



Please ask for Graham Ibberson
Direct Line: 01246 345229
Email democratic.services@chesterfield.gov.uk

The Chair and Members of Cabinet

8 April 2024

Dear Councillor,

Please attend a meeting of the CABINET to be held on TUESDAY, 16 APRIL 2024 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. Declarations of Members' and Officers' Interests relating to items on the Agenda
2. Apologies for Absence
3. Minutes

The minutes of the meetings of the Cabinet held on Tuesday 27 February and Tuesday 19 March would be available for members to approve at the next scheduled meeting of the Cabinet, on Tuesday 14 May.

4. Forward Plan

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

[Forward Plan](#)

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

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

www.chesterfield.gov.uk

Items Recommended to Cabinet via Cabinet Members

Leader

5. Long Term Plan for Towns (Pages 5 - 34)

Cabinet Member for Climate Change, Planning and Environment

6. Community Infrastructure Levy Expenditure (Pages 35 - 54)
7. Planning Obligations – Section 106 Monitoring (Pages 55 - 62)

Cabinet Member for Governance

8. Community Governance Review Request Response (Pages 63 - 70)
9. Review of the Code of Corporate Governance and the Annual Governance Statement 2023/24 (Pages 71 - 110)

Cabinet Member for Housing

10. Housing Strategy (Pages 111 - 142)
11. Establishment of a Housing Advisory Board (Pages 143 - 150)
12. Exclusion of the Public

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

Part 2 (Non Public Information)

Cabinet Member for Health and Wellbeing

13. Tapton Park Golf Course (Pages 151 - 222)

Yours sincerely,

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

Head of Regulatory Law and Monitoring Officer

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For publication

Long Term Plan for Towns (TV250)

Meeting:	Cabinet
Date:	16 April 2024
Cabinet portfolio:	Leader of the Council and Cabinet member for Economic Growth
Directorate:	Economic Growth Leisure, Culture and Community Wellbeing Corporate
For publication	

1. Purpose of the report

- 1.1 To inform Cabinet of Chesterfield's designation as a priority town within the Government's Long-Term Plan for Towns programme and to seek approval for various preparatory measures to be taken forward to enable the release of £20m of Government funding over the next 10 years.

2. Recommendations

- 2.1 That Chesterfield's inclusion as a priority town within the Government's Long-Term Plan for Towns programme be noted.
- 2.2 That the initial capacity funding that the Government has made available to support development of the 10-year Vision statement and the first 3-year Investment Plan for Chesterfield be accepted.
- 2.3 That authority be delegated to the Service Director for Economic Growth in consultation with the Chief Executive, the Service Director for Finance and the Leader of the Council and Cabinet member for Economic Growth to commission appropriate external support as necessary to enable timely preparation of the 10-year Vision statement and first 3-year Investment Plan for Chesterfield.
- 2.4 That the process of establishing the Chesterfield Town Board, including the appointment of Chair, as outlined in the report, be endorsed.
- 2.5 That the Deputy Leader of the Council and Cabinet member for Finance and Asset Management be appointed as the council's representative on the Chesterfield Town Board.

- 2.6 That authority be delegated to the Service Director for Economic Growth in consultation with the Chief Executive, the Service Director for Finance and the Leader of the Council and Cabinet Member for Economic Growth to submit the 10-year Vision statement and first 3-year Investment Plan for Chesterfield to the Government following the sign-off of both documents by the Chesterfield Town Board.
- 2.7 That an updating report be prepared for Cabinet following submission of the 10-year Vision statement and first 3-year Investment Plan for Chesterfield setting out the council's proposals for administering the Long-Term Plan for Towns programme as it applies to Chesterfield and resourcing delivery of the first 3-year investment plan.

3.0 Reason for recommendations

- 3.1 To enable Chesterfield Borough Council to implement the requirements of the Government's Long-Term Plan for Towns guidance including the establishment of a Long-Term Plan for Towns Board for Chesterfield by April 2024 and the submission of a Vision statement and 3-year Investment Plan by August 2024.

