreneurs reach their potential.</p>	<p><i>Delivering Jobs and investment</i></p>
<p>To use our combined assets, within community partnerships across Chesterfield, to help raise people’s aspirations through delivering effective core skills, careers information, support and advice.</p>	<p><i>Building Stronger Communities</i></p>

Creating a delivery plan

How do we develop a strategic plan to achieve our ambition

We believe that by working together we can achieve more:



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Conversations - Potential Areas of Project opportunity

Ambition	Areas of Opportunity identified by interviews
<p>To establish Chesterfield as a University town delivering higher level skills and education for our people and employers</p>	<ul style="list-style-type: none"> • Social care, nursing and developing new services – Data link • Focus on ‘Green’ skills • Concentration of academic offers – Lift and shift existing capability • Visitor economy focus – food and drink incubator • Peak resort - Research, placements, commerce, health, clean tech
<p>To work jointly, with business partners, education providers and the public sector to deliver world leading research that drives innovation, provide world class facilities to meet the needs of our community and establish a platform to help our entrepreneurs reach their potential.</p>	<ul style="list-style-type: none"> • Innovation and Enterprise Centres • Advanced manufacturing link – Rail • Future Towns – Economy and Digital hub • Data analysis and data hub • National centre for Public Sector expertise
<p>To use our combined assets, within community partnerships across Chesterfield, to help raise people’s aspirations through delivering effective core skills, careers information, support and advice.</p>	<ul style="list-style-type: none"> • Building Social capital • Creating a pipeline of leavers – school, college, University - employment • Mid career training offer • Management training and support

Skills and Business Data supports the focus of our delivery plan

There are clear areas of job increases where collaboration could play a crucial role

Employment Sector	Expected Jobs Added	% Change
Health & Social Care	700	7%
Transport & Storage	350	11%
Hospitality	300	11%
Professional Services	300	10%
Admin & Support	250	6%
Wholesale	200	7%
Other Services, Arts, Leisure	170	12%
Education	160	4%
Information & Comms	150	11%
Construction	70	3%
Real Estate	30	10%
Motor trade	0	0
Primary	-30	-7%
Public Admin	-50	-3%
Finance	-100	-7%
Retail	-200	-4%
Manufacturing	-300	-7%
Total	2,000	4.00%

With a business structure dominated by small employers – a focus for collaboration

Micro (0 to 9)	2,860
Small (10 to 49)	395
Medium-sized (50 to 249)	70
Large (250+)	20
Total	3,345

Industry	Total	SME	Large (250+)
4 : Construction (F)	450	450	0
13 : Professional, scientific & technical (M)	420	420	0
3 : Manufacturing (C)	330	330	0
7 : Retail (Part G)	285	285	0
9 : Accommodation & food services (I)	275	275	0
14 : Business administration & support services (N)	255	250	5
18 : Arts, entertainment, recreation & other	210	210	0
6 : Wholesale (Part G)	190	185	5
5 : Motor trades (Part G)	180	175	0
10 : Information & communication (J)	155	150	0
17 : Health (Q)	155	150	5
8 : Transport & storage (inc postal) (H)	145	145	0
12 : Property (L)	95	95	0
11 : Financial & insurance (K)	80	80	0
16 : Education (P)	65	65	0
1 : Agriculture, forestry & fishing (A)	35	30	0
2 : Mining, quarrying & utilities (B,D and E)	20	20	0
15 : Public administration & defence (O)	5	5	0
Total	3,350	3,320	15-20

Skills requirements are well understood

Chesterfield job advertisements

- Specialist skills needed: nursing, finance, specialist ICT skills (Webkit, CSS etc), warehousing and auditing
- 'Common' skills needed: communications, management, customer service, sales and leadership

1 in 5 adults lacking one or more basic digital skills

Navigating the complexity of the skills system remains significantly challenging for both businesses and residents

Ensuring residents and businesses have the right skills to access opportunities emerging from growth

Forecast jobs increase from 2021 to 2030

Business Numbers 2022

All figures are rounded to avoid disclosure. Values may be rounded down to zero and so all zeros are not necessarily true zeros. Totals across tables may differ by minor amounts due to the disclosure methods used.

EMSI analyst data between May-June 2022
D2N2 Local Skills Report (refreshed January 2022)

Potential programme areas (1)

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Area of focus	Initial scoping considerations	Chesterfield assets	University assets
Health, wellbeing community, skills and resilience	<ul style="list-style-type: none"> • Delivery of additional or expanded health courses within Chesterfield Campus • Opportunities for significant increases in student intake and improved retention • Civic agenda • Procurement and social value 	<ul style="list-style-type: none"> • Chesterfield Hospital • Community wellbeing partnerships • Social care estate • Additional education delivery space 	<ul style="list-style-type: none"> • Community resilience research • GP lead outcome improvement research • Hospital training relationship
Innovation and research	<ul style="list-style-type: none"> • Building a centre of excellence for rail related advanced manufacturing • Delivery of engineering related courses within Chesterfield/DRIIVe Campus • Building a centre of excellence for quarrying and construction skills • Undertaking related research • Intake of new students 	<ul style="list-style-type: none"> • DRIIVe development • Construction skills hub 	<ul style="list-style-type: none"> • Research focus • Data analysis capability

Potential programme areas (2)

Area of focus	Initial scoping considerations	Chesterfield assets	University assets
Learning and curriculum	<ul style="list-style-type: none"> • Building a capability to deliver training for local business leaders and Staff • Delivery of micro credentials, post graduate and research lead education • Undertaking visitor economy related research (clean transport etc) • Building a centre of excellence for Public sector management • Intake of new students 	<ul style="list-style-type: none"> • Potential space to support evening students • Local anchor partners inc. Peak Resort and Peak Gateway • Large public sector anchor institutions 	<ul style="list-style-type: none"> • Existing courses currently delivered elsewhere
Brand profile and awareness	<ul style="list-style-type: none"> • Joint materials • Use of networking events and place marketing • Campaigns and profile building 	<ul style="list-style-type: none"> • Existing place promotion material • Networks including Destination Chesterfield and Chesterfield Champions 	<ul style="list-style-type: none"> • Existing materials • Learning from other places seeking to establish local presence
Assets and investment	<ul style="list-style-type: none"> • CPD offer and base for this in town • Joining up on inward investment and attracting new commercial offers 	<ul style="list-style-type: none"> • Existing estate • Hospitality offer across town 	<ul style="list-style-type: none"> • Existing campus • Track record of developing commercial offer

Maximising organisational resources and assets

The establishment of a single joint ‘working’ team with a clear governance structure that:

- Works to achieve the agreed ambition, manages the delivery of agreed smart targets, projects and reports on progress

Key activities:

- Develops a medium to long term plan for collaboration, joint activity and joint investment
- Encourages cross organisation working
- Develops a joint asset plan – physical (accommodation, teaching space), staffing and intellectual to maximise benefits for both parties
- Develops the approach of both parties to the delivery of Social Value (through sourcing, procurement, engagement etc.) and the needs of the Universities Civic Charter whilst engaging the community
- Supports appropriate community research – business, community needs etc.

Key actions: working together to deliver change

- Develop and agree education and research courses and programmes to be delivered in Chesterfield (see programme areas)
- Establish a joint 'working' team focussed on the delivery of our ambitions, making best use of the resources and assets of both organisations
- Provide resources to deliver these commitments, to develop and agree business plans and coordinate project planning, programme monitoring and delivery arrangements.

For publication

Review of members' allowances: arrangements for the independent remuneration panel

Meeting:	Cabinet
Date:	19.09.23
Cabinet portfolio:	Governance
Directorate:	Corporate
For publication	

1.0 Purpose of the report

- 1.1 To provide Cabinet with an update on the preparations for the Independent Remuneration Panel (IRP) to carry out a review of the Members' Allowances Scheme.
- 1.2 To enable Cabinet to consider issues to be raised with the Independent Remuneration Panel (IRP) on the forthcoming review of member allowances in accordance with the protocol on arrangements for consulting on the review.

2.0 Recommendations

- 2.1 That the arrangements for consulting members on the review of the members' allowances scheme in line with the agreed Protocol be noted.
- 2.2 That members consider whether it wishes to raise any further issues with the Independent Remuneration Panel.

3.0 Reason for recommendations

To ensure Chesterfield Borough Council has a fair and transparent members allowance scheme.

4.0 Report details

- 4.1 The Local Authorities (Members Allowances) (England) Regulations 2003 requires the Council to establish an independent remuneration panel (IRP)

and have due regard to their findings when establishing or updating their member allowances scheme.

4.2 The Panel last met during 2019 and produced a report which was submitted to Full Council on 18 December 2019. The recommendations were accepted with the exception of the Special Responsibility Allowances for the Deputy Leader of the main opposition group and Vice Chair of Standards and Audit Committee. The changes to the scheme were implemented from 1 April 2020 (Council Minute no. 53 2019/20).