4.0 Background

- 4.1 The Office of the Prime Minister published the prospectus for the "Long Term Plan for Towns" (LTPT) on 1st October 2023. The Government advised that they would be investing £1.1 billion into 55 towns across the United Kingdom. Within the prospectus, Chesterfield was confirmed to be one of the of the 55 towns. Additional guidance was issued on 18th December 2023 to all LTPT lead Authorities.
- 4.2 This prospectus sets out that as part of the LTPT programme that each town will:
- Develop a Long-Term Plan to invest in and regenerate their town, based on the priorities of local people, and put to local people for consultation.
 - Receive up to £20 million in endowment-style funding and support over 10 years to support the plan, to be spent on issues that matter to local people, including regenerating high streets and securing public safety. This plan will be put to local people.
 - Establish a Town Board to bring together community leaders, employers, local authorities and the local MP to oversee and deliver the Long-Term Plan.
 - Use a toolkit of powers, from tackling anti-social behaviour to auctioning empty high street shops, reforming licensing rules on shops and restaurants and supporting more housing in town centres.
- 4.3 As stated above, the initial guidance suggests that Chesterfield will be eligible for up to £20 million of endowment style investment funding. The guidance

states that this funding will be released to towns over the next 7 years, with the flexibility to spend over the next 10 years. Over the lifetime of the LTPT programme the funding will be allocated on the basis of 75% capital and 25% revenue/resource funding.

- 4.4 In a letter issued by Jacob Young, MP, Minister for Levelling Up to Chief Executive's on 22nd February 2024, a more detailed explanation of the approach to the flexibility of the funding was confirmed. Towns will have the flexibility to rollover funding into future years until the end of the programme. If a Town Board underspends within year, that money can be rolled into the next financial year with the certainty that the next tranche of funding will follow. However, funding cannot be drawn down ahead of profile.
- 4.5 In addition, the actual year on year funding profile was confirmed subject to Government approval of the Investment Plan. This is shown in Table 1 below:

Table 1 - Long-Term Plan for Towns Funding Profile

in 000's	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	Total
Total RDEL per place	50	449	423	449	449	449	449	454	467	467	467	4,574
Total CDEL per place		491	1,605	1,605	1,605	1,605	1,605	1,605	1,605	1,605	1,605	14,936
Total amount per place												19,510

- 4.6 The funding profile shows that a total of £19.5 million has been allocated to each town. This is less than the previously stated £20 million per town. This reduction is because each town's allocation has been top-sliced by DHLUC to fund the costs of a High Street and Towns Taskforce that will be established to provide bespoke, hands-on support from place-making experts to support with delivery, encourage shared learning and promote networking between the Town Boards. In addition, the allocation of capacity funding to support the Board in the development of the Vision and Long Term Plan of £50k in 2023/24 and £200,000 in 2024/25 is also included within the total £20 million allocated.
- 4.7 To enable access to the funding, each town must develop a Long-Term Plan for their town. This Plan must take into account three key priorities areas that are highlighted for investment within the guidance:
- Safety and Security

Towns will be able to use the funding to tackle anti-social behaviour. Likely Interventions could include new and improved security infrastructure, such as CCTV and street lighting; providing additional hotspot policing and local authority wardens; as well as diversionary activity through ASB awareness courses and support for community outreach facilities.

- High Streets, Heritage and Regeneration

Funding to enhance town centres, making them and their buildings more attractive and accessible to residents, businesses, and visitors. Interventions could include remediating and repurposing vacant buildings; preserving and improving heritage sites in the town; creating and maintaining parks and green spaces; supporting high street cleaning projects; new markets/high street days; establishing Business Improvement Districts; running high street rental auctions; supporting skills and community development so local people can take up opportunities that emerge from business-led regeneration.

- Transport and Connectivity

To enable improvements to accessibility of towns through the provision of sustainable transport options, linking different parts of the town with new infrastructure, safe ways in which people can walk or cycle into the centre, as well as ensuring public transport options are viable and attractive.

Establishment of Town Boards

4.8 The guidance requires that in each town a Town Board is established to oversee the LTPT. The guidance describes the role of the Board as being “a community led institution that builds civic capacity within the Town” and that their purpose should be “driving forward a community led vision for change”.

4.9 The guidance suggests that the lead Local Authority is best placed to convene the Board. It is stipulated that the Chair of the Board should not be an elected representative. Rather, the Chair should be a local community leader or business person. The guidance and specification documents highlight the types of individuals and organisations that must be invited to form the Board. These are detailed below:

- The local Member of Parliament (MP);
- Local Authorities, in two-tier areas there should be one representative from each tier of Government and in Parish or Town Council’s relevant to an area, representation should be considered;
- A senior representative from the Police, for example the Police and Crime Commissioner;

4.10 The guidance suggests that other members of the Board should reflect the local context but could include:

- Local organisations, such as community groups, faith groups and local charities, the neighbourhood forum, the Local Council for Voluntary Service (CVS)
- Local businesses and social enterprises, such as the chair or board members for the Business Improvement District (BID), key local employers or investors in the town
- Key cultural, arts, heritage and sporting organisations
- Public sector agencies and anchor institutions such as representatives from schools, universities, Integrated Care Boards etc.

4.11 Once established, the guidance suggests that the Town Board will be responsible for:

- identifying the issues and priorities to focus on for the Long-Term Plan, including supporting a process of ongoing community engagement
- working with the local authority to develop the Long-Term Plan for their town, setting out how local partners will use their knowledge, powers, assets and new funding to deliver for their communities
- identifying opportunities for Board members to utilise specific powers, such as neighbourhood planning, to drive forward their Long-Term Plans
- identifying opportunities to bring in additional philanthropic or private investment to support the Long-Term Plan for their town
- overseeing the delivery of projects set out in their Long-Term Plan.

There is an obligation for the Board to ensure that meaningful engagement is undertaken on the Long-Term Plan with the local community.

4.12 Within the guidance it is suggested that where places already have a Town Deal Board, there is the opportunity to expand the remit of the existing Board to cover the LTPT programme. For Chesterfield Borough Council, whilst we do have a Town Deal Board operating within the Borough, this is geographically focussed on Staveley. The LTPT funding is focussed on the town of Chesterfield. Therefore, whilst we can utilise learning and good practice that has been derived from working on the Staveley Town Deal, that benefits from a successful Board, we will be required to establish a new Board for the LTPT activity. There are established governance arrangements and Terms of Reference for the Town Deal Board that can be used as a basis for the Town Board for Chesterfield.

4.13 Draft Terms of Reference for the Board is attached as Appendix 1. This Terms of Reference will be taken to the inaugural Chesterfield LTPT Board for approval when it meets in April 2024. In addition, the Board will also be asked to approve draft Code of Conduct and Conflicts of Interest policies (Appendix 2 and 3 attached).

4.14 Since the announcement in October 2024, the Council has received approaches from key stakeholders that have indicated their willingness to engage in the LTPT Board. Consideration has been given to the guidance

that specifies the types of stakeholders that should be engaged combined with an assessment of the local stakeholders that have expressed an interest.

- 4.15 A local businessperson, Dominic Staniforth, Partner at Barber Harrison and Platt Chartered Accountants, has been identified as a suitable Chair for the Chesterfield Long Term Plan for Towns Board. He has been formally asked to undertake the role of Chair and has accepted the position. Council officers have then worked with the Chair to identify suitable Board Members and invitations have been issued. It should be noted that DHLUC has requested details of Board Members for each LTPT Board and will want to ensure that the guidance has been followed. Chesterfield Borough Council is seeking to hold the first Board meeting in April 2024

Developing the Chesterfield Long-Term Plan

- 4.16 Within the guidance published on 18th December 2023, the Government have highlighted some important dates when key milestones need to be achieved. The extract from the guidance below highlights the key milestones:

By 1 April 2024 we expect:

- *A chair is appointed to the Town Board*
- *Local authorities work with the chair to set up the Town Board or repurpose an existing Town Deal Board;*
- *A Town Board to be fully established;*
- *Town Boards start planning and initiating community engagement.*

By 1 August 2024 we expect:

- *DLUHC to have released the next £200,000 of capacity funding to support the development of the Long-Term Plan, including additional community engagement activity.*
- *Town Boards to submit their Long-Term Plans (comprising their 10-year vision and 3-year investment plan). The Plan will set out how funding will be allocated and spent, with the local authority as the body ultimately accountable for funding are highlighted below:*

- 4.17 Government has confirmed that between 18th December 2023 and 1st April 2024, all lead Local Authorities will receive £50,000 of capacity funding. Each town will be issued with a data pack curated by DHLUC's Spatial Data Unit. Whilst it a requirement that each town is required to appoint a Chair of the Town Board by the 1st April 2024, it has been confirmed that the Board does not have to have met by the 1st April 2024 deadline.
- 4.18 Between 1st April 2024 and the 1st August 2024, DHLUC will release a further £200,000 of capacity funding to the Town Board to support development of the Long-Term Plan, including community engagement activity. This funding is from the overall funding allocation given to Chesterfield. The plans will be submitted by the 1st August 2024 deadline. The Long Term Plans are

required to show a 10 year vision for the town and include a 3 year Investment Plan. DHLUC will then assess plans and aim to approve and release funding from 2024/25 onwards.