4.3 One of the approved recommendations allowed for an annual increase in members allowances based on the average level of change in the NJC staff pay award for spinal column points 35- 40. However, in line with Section 10 the Local Authorities (Members Allowances) (England) Regulations 2003, this must be reviewed by the IRP after a period of four years. This is excellent timing given the range of changes made following the borough election in May 2023, which incorporated a number of changes following the local government boundary Commission Review including the reduction in council members from 48 to 40.

4.4 A copy of the current scheme is attached at Appendix 1.

4.5 Independent Remuneration Panel for 2023-2027

A report recommending approval for membership of the IRP for 2023-2027 was considered by Standards and Audit Committee on 9 August, 2023 and recommendations accepted. The panel has therefore been convened under the terms of reference attached at Appendix 2.

4.6 At a meeting of Full Council on 28 September, 2011 members approved a written protocol for the IRP to consider member representations to the Panel at times of future reviews of members' allowances scheme. This has been updated to reflect current support arrangements and timescales. A copy of the protocol is attached at Appendix 3. Key points within the protocol include:

- Consultees can make written representations and, if appropriate, oral representations to the IRP about any aspects of the Council's members' allowances scheme
- Any comments made will be considered by the IRP before finalising their report
- The Chair of the IRP may discuss matters further with the Leader of the Council, the Leader of the Opposition and the Monitoring Officer if appropriate.

4.7 An initial first meeting of the IRP has been arranged for 16 October 2023 and all consultees are to be invited to submit written comments and indicate if they wish to make oral comments to the Panel. The protocol also provides

that a report shall be submitted to Cabinet in advance of the IRP meeting to enable any relevant issues to be raised.

4.8 The following issues have already been raised with the IRP through the lead officer:

- The previous members' allowance scheme stated that members allowances should increase by the same percentage as employee wages (NJC). However, in 2022/23 employee wages rose by a single fixed amount per employee resulting in different percentages for each of the NJC grades. In the event of this occurring in the future how could we apply this to member allowances
- Impact of the reduction in Council size from 48 to 40
- Consideration of the proposed Member Support Policy which includes provisions around special responsibility allowances should a portfolio holder, Chair or Vice Chair require an extended period of leave due to ill health.

5.0 Alternative options

5.1 None. An independent remuneration panel is a requirement of the Local Authorities (Members Allowances) (England) Regulations 2003 and a review is required every four years of the members allowance scheme.

6.0 Implications for consideration – Financial and value for money

6.1 Under the Local Authorities (Members Allowances) (England) Regulations 2003, an authority may pay the expenses incurred by an IRP in carrying out its functions and may pay the members of the panel such allowances or expenses as the authority decides. It is proposed that existing arrangements for payment of a reasonable allowance to the IRP members for their time, as agreed in 2019, should continue, this attracts a daily rate of £525 per panel member.

6.2 Based on previous years the review is expected to cost in the region of £5,000. This is built into budget assumptions for review years. The findings of the IRP and the final member allowance scheme may add additional costs to the authority, this will need to be considered by Council when the final scheme for 2024/25 – 2027/28 is approved.

7.0 Implications for consideration – Legal

7.1 The requirement for a member's allowance scheme, an independent remuneration panel and four-year review is covered in the Local Authorities (Members Allowances) (England) Regulations 2003.

7.2 Under the Council's Members Code of Conduct introduced under the Localism Act 2011, the receipt of members allowances is not a Disclosable Pecuniary

Interest. Members are free to debate and decide the allowance scheme despite it being a matter which affects their financial wellbeing.

7.3 Legislation specifically provides for the members allowances scheme to be adopted and amended by Full Council, having regard to the recommendations of the IRP. Therefore, members do not need to disclose an interest nor are they prevented from taking part in the meeting.

8.0 Implications for consideration – Human resources

8.1 The lead officer for the review and key link for the IRP is the Council’s Monitoring Officer with support from the Service Director Corporate and Democratic Services Officer. This work has been programmed into the Directorate Plan for 2023/24.

9.0 Implications for consideration – Council plan

9.1 None.

10.0 Implications for consideration – Climate change

10.1 None.

11.0 Implications for consideration – Equality and diversity

11.1 IRP will consider equality and diversity issues as part of their review. This could include provisions around allowances for extended sick or disability leave and parental leave. An equality impact assessment will be undertaken as the scheme develops.

12.0 Implications for consideration – Risk management

12.1

Risk	Impact	Likelihood	Mitigating actions	Revised impact	Revised likelihood
Legislative compliance	H	M	<ul style="list-style-type: none"> Comprehensive terms of reference for the IRP developed Ongoing support and advice to the IRP from the Council’s Monitoring Officer Check in points throughout the IRP Standards and Audit Committee engagement 	H	L
Scheme affordability pressures	H	M	<ul style="list-style-type: none"> Comprehensive Terms of Reference for the Panel Provision of accurate information for the IRP to consider 	L	L

			<ul style="list-style-type: none"> • Comparisons available to other authorities including CIPHA family Group • Full financial impact analysis available for scheme implementation to be developed 		
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Decision information

Key decision number	N/A
Wards affected	All

Document information

Report author
Gerard Rogers – Monitoring Officer
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 – Current Members Allowance Scheme
Appendix 2 - Terms of Reference for the Panel
Appendix 3 - Protocol

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CHESTERFIELD
BOROUGH COUNCIL

Part 6

Chesterfield Borough Council Members' Allowances Scheme

1. This scheme was made by Chesterfield Borough Council ("the Council"), in accordance with the Local Authorities (Members' Allowances) Regulations 2003

2. Title

The Scheme shall be known as the Chesterfield Borough Council Members' Allowance Scheme.

3. Amendment and Revocation

3.1 This scheme may be amended at any time, but may only be revoked with effect from the beginning of a year

3.2 Where an amendment is made which affects an allowance, the entitlement to such allowance as amended shall apply with effect from the beginning of the year in which the amendment is made unless the council otherwise decides

4 Interpretation

In this Scheme the following expressions have the following meanings :

'Councillor': an elected member of Chesterfield Borough Council

'year' the 12 months ending with the 31st March

'Regulations' The Local Authorities (Members' Allowances) Regulations 2003, as amended.

5. Basic Allowance

Subject to this scheme, a Basic Allowance of **£6,396** each year shall be payable to each councillor. The Basic Allowance shall be the same for each councillor

6. Special Responsibility Allowances

- 6.1** A Special Responsibility Allowance shall be paid each year to councillors who hold the special responsibilities in relation to the Authority that are specified in Schedule 1 to this Scheme
- 6.2** A Councillor can only receive one Special Responsibility Allowance at any given time.
- 6.3** If a Councillor is entitled to more than one Special Responsibility Allowance the higher allowance only shall be paid.
- 6.4** A special responsibility allowance shall be paid to at least one person who is **not** a member of the controlling group and has special responsibilities described in paragraph (1)(a) or (f) of the regulationsⁱ

7. Dependants' Carers' Allowance

Councillors are entitled to a Dependants' Carers' Allowance in respect of such expenses of arranging for the care of their children or dependants as are necessarily incurred in carrying out any of the specified and approved duties in Schedule 3 to this scheme. The allowance is set based on the maximum hourly rates to be indexed to the government's national living wage applicable to the age of the carer (childcare) and Council's own hourly rate for Home Care Assistance (care of other dependants).

8. Travelling and Subsistence Allowance

Councillors and co-optee members shall be entitled to allowances in respect of travelling and subsistence subject to the conditions and at the rates specified in Schedule 2 to this Scheme and undertaken in connection with or relating to the duties specified at Schedule 3 to this scheme

9 Claims and Payment of Allowances

9.1 Time Limit for Claims

Claims for Dependants' Carers' Allowance and Travelling and Subsistence allowance shall be made within two months of the date when an entitlement to an allowance arises. But this shall not prevent the council from making a payment where an allowance is not claimed within that periodⁱⁱ

9.2 Monthly Payments

Payments of allowances shall be made monthly and shall be made by bank credit transfer.

9.3 Certifying Spending

Each member must certify that he or she has necessarily incurred expenditure on travelling and subsistence for the purpose of enabling them to perform approved duties as a member of Chesterfield Borough Council or as a co-opted member of one of its committees

9.4 Receipts

Members must, wherever practicable, provide receipts in respect of subsistence allowance. Tax may be payable on the difference between the amount of the receipt and the amount of the allowance paid. If no receipts are provided, the whole of the allowance paid may be taxable.

10 **Repayment of Allowances**

Where payment of any allowance has already been made in respect of any period during which the member concerned is

- ◆ suspended or partially suspended from his or her responsibilities or duties as a member of the authority in accordance with Part 3 of the Local Government Act 2000 or regulations made under that Part; or
- ◆ ceases to be a member of the authority; or
- ◆ is in any other way not entitled to receive the allowance in respect of that period,

the authority may require that such part of the allowance as relates to any such period be repaid to the authority.