- 4.19 Once the Board has met it will commence a process of developing the Vision for Chesterfield's Long Term Plan. Government is keen that funding is not just passported to external consultants to undertake the work of forming the Vision and Plan. Rather, it should be developed following active local community and stakeholder engagement. The capacity funding should be used to facilitate this activity. A plan for the use of the Capacity Funding to facilitate this activity will be agreed by the LTPT Board.
- 4.20 Upon completion of the Vision and LTPT Investment Plan it will be submitted to Government for approval. When approval is received a report will be prepared for Council to seek endorsement of the Investment Plan and to formally accept the funding, adding the funding, as appropriate to the Council's capital programme.

5 Alternative options

- 5.1 Chesterfield Borough Council could decline to participate in the LTPT funding programme. This would have the following implications:
- The Council would not have access to up to £20 million in funding over 10 years to improve the Town Centre.
 - The Council would not establish a LTPT Board or engage in any related consultation activity.
 - The opportunities to contribute to the viability and vitality of our Town Centre would be lost.
 - The opportunities to redevelop the town centre land for commercial or residential purposes would be lost.
- 5.2 The Council could seek to deliver the work associated with the development of the Long-Term Plan for Chesterfield in house and re-deploy existing staff. This would not work in practice as currently staff are fully engaged in delivering activities as part of other funding programmes through initiatives like Staveley Town Deal, UK Shared Prosperity Fund and the Levelling Up Fund. The work required to achieve the outcomes of a Long Term Plan by August 2024 is significant. Therefore, it is proposed that the funding allocated by Government is used to support this activity via sourcing suitably qualified external consultants and exploring ways in which local organisations can help deliver the engagement required as part of the programme.

6 Implications for consideration – Financial and value for money

- 6.1 The LTPT guidance identifies Chesterfield Borough Council (CBC) as lead local authority. This means that the Council will be responsible for the robust financial management of the £20 million funding allocated to the programme.

This will include ensuring that all Government reporting and monitoring arrangements are adhered to in line with the guidance. The Council has experience of delivering similar activity to support the delivery of the Staveley Town Deal, UKSPF and Levelling Up activity. Government has announced that up to £20 million has been allocated to all Towns participating in the LTPT programme and that this is based on 75% capital and 25% resource/revenue funding. The funding will be for a period covering 10 years but will be paid to the Authority over 7 years. The Town Board (supported by the Council) must prepare a 3 year Investment Plan for submission with the Long Term Plan. The funding profile has been confirmed and is shown in Table 2 above.

- 6.2 As lead Local Authority, the Council will receive a sum of £50,000 in this financial year to support the establishment of the Town Board and initiate community engagement activity. In 2024/25 financial year, an additional £200,000 will be made available to facilitate the development of the Long Term Plan for Chesterfield, including further community consultation activity. This £250,000 will be deducted from the overall allocation of £20 million.
- 6.3 The Council will need to consider the resource implications for supporting the delivery of the Long Term Plan over the next 10 years as it seeks to deliver its role as accountable body for the funds, including acting as secretariat to the Board.

7 Implications for consideration – Legal

- 7.1 Interventions delivered as part of the LTPT will be required to demonstrate compliance with the national subsidy control regime.

8 Implications for consideration – Human resources

- 8.1 As stated in paragraph 6.4, the Council will need to consider the human resource implications of supporting the delivery of the Long Term Plan over the next 10 years. Proposals will be developed in consultation with the Board and brought to a future Cabinet meeting for consideration alongside the sign off of the Vision and 3 year Delivery Plan.

9 Implications for consideration – Council Plan

- 9.1 The development and delivery of a £20m investment programme focused on Chesterfield town centre will support the Council Plan aims of 'making Chesterfield a thriving borough' and 'improving the quality of life for local people'. Specifically, the investment programme will address the aspiration 'to strengthen the distinctive character and vibrancy of our town centres' and potentially to 'develop Chesterfield's role as a visitor destination and as a base for exploring the surrounding area'.

10 Implications for consideration – Climate change

10.1 A Climate Change Impact Assessment will be completed when the Chesterfield Town Board has agreed the 10-year Vision statement and first 3-year Investment Plan for Chesterfield. The Assessment will be reported as part of the planned updating report for Cabinet referenced in recommendation 2.7 of this report.

11 Implications for consideration – Equality and diversity

11.1 An Equalities Impact Assessment will be completed when the Chesterfield Town Board has agreed the 10-year Vision statement and first 3-year Investment Plan for Chesterfield. The Assessment will be reported as part of the planned updating report for Cabinet referenced in recommendation 2.7 of this report.

12 Implications for consideration – Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Failure to form effective LTPT Board reflective of guidance.	Medium	Low	CBC has sought to follow the guidance and engage with DHLUC team and the Chair.	Low	Low
Failure to deliver the Vision and a credible LTPT Delivery Plan by 1 st August 2024.	High	Low	CBC has track record of delivering external programmes and will ensure resources are in place to support the LTPT Board	Medium	Low
LTPT plan fails aligns itself with CBC strategic documents such as Local Plan and other external partners priorities (i.e. EMCCA)	Medium	Medium	Board will be supported to understand strategic position of Chesterfield and how LTPT can add value.	Low	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>
Wards affected	

Document information

Report author	
Lynda Sharp, Economic Development Manager 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.	
Appendices to the report	
Appendix 1	Chesterfield Long Term Plan for Towns Board, DRAFT Terms of Reference
Appendix 2	Chesterfield Long Term Plan for Towns Board, DRAFT Code of Conduct Policy
Appendix 3	Chesterfield Long Term Plan for Towns Board, DRAFT Conflict of Interest proforma.

CHESTERFIELD LONG TERM PLAN for TOWNS BOARD

Terms of Reference (approved XX April 2024)

1. INTRODUCTION

Chesterfield Borough Council is one of eight Borough/District Councils in the County of Derbyshire and the only town in Derbyshire to be designated for funding from the Long Term Plan for Towns (LTPfT).

Chesterfield is the second largest settlement in Derbyshire and lies 24 miles (39km) north of Derby. The Borough is a relatively compact and mainly urban area with good access to the M1 motorway which runs along its Eastern boundary. According to the 2021 Census, the Borough's population is 103,600.

Chesterfield Borough Council's vision is "Putting our communities first".

In September 2023, Government announced the Long-Term Plan for Britain's Towns, a core part of the government's Levelling Up programme that has so far invested more than £13 billion to support projects across the United Kingdom.

Chesterfield is one of 55 towns included in the Department of Levelling Up, Housing and Communities (DLUHC) Long-Term Plan for Towns, delivering a range of interventions across 3 broad investment themes:

- Safety and Security
- High Streets, Heritage and Regeneration
- Transport & Connectivity

Following the announcement in September 2023, and subsequent guidance issued in December 2023, Chesterfield Borough Council as lead Local Authority is required to establish a Long Term Plan for Towns Board by April 2024. This Board will be formed to input into and oversee the successful submission of a 10 Year Vision by 1st August 2024. The Government has allocated £20 million endowment-style funding for Chesterfield which will come through Chesterfield Borough Council (CBC) as the Accountable Body. Of the £20 million allocated, 75% is capital funding and 25% is revenue funding.

2. THE ROLE OF THE CHESTERFIELD LONG TERM PLAN for TOWNS BOARD

The Chesterfield Long Term Plan for Towns Board ("the Board") is the vehicle through which the 10 Year Vision and Strategy for the Chesterfield LTPfT is delivered. It is also responsible for overseeing positive progress and delivery of each of the interventions within the Long Term Plan for Towns Programme.