11 **Annual Index-related Adjustments to Allowances**

11.1 The following allowances shall be changed annually in line with the annual percentage pay increase given to Council employees as agreed for each financial year by the National Joint Council for Local Government Staff, and these changes shall apply from the effective date of that change as an adjustment to the allowances as permitted by Regulation 10 (4):

- ◆ Basic Allowance
- ◆ Special Responsibility Allowance
- ◆ Subsistence Allowances

11.2 The following allowance rates shall be changed annually in line with each change in the NJC staff mileage rates (including passenger supplements):

◆ *Rates per mile shown in the Tables at Schedule 2 to this Scheme (Travelling Allowances)*

11.3 The use of these adjustment indices shall not be valid after 31st March 2023, unless the Council has before then has sought a further recommendation from its independent remuneration panel on their application in this schemeⁱⁱⁱ.

12 Electing to Forgo Allowances

A person may by giving written notice to the Monitoring Officer forgo his or her entitlement or any part of his or her entitlement to any allowance.

13 Part-Year Entitlement to Allowances

13.1 Basic Allowance

Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, that councillor's entitlement shall be to payment of such part of the basic allowance as bears to the whole the same proportion as the number of days during which that councillor's term of office as a councillor subsists bears to the number of days in that year^{iv}

13.2 Special Responsibility Allowance

Where a councillor does not have throughout the whole of a year any such special responsibilities as entitle that councillor to a special responsibility allowance, his or her entitlement shall be to payment of such part of the special responsibility allowance as bears to the whole the same proportion as the number of days during which that councillor has such special responsibilities bears to the number of days in that year.

14 Councillors who are members of more than one authority

No councillor who is also a member of another authority (as defined by the Regulations^v) may receive any allowance from more than one authority in respect of the same duties.

SCHEDULE 1
SPECIAL RESPONSIBILITY ALLOWANCES

Special Responsibility:	Annual Amount <u>£</u>
Council Leader and also Chair of Cabinet.	29,122
Deputy Leader and also Vice Chair of Cabinet.	16,021
Cabinet Member with portfolio.	7,993
Assistant Cabinet Member with portfolio.	3,996
Leader of the main minority political group within the Council	9,105
Chair of the Planning Committee.	5,912
Vice Chair of Planning Committee	2,956
Chair of the Appeals & Regulatory Committee	5,912
Chair of Licensing Committee	4,885
Vice-Chair of Appeals and Regulatory Committee	2,956
Chair of the Employment and General Committee	3,663
Chair of Overview and Scrutiny Committees	4,885
Vice-Chair of Overview and Scrutiny Committees	1,629
Chair of Standards and Audit Committee	4,885

**SCHEDULE 2
RATES FOR TRAVELLING AND SUBSISTENCE ALLOWANCES**

A TRAVELLING ALLOWANCES

1 Public Transport including Travel by Bus, Train, Taxi, Ship or Air

- 1.1 The rate for travel by public transport shall not exceed the ordinary fare or any available cheap fare. Advance tickets should be obtained where possible, and bus vouchers may be issued to members for local travel.
- 1.2 Where more than one class of fare is available, members shall travel by second class unless the council decides otherwise in any case.
- 1.3 Travel by ship may be by first class at the choice of the member.
- 1.4 Additional allowances are payable for the following, only if the total allowance is no more than the actual expense incurred by the member:
- ◆ Sleeping accommodation for an overnight journey, provided that any subsistence allowance for that night is reduced by a third
 - ◆ Pullman car or similar supplements, seat reservation and deposit or portage of luggage
- 1.5 Air travel costs may be reimbursed if the Council decides it is justified. The ordinary or cheap rate will be reimbursed unless the council decides otherwise.
- 1.6 The allowance for travel by taxi is the amount of the fare by the most appropriate means of public transport. But in cases of urgency or where no other form of public transport is readily available, the amount of the actual taxi fare plus a reasonable tip will be reimbursed.

2 Travel by private or hired vehicle

- 2.1 The rates for travel by
- ◆ a member's own vehicle, or
 - ◆ a vehicle belonging to a member of his or her own family, or
 - ◆ a vehicle provided for a member's own use
- shall not exceed the following rates (subject to these conditions):

By Car

<i>Miles per annum</i>	<i>Under 10,000 miles per annum</i>	<i>10,000 and over miles per annum</i>
Rate per mile not to exceed	45.0 pence	25.0 pence

By Motor Cycle:

Rate per mile not to exceed	24.0 pence
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By Bicycle:

Rate per mile not to exceed	20.0 pence
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2.2 Where a member carries **one or more** passengers each of whom who would otherwise be entitled to claim a travelling allowance, the relevant rate in the table is increased by **5 pence** per mile

2.3 The cost of any necessary parking (including overnight parking), tolls and ferries is reimbursable

2.4 The rate for travel by a hired vehicle (other than a taxi) shall not exceed the rate that would have been payable if the member had owned the vehicle. But the actual cost of hire may be reimbursed if the Council approves that.

2.5 Members shall:

- ◆ Ensure that their vehicle insurance policy covers them for use on council business, and
- ◆ Be personally responsible for any parking or traffic offence fines incurred while on council business.

B SUBSISTENCE ALLOWANCES

- 3 The rates for subsistence allowance are as follows, provided that a member is away from his or her usual home for **more than four hours**:

Absences not involving overnight stays

absence before 11 a.m.	absence between 12 noon and 2 p.m.	absence between 3 p.m. and 6 p.m.	absence after 7 p.m.
£5.86	£8.06	£3.17	£10.00

Absences involving overnight stay (outside London)

£95.22

Absences involving overnight stay in London

(or the Annual Conference of the Local Government Association)
£108.60

- 4 Members travelling abroad are entitled to reasonable rates of subsistence to be determined by the Service Director - Finance.
- 5 Where any meal is provided free of charge to a member, the value of the meal must be deducted from any allowance claimed.
- 6 If sleeping car accommodation is charged to travel allowances, the amount of any overnight allowance payable is reduced by one third.
- 7 Where a conference or course fee is paid by the Council and includes provision of accommodation and meals, the value of the accommodation and meals will be deducted from the rate of allowance.

SCHEDULE 3
SPECIFIED AND APPROVED DUTIES FOR PAYMENT OF DEPENDANT
CARERS' TRAVELLING AND SUBSISTENCE ALLOWANCES^{vi}

1 the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;

2 the attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and one or more local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee provided that -

where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited, or if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;

3. the attendance at a meeting of any association of authorities of which the authority is a member. This includes councillors appointed by their political groups to committees of the Local Government Association^{vii}.

4. the attendance at a meeting of the Cabinet (executive) or a meeting of any of its committees

5. the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;

6. the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;

7. the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.^{viii}

Such duties approved to date under this scheme are:

- ◆ Attending any Cabinet Member meeting as Cabinet Member or as consultee member or support member
- ◆ Attending any informal meeting with officers in connection with a Committee, Cabinet or Cabinet Member meeting
- ◆ Appearing as a witness or adviser to a Scrutiny Panel meeting
- ◆ Attending a training event arranged by the authority.

Other Help for Members not Part of the Statutory Scheme of Allowances

For information, the following help for elected members is also available:

Telecommunications

The following expenses are payable by the Council:

- ◆ The cost of installing a private telephone in a councillor's home
- ◆ Telephone re-connection charge where a member moves home and the original connection charge was not paid by the council
- ◆ A telecommunications allowance of up to £10 per month towards telephone rental and call charges (paid by monthly instalments).

Personal Computers

Councillors are provided with an iPad at the council's expense.

Members' Surgeries

The Council will pay councillors' expenses of advertising and holding one Ward "surgery" per month.

Conferences etc.

The cost of some conferences, meetings and training including meals and accommodation etc. is often payable direct by the council, so there is no need for a member to claim an allowance.

Mayoral Allowance

Allowances are payable to the Mayor of the Council under sections 3(5) and 5(4) of the Local Government Act 1972.

An allowance of £6,211, comprising one payment of £500 in the Deputy Mayoral year, one payment of £1,000 in May of the Mayoral year with the Civic Office then holding the 'purse' for the remainder of the allowance. This is provided for The Mayor as expenses which are incurred in undertaking mayoral duties.

The Mayoral Allowance shall be changed annually in line with the annual percentage pay increase given to Council employees as agreed for each financial year by the National Joint Council for Local Government Staff until 31 March, 2023.

ⁱ These responsibilities are (a) acting as leader or deputy leader of a political group within the authority; and (f) acting as the spokesman of a political group on a committee or sub-committee of the authority;

ⁱⁱ Reg. 14 requires a time to be put in the scheme but does not specify what the period should be - two months is the period in the current scheme guide.

ⁱⁱⁱ Reg. 10(5)

^{iv} Reg. 4(2)(b)

^v Reg. 3(1): *Any reference in this Part and Parts 2 and 3 of these Regulations to an **authority** shall, unless otherwise specified be construed as a reference to a body of one of the following descriptions - (a) a district council; (b) a county council; (c) a London borough council; (d) the Council of the Isles of Scilly; (e) a fire authority constituted by a combination scheme under the Fire Services Act 1947; (f) a joint authority established by Part IV of the Local Government Act 1985; (g) the London Fire and Emergency Planning Authority; (h) the Broads Authority; (i) a National Park authority; and (j) a conservation board of an area of outstanding natural beauty;*

^{vi} Reg. 8(1)

^{vii} Clarification approved by Cabinet 5th Feb. 2004

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INDEPENDENT REMUNERATION PANEL

Make-up and Terms of Reference

Introduction

Members of the Independent Remuneration Panel are appointed by the Standards and Audit Committee, following advertisement and selection by that committee.