The Board will sign off each stage of the Long Term Plan that includes a 3 year Investment Plan and a 10 Year Vision. The Board is responsible for:



- Upholding the Seven Principles of Public Life (the Nolan Principles)
- Developing and agreeing an evidence-based, community led Long Term Plan including a 3 year Investment Plan and a 10 year vision
- Establishing a clear programme of interventions
- Embedding arrangements in local plans (where appropriate) and undertaking Environmental Impact Assessments and fulfilling duties on public authorities under the Equalities Act, in particular, and the public sector equality duty
- Coordinating resources and engaging stakeholders
- Ensuring communities’ voices are involved in shaping design and decision making at each phase of development
- Ensuring diversity in its engagement with local communities and businesses
- Helping develop detailed business cases
- Overseeing each step of agreeing a Long Term Plan for Chesterfield, and overseeing compliance with the Heads of Terms Agreement with government
- Develop and monitor a clear Communications, Engagement and Consultation Plan
- Provide a scrutiny role for the performance monitoring & evaluation of the interventions and overall Programme

The geographic area the Board represents is the Chesterfield town boundary with a focus on the town centre of Chesterfield and is shown on the map at Appendix A.

The Board is not a legal entity, and its role is advisory. Its purpose is to work with Chesterfield Borough Council, as Accountable Body for the funding, to deliver a successful Long Term Plan for the Town which sets out a clear focus of Chesterfield’s assets, opportunities and challenges. It will be instrumental in considering the quality of each intervention and project, ensuring compliance with DLUHC’s guidance around pre determined projects and as appropriate the development of business cases in order to secure access to Long Term Plan for Towns funding and demonstrate robust and well developed projects.

3. BOARD MEMBERSHIP

The Board is made up of the following members (April 2024), comprising:

Member	Organisation
Chairman	
Vice Chair	
Parliamentary Representatives	
Local Councillors – DCC	
Local Councillors CBC	
Derbyshire Constabulary/PCC	
<u>Community Groups</u>	
Community Faith Groups	
Community Youth Groups	

Neighbourhood Forums	
Local Businesses/ Social Enterprise – Key employers or Investors	
Local Businesses – Independent Retailers/ Market Traders	
Cultural Arts, Heritage and Sporting Organisations Local Sports Club Directors Local Heritage Groups	
Public Agencies and anchor institutions – Local Schools	
Public Agencies and anchor institutions – Further education	
Public Agencies and anchor institutions – Higher education	
Public Agencies and anchor institutions- other Government agencies	

Insert: Board member images Wheel when appointments are made

The Chair will invite stakeholder organisations to confirm the nominations to represent them on the Board. Individual membership of the Board is dependent on the continuing support of the relevant nominating body or sector representation.

The Board will have the power at any time to invite further members if the Board considers it necessary. In the absence of the Chair at any meeting, the Vice Chair will chair the meeting.

A Board member shall cease to be a member in the event of:

- such member giving written notice to the Board of their resignation, to take effect on receipt by the Board of the notice of resignation or, if later, the date stated in the notice.
- such member's death or, being a corporation, its winding up
- such member's bankruptcy, making of any arrangement or composition with their creditors, or liquidation, or in the case of an organisation, winding up, liquidation, dissolution or administration or anything analogous to any of the foregoing occurring in relation to a member
- such member ceasing to have an office or other base within Chesterfield or ceasing to be employed or Trustee by such organisation as entitles them to be a member.

All Board members must retire every three years but can be re-appointed by their nominating body or representative sector at the end of each three year period.

Chesterfield Borough Council will provide administrative support to the Board.

4. BOARD MEETINGS

- The Board will meet at least 4 times per year, or more often as required.
- No business shall be transacted at any Board meeting unless a quorum is present. The quorum shall be eight and shall include CBC.
- CBC will give at least 5 clear working days' notice of all Board meetings, by publishing details on its website.
- Board meetings will not be public meetings.
- CBC will publish on its website copies of agendas and reports that are open to public inspection at least 5 clear working days before each board meeting, and copies of minutes of board meetings that are open to public inspection, 5 clear working days after each board meeting.
- CBC will publish draft minutes of meetings following the meeting within 10 working days
- CBC will publish final minutes, once approved by the board within 10 working days
- CBC will report Board member conflicts of interest within the minutes
- CBC will invite DLUHC to send a representative to attend Board meetings as an observer.
- Each Board member shall have one vote and decisions will be made on a show of hands. In the event of an equality of votes the Chair shall have a casting vote.

5. BOARD MEMBERS' CONDUCT

Board members are expected to adhere to the Seven Principles of Public Life, known as the Nolan Principles, as defined by the Committee for Standards in Public Life. They are:

- **Selflessness:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
- **Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership:** Holders of public office should promote and support these principles by leadership and example.

6. CONFLICT OF INTEREST

CBC will maintain and publish on its website a Register of Board Member Interests and a Code of Conduct.

The following provisions shall apply to all Board members:

- A Declarations and Conflicts of Interest item shall be at the top of the Agenda for each Board meeting and will be reported within the minutes of the relevant meeting
- In the event that there is a conflict of interest the person so conflicted shall immediately declare the nature of the conflict or potential conflict and withdraw from any business where the conflict would be relevant.
- Whenever a person has an interest in a matter to be discussed at a meeting the person concerned will not be:
 - entitled to remain present at the meeting during discussion of that matter
 - counted in the quorum for that part of the meeting
 - entitled to vote on the matter
- The Board may, at any time authorise a person to remain in the meeting whilst a matter in which they have or may have a conflict of interest is discussed, provided that the conflict of interest is declared and the person subject to the conflict of interest shall not be entitled to vote on the matter.

7. ROLES AND RESPONSIBILITIES

(i) The Chair

The role of the Chair is to lead the Board in defining vision and direction, and in delivering the desired outputs and outcomes, whilst ensuring that appropriate procedures for governance and management of resources are in place.

The key responsibilities of the post are to:

- Provide strategic leadership and direction to ensure that the Board achieves its goals
- Ensure the Long Term Plan is demonstrably community- led and embedded within the local area
- Lead the efforts of the Board on the approved Long Term Plan for the Town for Chesterfield and each intervention for funding
- Lead the efforts of the Board to monitoring performance and progress of each intervention, agreeing ways forward should activity slip, in terms of output, outcome, timescale and financial delivery
- Monitor the range of agreed Indicators to demonstrate the success of the Long Term Plan for the Town and wider activities and deliverables of the area
- Effectively chair meetings of the Board, leading it towards decisions that ensure the strategic vision and key objectives of the Board are delivered



- Be an effective influencer and “ambassador” for Chesterfield at local, regional and national levels working with appropriate partner organisations and individuals
- Be an effective advocate on behalf of the Board, CBC and the businesses and people of Chesterfield, in particular at conferences and events/meetings with Ministers, MPs and key civil servants
- Reflect the agreed policies and strategy of the Board and its members in all discussions with partners, stakeholders, government and its agencies
- Ensure that the Board adheres at all times to high standards of ethics and governance in public life and is an exemplar to other organisations
- Ensure that all Board members participate actively in the work of the Board, encouraging their attendance and engagement and keeping regular contact with all members
- Exert a casting vote in Board decisions if circumstances so require

(ii) Board Members

Board members have a responsibility to uphold high standards of integrity and probity. They should support the Chair in instilling the appropriate culture, values and behaviours in the boardroom and beyond.