Make-up and Terms of Office

The Panel shall consist of three members, with a quorum of 2, and shall elect a Chair.

The terms of office of the three members shall be four years, subject to phasing of appointments (where possible) to ensure that there is always one member of the panel who has experience of the work of the panel.

A member of the IRP may not re-apply after having served two consecutive terms subject to this restriction being lifted to allow a third term in the event of there being no other suitable candidate.

The Monitoring Officer (or Deputy Monitoring Officer) may terminate the membership of any panel member at any time should the reputation of the Panel or the Council be brought into disrepute subject to consultation with the Independent Chair of the Standards and Audit Committee.

Functions

To produce reports in relation to allowances payable to Members of the Council, making recommendations to the Council as to:

- (a) the amount of the basic allowance;
- (b) the roles for which a special responsibility allowance will be payable and the amount of such allowances;
- (c) any dependent carer allowances;
- (d) travelling and subsistence allowances;

- (e) co-optee allowances;
 - (f) pensions for members.
- 2.** To review the current Members' Allowances Scheme and to make written recommendations to the Council for a new Scheme or revision to the existing Scheme as considered necessary and appropriate, taking appropriate evidence/representations in order to take into account the following:
- (a) The need for the Council to pay a basic allowance and the discretion to pay special responsibility allowances.
 - (b) The various roles and responsibilities of elected Members and the commitment of time and other resources involved.
 - (c) The differences between the level of responsibility and time commitment of different Members' roles.
 - (d) Schemes operating elsewhere in similar Local Authorities,
 - (e) The levels of remuneration paid for other types of public duties.
 - (f) The need to attract and retain elected Members of the highest calibre who are representative of the local population, particularly in terms of race, age and gender.
 - (g) Member support policy provisions which impact on allowances.
- 3.** To provide informal advice on expenses, gratuities and allowances not referred to in these Terms of Reference.
- 4.** To deal with other issues which may from time to

time fall within the remit of the Panel through legislation.

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**Protocol For
Independent Remuneration Panel
Arrangements for Consulting Members**

1. The Independent Remuneration Panel (IRP) will produce a draft report and a final report.
2. At least three weeks before the date of the IRP's first meeting, the lead Democratic Services Officer will notify the following people by e-mail (the Consultees) of the date of that meeting, and of Consultees' right to have the IRP consider their written or oral comments on any aspect of the Council's Scheme of Members' Allowances:

Consultees:

- a. each elected member of Chesterfield Borough Council
- b. the Council's Monitoring Officer

The Council's Monitoring Officer will prepare a report for consideration by Cabinet in this period to enable any relevant issues to be raised.

3. Any written consultation response must be received by the lead Democratic Services Officer at least one week before the IRP's first meeting.
4. Any Consultee wishing to make an oral comment to the IRP must tell the lead Democratic Services Officer of their wish to do so at least one week before the IRP's first meeting.
5. The lead Democratic Services Officer will arrange for the IRP at the IRP's first meeting to consider all Consultees' written comments that are received in accordance with this protocol.
6. The lead Democratic Services Officer will arrange for the IRP at the IRP's first meeting to consider all Consultees' oral comments that have been requested in accordance with this protocol, subject to the IRP's rulings as to procedure and as to time and content of Consultees' oral comments.
7. The lead Democratic Services Officer will send the IRP's draft report to all Consultees by email.
8. Any comments from any Consultee on the IRP's draft report, which are received within one week of that draft being sent to all Consultees, will be considered by the IRP. The IRP will submit their report to the Service Director Corporate, Monitoring Officer and Lead Democratic Services Officer.

9. The lead Democratic Services Officer will send the IRP's final report to all Consultees, as soon as practicable after the final report has been received.
10. Once the full Council has considered the IRP's final report, the lead Democratic Services Officer will notify all Consultees and the IRP of the outcome of Council's consideration of that report, and of the outcome of the full Council's review of its Scheme of Members' Allowances.
11. At the request of:
 - the Chair of the Panel or
 - the Leader of the Council or
 - the Leader of the Council's Minority Group or
 - the Council's Monitoring Officerthose persons will meet to discuss any item of concern, following any review of the Scheme of Members' Allowances.
12. The content of any Consultee's written or oral comment to the IRP including the name of the Consultee, may be made publicly available. The IRP will consider keeping the identity of any Consultee or the content of any comment confidential only if requested in advance by that Consultee and only if the IRP considers that there are legitimate grounds for such confidentiality.

For publication

Period 3 Budget Monitoring Report 2023/24

Meeting:	Cabinet
Date:	19 September 2023
Cabinet portfolio:	Deputy Leader
Directorate:	Finance

1.0 Purpose of report

- 1.1 To provide Cabinet with an assessment of the Council's forecast outturn position for the General Fund Revenue Account and Capital Programme based on activity to the end of period 3 (June 2023).
- 1.2 To meet the requirement in the Financial Procedure Rules to provide Council with regular updates on the Council's financial position.
- 1.3 Effective budget monitoring and forecasting will be critical to understanding the budget pressures and ensuring that there are appropriate plans in place to manage and mitigate financial risks.

2.0 Recommendations

- 2.1 To note the forecast position of the General Fund Revenue Account at the close of period 3 for the financial year 2023/24.
- 2.2 To support the strategy for achieving a balanced budget outturn position for the financial year 2023/24.
- 2.3 To note the General Fund Capital Programme expenditure forecast for period 3 2023/24.

3.0 Reasons for recommendations

- 3.1 This periodic monitoring report summarises the current assessment of the Council's forecast outturn and sets out the active management mitigations to be progressed to balance the 2023/24 budget. It also provides a robust basis for medium term financial planning.
- 3.2 This is the first formal monitoring report for the 2023/24 financial year and comes at a time when the Council is experiencing financial pressures due to

the current economic situation, cost and pay inflation and the ongoing impact of the Covid-19 pandemic.

4.0 Report Details

Background

- 4.1 Like all local authorities, Chesterfield Borough Council continues to face significant financial challenges. The sustained period of austerity since 2010, the ongoing risks and uncertainties over future funding arrangements, the budgetary impacts of the Covid-19 pandemic and a sustained period of exceptionally high inflation, have all impacted on the Council's financial position.
- 4.2 In response to these challenges, the Council has already made significant savings over many years and taken steps to manage demand and deliver services in the most economic, efficient, and effective way.
- 4.3 The financial impact of Covid-19 and the cost-of-living crisis on Council services has been and continues to be significant, resulting in new cost pressures and reductions in income, particularly in areas such as car parking, markets and town centre retail units. Income remains significantly below pre-pandemic levels and may never fully recover.
- 4.4 It is also of significant concern that details of how the Government intends to fund local authorities, post the 2023/24 financial year, remain uncertain, which makes medium term financial planning highly unpredictable.
- 4.5 The Council approved the General Fund Revenue Budget for 2023/24 on 22 February 2023. The budget was constructed in accordance with the Council's budget principles and the 2023/24 budget was balanced with the use of **£1.000m** from the Budget Risk Reserve. This was to enable the Council to take a more strategic approach to reviewing priorities and managing the gaps over the medium term.
- 4.6 The use of reserves in this way is in line with the Government's expectations. The Department for Levelling Up, Housing and Communities (DLUHC) encouraged "local authorities to consider how they can use their reserves to maintain services in the face of immediate inflationary pressures." The Government also outlined that it would consult with "trusted partners" including the Local Government Association, on releasing data on reserves held by councils.
- 4.7 Whilst the Local Government Finance Act 1992 required the Council to set a legal budget and Council Tax precept for the coming financial year i.e., 2023/24, the Council was not in a position to set a balanced Medium Term Financial Plan (MTFP) over the 4-year period. There are significant gaps in the MTFP of **£2.535m** in 2024/25 rising to **£3.408m** in 2026/27.

- 4.8 Whilst there is no legal requirement to set a balanced MTFP, this is considered good practice. However, the most recent Autumn Statement and anticipated government funding still leaves the overall resource equation uncertain with the reforms to local government funding delayed further until at least 2025/26.
- 4.9 Given the size and scale of the financial challenge, it was recognised that the 2024/25 budget setting process would require an early focus to allow maximum time for the development and delivery of future budget savings.
- 4.10 The Council's Budget Strategy was approved by Council on 19 July 2023. This report set out the current assumptions which underpin the General Fund revenue element of the MTFP, the priority work that needs to be undertaken over the coming months, and a strategic framework for delivering the savings that will be needed to achieve a balanced budget for 2024/25 and over the medium-term.

Efficient and Robust Budget Management and Control

- 4.11 Effective budget monitoring and forecasting will be critical to understanding emerging budget pressures and ensuring that appropriate plans are implemented to manage and mitigate in-year financial risks. In-year financial management processes have been enhanced and strengthened across the Council. The new processes have been rolled out to budget managers in June 2023 for period 2 (May 2023). The period 3 (June 2023) budget monitoring position and year-end forecasts is the first formal reporting based on the enhanced process.
- 4.12 Budget holders are responsible for ensuring that services are delivered within budget and for taking early management actions to resolve emerging financial issues. They are also responsible for ensuring external income is maximised for their service and seeking out new opportunities to generate income.
- 4.13 The MTFP assumes the delivery of **£1.035m** of new savings that were approved as part of the 2023/24 budget process. Savings have been captured and coded within Service Budgets. This will ensure accountability for the delivery of the saving and enable budget managers to monitor more accurately to ensure delivery. Savings implementation plans have been completed where appropriate and validation of existing savings plans will form part of the monthly budget monitoring exercise.
- 4.14 The Council is committed to delivering services within the approved budget. Where financial pressures are identified that cannot be mitigated through in-year management actions, these will need to be identified and addressed as part of the Council's budget-setting activities over the medium term.

General Fund Revenue Account 2023/24 – Estimated Outturn Position (based on period 3 - June 2023)

- 4.15 The estimated outturn position for the financial year 2023/24 is driven by unprecedented and unpredicted inflationary pressures upon pay and contracts

together with the long-term impacts upon service demands and income from the Covid pandemic.

4.16 At the end of Quarter 1 (period 3), there is a forecast adverse position of **£774k** on the Council's net revenue budget of **£12m**. The period 3 forecast is based on activity to the end of June together with projected trends in income and expenditure.

4.17 The following table includes a summary of the key variances. Further details are set out in the sections below.

Service/ Area	Period 3 Variance £'000
Chief Executives / Corporate	0
Development Control	(200)
Innovation Centres/ Industrial units/ Commercial properties (Waterside and Venture House)	(121)
Town Centre Properties	77
Pavements – income reduction and non-recovery of service charge	465
Asset Management	(72)
Economic Growth	149
Finance	0
Customer Services/ Revenues	(35)
Human Resources/ Organisational Development/ Payroll	(39)
ICT	306
Digital, Customer and HR	232
Housing - Legal Costs	33
Waste (domestic / recycling / commercial)	550
Car Parks net income reduction	463
Markets - Market Hall/ Open Markets/ Catering	46
Net other (Pomegranate Theatre/ Leisure Centres/ other)	-12
Leisure, Culture and Community Wellbeing	1,047
Salaries	(137)
Inflation Contingency	(550)
Total variance	774

- **Economic Growth** – Overall Economic Growth is reporting a budget variance of **£149k**. The main variances relate to additional planning income of **£200k** from schemes which were anticipated would be submitted in 2022/23 but are now expected in 2023/24; increase surplus from the Commercial Property portfolio, mainly due to success of Waterside units showing increase in income against budget, offset by an under-performance at Venture House; reduction in income from Industrial Units are due to the general rise in void rates across the portfolio.

Net rental income from the Pavements Shopping Centre is **£465k** lower than assumed together with increase costs from non-recovery of service charges and business rates. This is due to the renegotiation of leases to retain tenants and non-renewal of leases. Town Centre units are also seeing increased void rates which has impacted on rental income, service charges and business rates. A further assessment of void properties is being undertaken to understand the longer-term impact.

- **Digital, Customer and Human Resources** – Overall the directorate is reporting a net budget pressure of **£232k**. The main variance relates to net additional ICT costs of **£306k** due, in part, to increase contract and licence costs. In addition, the budget assumed the capitalisation of on premises computing infrastructure and licence costs which are now cloud hosted. In accordance with recent accounting changes, expenditure of this type must now be charged to revenue and not capital. The net overspend in this area assumes that some costs will be recharged to the Housing Revenue Account and others will meet the criteria for the use of capital receipts flexibility. Further urgent work is ongoing to provide a shared understanding of the Council's ICT requirements, further options to address the overspending and the impact on future years budgets. No new pressures were included within the 2023/24 budget for ICT.

Forecast underspending in Customer Services, Revenues, Human Resources, Organisational Development and Payroll relate mainly to a projected underspending in salary costs due to a number of vacancies in these areas.

- **Housing** - A net budget pressure of **£33k** relating to additional spend for the eviction of travellers and enforcement activity in relation to private sector landlords.
- **Leisure, Culture and Community Wellbeing** – Overall this directorate is reporting a pressure of **£1.047m**.

The main variances relate to increases in all waste contracts, particularly recycling where the contract is based on a cost-plus CPI indexation. The inflation contingency was set up to cover this cost. There is also a further net reduction in car parking income of **£463k**, particularly surface parking, which is over and above the **£400k** pressure included in the 2023/24 budget. Income from all car parks is lower than expected due to the longer than expected recovery of the economy post pandemic and the ongoing economic impact on town centre footfall (the impact of cost inflation on shopping habits and higher fuel prices).

- **Inflation Contingency** - In constructing the budget for 2023/24, priority was given to funding existing and emerging service pressures. The inclusion of an inflation contingency of **£550k** in 2023/24, rising to £650k from 2024/25, provides some flexibility to cover additional pressures. There is an expectation that this will be used to offset the inflationary increase in the waste and recycling contracts. However, this will leave no flexibility to

fund inflationary pressures in ICT and other areas. At present, the balance on the contingency has been used to offset the overall forecast adverse variance.

- **Salary forecasts.** Some salary forecasts have been amended within the services. However there still remains further work to do in this area. The **£137k** saving represents an assessment of savings achieved up to period 3 only. It should be noted that the budget assumes a 4% pay award for 2023/24. This may be insufficient to cover the actual pay award which could potentially be in excess of 5.6% - leading to an additional pay pressure of **c£350k**.

Actions to Balance 2023/24

- 4.18 The Council is committed to delivering services within the approved budget and the Corporate Leadership Team (CLT) have been working collectively with budget managers to agree clear, robust and immediate management action plans to address the adverse forecast.
- 4.19 Failure to balance the in-year budget would increase the pressure on our MTFP and significantly deplete reserves. There are financial challenges for the future at a scale not seen before and having to use reserves to fund a gap at the current estimated level would have a significant impact on the ability of the Council to balance future years.
- 4.20 CLT and budget managers will continue to work with Cabinet Members towards delivering a balanced budget. Activities will include:
- Forensic focus on budgetary control - to continue to work with services to minimise spending and identify savings.
 - Deep dive / spotlight reviews on income from fees and charges, to review these on a regular basis to ensure that wherever possible the cost-of-service delivery is recovered and to take account of emerging factors including the prevailing economic conditions.
 - Maximising the use of grant funding and substituting revenue funding with that received from other sources where appropriate.
 - Robust and effective vacancy control measures.
 - Review of reserves and provisions balances and annual contributions.
- 4.21 In view of the financial pressure the Council is under, there will need to be a reduction in the Council's workforce. There are a number of vacant posts already in the system and a review of these is underway. These vacancies are being held for a number of reasons, for example, pending a restructure and difficulty in recruiting to certain posts, and some have been held vacant for a period of time. This review will help us to understand if any of the vacant posts can be easily removed from the establishment. The removal of vacant posts alone will not provide the level of ongoing savings that are required.
- 4.22 On 18 July 2023, Joint Cabinet and Employment and General Committee approved a new voluntary redundancy and voluntary early retirement

scheme, to be open between 27 July 2023 and 15 September 2023 which will support the Council in meeting its future savings targets from 2024 onwards. Depending on the take up of this scheme there may be some savings which will impact in 2023/24.

- 4.23 Period 4 forecast will be presented to CLT in September and depending on the outcome, may require further strengthening of spending controls and enhanced measures to address the forecast overspend including those actions which would require policy decisions or further approvals.

Financial Resilience and Reserves

- 4.24 Reserves are an important part of the Council's financial strategy and are held to create long-term financial stability. They enable the Council to manage change and are a key element of its financial standing and resilience. The Council's key sources of funding face an uncertain future and the Council therefore holds earmarked and unearmarked reserves and a working balance to mitigate future financial risks.

- 4.25 The General Fund Working Balance has been set at **£1.5m** and is informed by a detailed risk assessment undertaken as part of the annual budget setting process. The on-going financial risks set out in this report suggest it imprudent to consider reducing this amount.

- 4.26 In addition to the General Fund Working Balance the Council maintains several other reserves. Earmarked reserves, by their very nature, are set aside and committed for specific purposes, such as property repairs and vehicle & plant replacements.

- 4.27 The Council has also previously established a Budget Risk Reserve, as a supplement to the General Fund Working Balance, to provide a further contingency for unforeseen items. A full review of reserves is underway, and a refreshed Reserves Policy will be considered as part of the MTFP in February 2024, with a view to strengthening the Budget Risk Reserve. As part of the Budget Strategy report in July 2023, Council approved the repurposing of **£1m** from the Business Rates Reserve to replenish the Budget Risk Reserve in 2023/24.

General Fund Capital Programme 2023/24

- 4.28 This section of the report provides an update of the Council's 2023/24 General Fund Capital Programme performance.

- 4.29 Regular financial reporting of the Capital Programme is an essential component of good financial management. It enables effective decision making in relation to the funding of the programme and treasury management arrangements.

- 4.30 In February 2023 Council approved a 2023/24 Capital Programme of **£21.343m**. However, this has now been updated to reflect slippage of

£6.064m from 2022/23 into 2023/24 which was reported as part of the Budget Outturn report to Council in July 2023. The details are set out below:

- Stephenson Memorial Hall (£1.666m) – re-phasing of the budget, as approved by the Department of Levelling up, Housing and Communities (DLUHC), with more works due in 2023/24 and 2024/25 than originally estimated. There is no change to the expected completion date for the project.
- Hollis Lane Link Road Phase 1 (£1.318m) – re-phasing of the scheme contribution to Derbyshire County Council as more works now due in 2023/24 than originally expected.
- Staveley 21 (£611k) – re-phasing of the budget with more works now due in 2023/24 than originally expected.
- Waterside Basin Square Development (£1.399m) – re-phasing of the budget into 2023/24.

4.31 In addition, **£123k** has been included in the Programme in respect of the Tennis Courts at King George V Park. This scheme is to be funded from Lawn Tennis Association Grant (£63k) and Community Infrastructure Levy contributions (£60k), as approved by Cabinet on 21st June 2022.

4.32 To period 3, actual expenditure in the General Fund Capital Programme is £823k, which represents circa 3% of the full year forecast. However, it is too early to project the full impact on the profile of spend for individual schemes. This is particularly difficult given the current climate of high inflationary pressures, supply chain issues and volatile and rising interest rates, all of which can have significant adverse implication for project delivery, affordability and value for money in relation to current and planned schemes.

4.33 The updated Capital Programme is set out in appendix A

5 Alternative options

5.1 There are no alternative options. Effective budget monitoring and forecasting will be critical to understanding the budget pressures and ensuring that there are appropriate plans in place to manage and mitigate financial risks.

6 Implications for consideration – Financial and value for money

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

7 Implications for consideration – Legal

7.1 It is a statutory requirement under Section 33 of the Local Government Finance Act 1992 for the Council to produce a balanced budget. Further work is required over the coming months to be able to set a balanced budget for 2024/25.

8 Implications for consideration – Human resources

8.1 There are no human resource implications to consider in this report.

9 Implications for consideration – Council Plan

9.1 Every effort has been made to maintain the General Fund Revenue and Capital Programmes at levels that enable the Council to continue to deliver on the priorities and objectives that it has set itself in the of the Council Plan.

9.2 The maintenance of adequate General Fund Revenue reserves and provisions over the medium term is also essential in demonstrating delivery against the third Council Plan priority of delivering value for money services.

10 Implications for consideration – Climate Change

10.1 Climate Change is a key consideration in the development of the MTFP. Climate Change Impact Assessments are undertaken for specific spending options and activities and form a key part of informed decision making. The MTFP also makes a significant positive climate change commitment through the allocation of mainstream funding to provide the staffing resources and project funds required to support delivery of the Council’s Climate Change Strategy and Action Plan.

11 Implications for consideration – Equality and diversity

11.1 Equality and diversity are a key consideration in the development of the MTFP. Equality Impact Assessments are undertaken for specific spending options and activities and form a key part of informed decision making.

12 Implications for consideration – Risk management

12.1 There are a number of significant risks inherent in any budget forecasting exercise and these risks increase as the period covered increases. A critical element to achieving long term financial sustainability is to ensure savings proposals included within the budget are delivered. As we move into the development of savings and income generation proposals, budget holders will be required to properly quantify and qualify all risks associated with the delivery and implementation of proposals to avoid underachievement. Detailed implementation plans will be required for each proposal.

Document information

Report authors	Contact number/email
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<p>Theresa Channell Karen Ludditt</p>	<p>Theresa.channell@chesterfield.gov.uk Karen. Ludditt@chesterfield.gov.uk</p>
<p>Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.</p>	
<p>This must be made available to the public for up to 4 years.</p>	
<p>Appendices to the report Appendix A - Updated Capital Programme</p>	

GENERAL FUND CAPITAL PROGRAMME 2023/24

Code	CAPITAL SCHEME	Original 23/24 £'000	Revised Aug 23/24 £'000	24/25 £'000	25/26 £'000	26/27 £'000
8295	Home Repairs Assistance	775	1,006	275	275	275
8292	Disabled Facilities Grants	2,225	2,603	475	475	475
8296	Green Homes Grants		106			
8968	Waterside Office Space		1,399			
8973	Northern Gateway - Public Realm		54			
8974	Northern Gateway - Enterprise Centre		230			
8991	IT Project	1,028	1,028	180	75	
8969	Hollis Lane Link Road Phase 1		1,318			
8530	LUF - Stephenson Memorial Hall	8,934	10,600	5,052		
8531	Staveley Town Deal - DRIIVe	2,500	2,519	1,000		
8532	Staveley Town Deal - Construction Skills Hub	67	155	52		
8533	Staveley Town Deal - Staveley 21 (Town Centre)	2,557	3,168	1,300	256	
8534	LUF - Revitalising the Heart of Chesterfield	2,815	2,771	6,647		
8547	UK Shared Prosperity Fund	85	101	343		
8995	Calow Lane Industrial Units	357	349			
8925	Tennis Courts King George V		123			
	Total Expenditure	21,343	27,530	15,324	1,081	750
	CAPITAL FINANCING	Original 23/24 £'000	Revised Aug 23/24 £'000	24/25 £'000	25/26 £'000	26/27 £'000
	Borrowing	1,385	4,094	3,789	75	0
	Capital Receipts	0	284	1,084	0	0
	Contributions from Revenue/Reserves	1,000	1,060	149	0	0
	Grants and Contributions	18,958	22,092	10,302	1,006	750
	TOTAL FINANCING	21,343	27,530	15,324	1,081	750
	CAPITAL GRANTS	23/24 £'000	Revised Aug 23/24 £'000	24/25 £'000	25/26 £'000	26/27 £'000
	Flood Risk Management Grant - EA					
	Disabled Facilities Grants (BCF / Derbys PCT)	3,000	3,609	750	750	750
	Green Homes Grants		106			
	Business Rate Growth Grant - Revitalising the Heart of Chesterfield			450		
	Level Up Funding (Stephenson Memorial Hall)	7,859	9,525			
	Level Up Funding (Town Centre Transformation)	2,815	2,771	5,813		
	Arts Council Grant (Stephenson Memorial Hall)	75	75	594		
	UK Shared Prosperity Fund	85	101	343		
	Staveley Town Deal Funding	5,124	5,842	2,352	256	
	Lawn Tennis Association (Tennis Courts King George V)		63			
	Grants Total	18,958	22,092	10,302	1,006	750

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For publication

Car Parks Fees and Charges 2023-24

Meeting:	Cabinet
Date:	19 September 2023
Cabinet portfolio:	Town Centre and Visitor Economy
Directorate:	Leisure, Culture and Community Wellbeing
For publication	

1.0 Purpose of the report

- 1.1 To set new fees and charges for Car Parks for the remainder of the financial year 2023-24 for implementation from 1 November 2023.

2.0 Recommendations

- 2.1 That the fees and charges for car parks from Wednesday 1 November 2023 be as detailed in Appendix 1.
- 2.2 That the thirty-minute car parking charge be removed so that all charges reflect hourly rates.
- 2.3 That all residents of the Borough will continue to benefit from free parking in the 2023-24 financial year before 10am and after 3pm Monday to Saturday and all-day Sunday, and Bank Holidays, at selected surface car parks using the Resident Parking Scheme.
- 2.4 That the Service Director for Leisure, Culture and Community Wellbeing, through delegated authority, in consultation with the Cabinet Member for Town Centre and Visitor Economy, apply appropriate negotiated fees for new activities and opportunities that are introduced during the period covered by this report.

3.0 Reason for recommendations

- 3.1 The Council continues to face significant financial challenges. The sustained period of austerity since 2010, the ongoing risks and uncertainties over

future funding arrangements, the budgetary impacts of the Covid-19 pandemic and a sustained period of exceptionally high inflation, have all impacted on the Council's financial position.

- 3.2 The Council's budget strategy is to deliver a balanced and sustainable budget. Given the forecast budget deficits it is important that all potential increases to income streams are implemented as soon as possible to help mitigate these pressures.
- 3.3 It is therefore prudent to implement an in-year uplift now, to assist the Council in achieving a balanced budget for 2023-24 and to recover ground on the increasing costs associated with car park operations as a result of the previous fees and charges increase being from 4 April 2022.

4.0 Report Details

- 4.1 Providing appropriate parking is key to ensuring a thriving town centre for Chesterfield. While adequate parking is vital to ensure that those who need to drive to access the town centre are able to do so, income from car parking is a vital source of funds to support public services for local authorities and Chesterfield Borough Council is no different on this point.
- 4.2 Chesterfield faces similar challenges to other United Kingdom town and cities with competition from online shopping and out-of-town retail opportunities for footfall and spend. There have been successes over the last decade in the local economy with the creation of new jobs and new businesses. The town centre continues to attract visitors from across the borough as well as further afield and as a result it is appropriate for fees and charges for car parking to remain relevant and competitive to support local public services.
- 4.3 The charges for parking in council-owned sites are consistent across the whole estate and are complimented by our residents parking scheme that offer residents free parking before 10:00 AM and after 15:00 PM, in selected surface car parks.
- 4.4 In accordance with the Medium-Term Financial Strategy, fees and charges should be reviewed on an annual basis to ensure that the cost of providing the service is recovered. Car parking fees and charges have historically been changed on a two-yearly cycle.
- 4.5 The Council has commissioned a wide-ranging car parking study to set out a range of options which seek to maximise the benefit from our car parks across the Borough. The study reviews, not only the current operational arrangements for the car parks, but also the long-term capacity requirements for car parking to support the town centre, the potential to use any spare capacity for regeneration opportunities and to identify any opportunities to support the climate change agenda. This study and recommendations will be

presented to cabinet later in this financial year to inform future approaches on all aspects of car parking including our approach to fees and charges from April 2024 onwards.

- 4.6 However, budget monitoring activity in this financial year has confirmed a significant shortfall in the achieved income to date, which in turn has led to a significant forecast shortfall projection for income to the end of the financial year; it is recommended that action is taken to increase car parking charges at this time to seek to improve this position. The financial implications section of this report sets out the figures in more detail. Whilst a range of actions are being implemented to reduce the car parking service operational costs, these will not be sufficient to offset the full loss of income.
- 4.7 The proposed fees as set out in Appendix one, have been based on a robust estimate of the impact of cost increases and demand and the Council's overall financial position. This includes assessing the affordability of any of these increases to our residents and visitors. Cost pressures and changes in demand that have and continue to impact on the overall financial position of the authority include;
- Increase in utility costs.
 - Significant inflationary pressures resulting in increases in supply costs and materials.
 - NJC Pay Claim for 2022-23 which has resulted in a higher than budgeted for pay increase for staff and a higher than anticipated budget for the 2023-24 Pay Claim.
 - Service specific issues around cost increases and service usage.
- 4.8 Reviewing current tariffs has been sensitive to any impact that changes may have on the town centre visitor and business economy. In presenting the new fees and charges schedule as set out in Appendix one, assessments have been undertaken of other providers to ensure that the charges are not unrealistic and are unsustainable.
- 4.9 A review of other authorities' fees and charges would indicate that the proposed increase in fees is relevant to type and range of parking that the Council operates in support of the town centre. A benchmarking exercise can be found at Appendix 2.
- 4.10 In addition to the work undertaken as outlined above, the service has reviewed the current thirty-minute car park tariff in terms of its relevance and how as a service it operates this tariff.
- 4.11 The result of this work has identified that to support clear messaging regarding tariffs; to enable effective enforcement; to enhance the potential to mitigate lost income from overstays (linked to enforcement) and as a result maximise the income potential from the one hour tariff, it is recommended

that the thirty minute tariff is removed. This will result in all car parks offering an up to one hour tariff as the minimum available paid for car parking fee.

- 4.12 In addition to the operational benefits outlined above in relation to the removal of the thirty-minute tariff, the service will, from 5 September 2023 move to the RingGo payment application replacing the current PaybyPhone application. In making this change customers wishing to park will have enhanced functionality to book parking in seconds, select where they want to park, select the vehicle, select how long they want to stay and confirm their payment method.
- 4.13 Once using this application customers will then be able to manage their car parking from the convenience of their mobile device. This includes extending a session without returning to their car, update their vehicle details, download receipts which can be accessed any time after they make a booking and finally the ability to save the session as a favourite for faster booking next time round.
- 4.14 Utilising technology such as this along with having a clear and logical tariff structure will help to provide greater flexibility for customers to manage their car parking and their payments. Whilst the service continues to offer and accept other means of payment, having a strong and relevant mobile payment solution in place is important given the evolving demand for flexible and mobile payment options.
- 4.15 The Council is committed to providing good quality, well maintained, safe and secure parking facilities with easy payment fulfilment options. The recommendations within this report will positively contribute to maintaining this commitment.

5.0 Alternative options

- 5.1 To not increase the fees and charges for 2023-24, however this would not assist the Council in delivering a balanced budget and place a significant pressure on the Council's medium term financial plan.
- 5.2 A larger increase than proposed could be applied to the current fees and charges. It is felt that the proposed fees are sensitive and realistic, with the variable increases on each hourly tariff being proportionate to the pressures faced by the Council. Any increase above the level recommended is viewed at this moment in time as potentially having a negative impact on the town centre economy.
- 5.3 To remove the Residents Parking Scheme which allows residents of the Borough to park for free before 10am and after 3pm, Monday to Saturday and all day on Sunday's and Bank Holidays. It is a popular scheme with around 70% of residents making use of their permit. An estimated monetary value on this free parking scheme is between £300,000 and £500,000 per

annum. The removal of this scheme is not recommended as part of this report.

6.0 Implications for consideration – financial and value for money

- 6.1 The original fees and charges income budget for 2023-24 is £ 2,360,240. The forecast position for income as of Period 3 based on current demand trends is £1,878,808 which shows a forecast shortfall on income of £481,432. This shortfall is reflected in the comments made in section 4.7 of this report in terms of user demand. The forecast position is placing the Council under a significant budget pressure and necessitates the implementation of these revised charges from November 2023.
- 6.2 A tariff usage survey has been undertaken to establish which tariffs are most popular to inform the overall approach regarding fees and charges. The `up to 2 hours tariff` on Short Stay car parks is the predominant tariff at around 40% of total volume, with the Long Stay car parks indicating a relatively even split of 30% over the 1 hour to 3 hour's tariffs.
- 6.3 Consequently, in light of the range of use it would be prudent to increase the rates charged sensitively, across all tariffs, rather than target specific individual tariff periods so as to maintain the current pricing differential across the various tariffs to help the consumer select the tariff most appropriate to their reason for parking.
- 6.4 It is anticipated that if the recommendations within this report are approved then this will raise an additional £279,000 of income over a twelve-month period. This figure includes an assumed attrition rate of 5% that would result from the changes to fees and charges.
- 6.5 This equates to a weekly figure of circa £5,000 and as such the effect for the financial year 2023/2024 would be circa £112,000 over and above the forecast position referenced above in relation to period 3.
- 6.6 Whilst this does represent an income uplift based on current forecast, it should be noted that this still represents an in-year forecast budget pressure at period three of £369,432 which the councils Corporate Leadership Team will seek to mitigate as part of its 2023/2024 budget strategy. This will include cost control measures in addition to the recommendations contained within this report and the potential additional positive impact from the activities described in section 6.7 below.
- 6.7 Whilst not currently in operation an additional £20,000 in new income (full year effect and net of all costs associated with the site) is forecast for the Station Approach all day car park which if progressed will temporarily occupy the former Chesterfield Hotel site. The car park will have an all-day tariff of £3.00. This is competitive with the existing privately operated car parks in that area. It is anticipated there will be some migration from these car parks.

It is likely there will be some attrition from our own Long Stay car parks in that area which informs the net income estimate of £20,000 based on a full financial year or circa £1,666 per calendar month. The car park will operate solely on the RingGo platform, removing the need for staffed cash collection. This anticipated income will be in addition to that referenced above in the service forecasts once it is operational.

7.0 Implications for consideration – Legal

- 7.1 Statutory notices will be required notifying any increase in tariffs.
- 7.2 In accordance with the Road Traffic Regulations Act 1984, Section 32, the surplus income generated by off-street parking can only be invested in either environmental or transport improvements.
- 7.3 The National Planning Policy Framework (NPPF) outlines a high-level guidance regarding parking in town centres. It states that “local authorities should seek to improve the quality of parking in town centres so that it is convenient, safe and secure, including appropriate provision for motorcycles. They should set appropriate parking charges that do not undermine the vitality of town centres. Parking enforcement should be proportionate”.
- 7.4 Part 2 of the Traffic Management Act (2004) places a network management duty on Local Highway Authorities to keep all traffic flowing. The Act places a strong emphasis on the local authority taking responsibility for parking enforcement through the development and implementation of Civil Parking Enforcement.
- 7.5 The Derbyshire Parking Board, of which Chesterfield Borough Council is a member, looks to ensure that partners are mindful of the need to operate parking provision that reflects both national and local parking trends, following best practice in setting fees and charges and civil enforcement.

8.0 Implications for consideration – Human resources

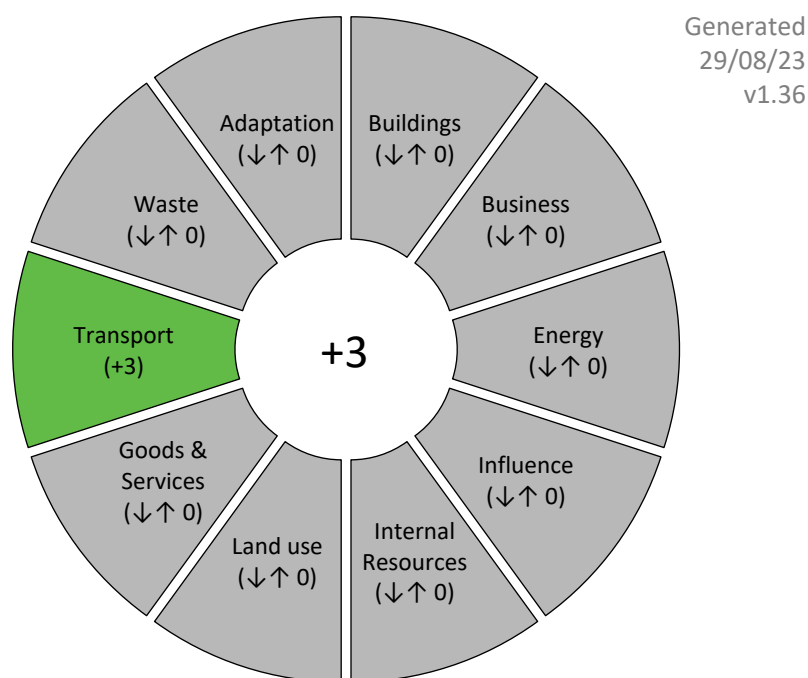
- 8.1 The recommendations have no Human Resources implications.

9.0 Implications for consideration – Council plan

- 9.1 A sensitive increase in fees and charges supports the Council Plan by assisting in the three key objectives, making Chesterfield a thriving Borough, Improving the quality of life for local people and importantly building a resilient council.

10.0 Implications for consideration – Climate change

10.1 Implications can be seen in the climate change infographic show below.



Chesterfield Borough Council has committed to being a carbon neutral organisation by 2030 (6 years and 4 months away).

11.0 Implications for consideration – Equality and diversity

11.1 A Preliminary Equalities Impact Assessment has been undertaken and as a result of this it has been identified that there is no disproportionate impact for protected groups. Existing protocols regarding Blue Badge scheme remains unchanged. The completed equality impact assessment can be found at Appendix 3.

12.0 Implications for consideration – Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Increase in charges may result in lower usage and income	High	Medium	Sensitive assessment of proposed increases as referenced within the report. Provision of a Residents Parking Scheme	Medium	Low

			offering free parking, Permit options for regular users giving reduced parking charges. Communications plan to all users outlining the Council's need to increase tariffs sensitively and further promote the existing parking incentives.		
Damage to Council's reputation	High	Medium	Sensitive assessment of proposed increase. Provision of a Residents Parking Scheme offering free parking, Permit options for regular users giving reduced parking. Communications plan to all users outlining the Council's need to increase tariffs sensitively and further promote the existing parking incentives.	Medium	Low

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>
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Wards affected	All
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Document information

Report author	
Andy Bond, Town Centre Operations Manager, Leisure, Culture and Community Wellbeing.	
Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
Appendices to the report	
Appendix 1	Current and Proposed Fees & Charges 2023-24
Appendix 2	Benchmarking Exercise
Appendix 3	Preliminary Equality Impact Assessment

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Appendix 1

Car Parks fees and charges 2023-24

Current and Proposed increase

Permits	Current Fees 2023-24	Proposed Fees 2023-24
Annual Permit	£660	£720
Monthly Permit	£66	£72
Scratchcards	£3.80	£4.20
Market Trader	£2.00	£2.20
Short stay	Fees	Fees
Up to 30 mins	90p	Removed
Up to 1 hour	£1.70	£1.90
Up to 2 hours	£3.00	£3.30
Up to 3 hours	£3.20	£3.60
Up to 4 hours	£4.80	£5.30
Each hour after	£1.70	£1.90
Long stay	Fees	Fees
Up to 30 mins	90p	Removed
Up to 1 hour	£1.70	£1.90
Up to 2 hours	£3.00	£3.30
Up to 3 hours	£3.20	£3.60
Up to 4 hours	£4.80	£5.30
4 hours plus	£5.30	£5.80
Saltergate	Fees	Fees
Up to 30 mins	90p	Removed
Up to 1 hour	£1.70	£1.90
Up to 2 hours	£3.00	£3.30
Up to 3 hours	£3.20	£3.60
Up to 4 hours	£4.80	£5.30
4 hours to 5 hours	£5.30	£5.80
Over 5 hours/up to 24 hours	£6.50	£7.50
Lost Ticket – Beetwell St, Saltergate, Soresby Street, Rose Hill	£20.00	£20.00
Station Approach (C/field Hotel)	N/A	£3.00 (all day)

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Appendix 2

Car Parks Benchmarking 2023-24.

All towns surveyed had varying tariffs and varying incentives, below represents a typical parking session.

Town	Up to 1 hr	Up to 2 hrs	Up to 3 hrs	Up to 4 hrs	All day	Concessions
Chesterfield	£1.90	£3.30	£3.60	£5.30	£5.80	Resident Parking Scheme Parking savers available
Mansfield	£1.00	n/a	£2.00	£4.00	+£1/ 60 mins	
Rotherham	Free	£1.50	n/a	£2.00	£3.50	Free on Saturday's/Sunday's
Worksop	£1.00	£2.00	£4.00	£4.00	£4.00	
Loughborough	60p	£1.60	£2.20	£3.20	£6.00	
Doncaster	£1.40	£2.80	£4.20	£5.60	£5.80	Parking savers available
Derbyshire Dales	£1.50	£2.50	£3.80	£5.00	£6.00	
Vicar Lane	n/a	£2.00	£3.00	£4.00	£16.00	
DCC On Street	£1.00 or 30 mins 50p	n/a	n/a	n/a	n/a	
High Peak	£1.20	£1.80	n/a	£3.10	£3.90	Resident Parking Scheme
Derby City	n/a	£3.20	n/a	£5.00	£10.20	Parking savers available
Sheffield City	£1.45	£2.90	£4.35	£5.80	£11.60	Various permit options available
Ipswich Borough	£1.50	£3.00	£4.50	£6.00	£7.50	£2.50 after 2pm
Worcester City	£1.00	£2.00	£3.00	£4.00	£6.00	Parking savers available

Gloucester	£1.70	£2.90	£4.50	£6.00	£12.50	Parking savers available
Carlisle	£1.40	£2.30	£2.90	£3.50	£10.70	Parking savers available
Newcastle under Lyme	£1.00	£1.90	£2.80	£4.00	£5.20	

All prices taken from the relevant Authorities on-line website pages, August 2023.

Chesterfield Borough Council Equality Impact Assessment - Full Assessment Form

<i>Title of the policy, project, service, function or strategy:</i>	Car Parks Fees and Charges 2023-24
<i>Service Area:</i>	Leisure Culture and Community Wellbeing
<i>Section:</i>	Town Centre Operations
<i>Lead Officer:</i>	Andy Bond
<i>Date of assessment:</i>	24/08/23
<i>Is the policy, project, service, function or strategy:</i>	
<i>Existing</i>	<input checked="" type="checkbox"/>
<i>Changed</i>	<input type="checkbox"/>
<i>New / Proposed</i>	<input type="checkbox"/>

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Section 1 – Clear aims and objectives

1. What is the aim of the policy, project, service, function or strategy?

To agree the fees and charges applied to users of the service

2. Who is intended to benefit from the policy and how?

Visitors and businesses in the town centre, by setting fees that are sustainable and help manage the usage of car parks, thus ensuring availability throughout the charging period. The Council by ensuring a reasonable return on a valuable asset, which ultimately will assist in facilitating a balanced budget. Provision includes a range of pricing options including resident parking scheme.

3. What outcomes do you want to achieve?

To ensure a fair and appropriate charging rate for services provided.

Section 2 – What is the impact?

4. Summary of anticipated impacts. <i>Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories eg. older people, younger people, people with hearing impairment etc.</i>			
	Potentially positive impact	Potentially negative impact	No disproportionate impact
Age	<input type="checkbox"/>	<input type="checkbox"/>	✓
Disability and long term conditions	<input type="checkbox"/>	<input type="checkbox"/>	✓
Gender and gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	✓
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	✓
Pregnant women and people on parental leave	<input type="checkbox"/>	<input type="checkbox"/>	✓
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	✓
Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	✓
Religion and belief	<input type="checkbox"/>	<input type="checkbox"/>	✓

Section 3 – Recommendations and monitoring

If you have answered that the policy, project, service, function or strategy could potentially have a negative impact on any of the above characteristics then a full EIA will be required.

5. Should a full EIA be completed for this policy, project, service, function or strategy?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
<i>Please explain the reasons for this decision:</i> nothing within this report adversely effects any protected characteristic groups or individuals		

Section 6 – Knowledge management and publication

Please note the draft EIA should be reviewed by the appropriate Service Manager and the Policy Service **before** WBR, Lead Member, Cabinet, Council reports are produced.

Reviewed by Head of Service/Service Manager	Name:	Andy Bond
	Date:	24/08/23.
Reviewed by Policy Service	Name:	Allison Potter
	Date:	7/9/23
Final version of the EIA sent to Policy Service	✓	
Decision information sent to Policy Service		

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