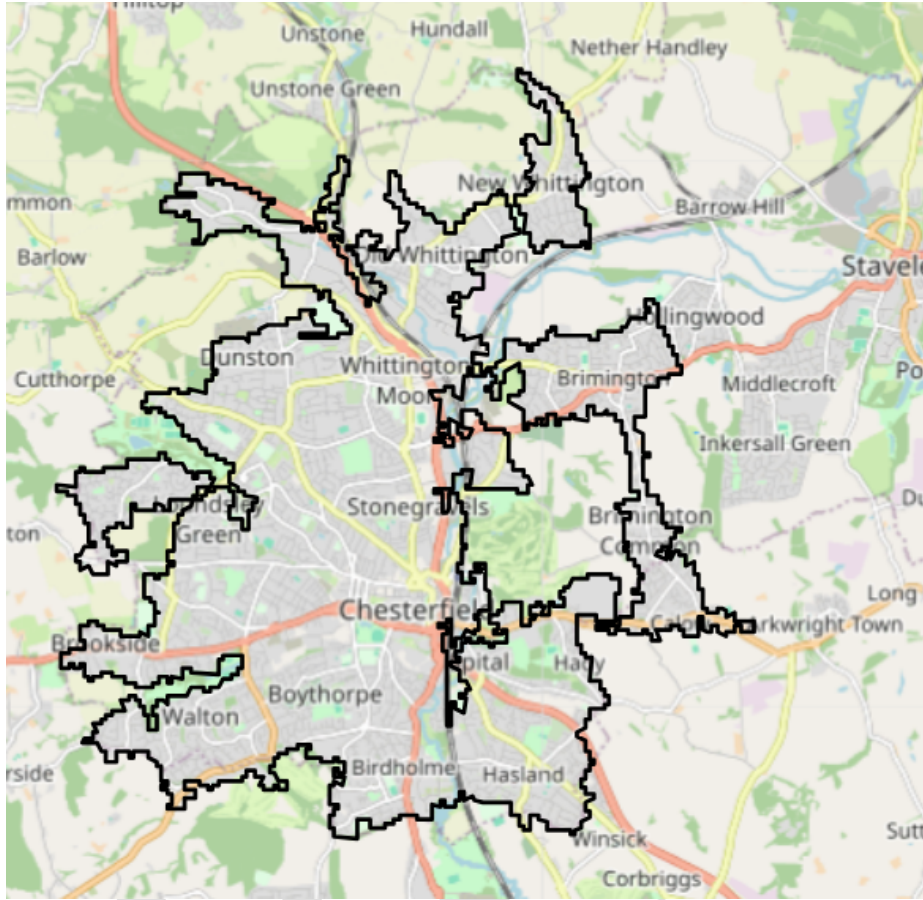
Board members should take into account the views of other stakeholders and the community, because these views may provide different perspectives on the Board and its performance.

The duties and responsibilities of a Board member are to:

- Attend meetings of the Board and to nominate an appropriate named alternative where attendance is not possible, subject to the prior agreement of the Chair and Lead Council
- Reflect the agreed view of the Board and its members in all discussions with partners, stakeholders, government and its’ agencies
- Support the Chair by leading on activities relevant to their knowledge and experience by representing the interests of the Board in meetings with partners, stakeholders, government and its’ agencies
- Actively develop an effective partnership
- Contribute knowledge and expertise to the development and delivery of the interventions within the Long Term Plan for the Town and 10 Year Vision
- Formally represent the Board in meetings with other bodies and partner organisations as required



Appendix A



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Appendix 2

Code of Conduct for Chesterfield Long Term Plan for Towns Board Members

You are a Board Member of the Chesterfield Long Term Plan for Towns Board and hence you shall have regard to the following principles - selflessness, integrity, objectivity, accountability, openness, honesty and leadership in your conduct at all times.

Accordingly, when acting in your capacity as a Board Member of the Chesterfield Long Term Plan for Towns Board:

- You must act in a manner consistent with the Chesterfield Borough Council equality and diversity strategy and treat your fellow Board Members, members of staff and others you come into contact with; when working in this role with respect and courtesy at all times.
- You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
- You must not place yourself under a financial or other obligation to outside individuals or organisations that might be reasonably regarded to influence you in the performance of your official duties.
- When carrying out your Chesterfield Long Term Plan for Towns Board duties you must make all choices, such as making appointments, awarding contracts or recommending individuals for rewards or benefits, based on evidence.
- You are accountable for your decisions and you must co-operate fully with whatever scrutiny is appropriate to your position. You must be as open as possible about both your decisions and actions and the decisions and actions of the Chesterfield Long Term Plan for Towns Board. In addition, you should be prepared to give reasons for those decisions and actions.
- You must declare any private interests, both pecuniary and non-pecuniary, including membership of any Trade Union, political party or local authority that relates to your Chesterfield Long Term Plan for Towns Board duties. Furthermore, you must take steps to resolve any conflicts arising in a way that protects the public interest. This includes registering and declaring interests in a manner conforming with the procedures set out in the section 'Registering and declaring pecuniary and non-pecuniary interests'.

- You must, when using or authorising the use by others of the resources of the Chesterfield Long Term Plan for Towns Board, ensure that such resources are not used improperly for political or personal purposes (including party political purposes).
- You must promote and support high standards of conduct when serving in your Chesterfield Long Term Plan for Towns Board role, in particular as characterised by the above requirements, by leadership and example.

Registering and declaring pecuniary and non-pecuniary interests

You must, within 28 days of taking office as a Board Member or co-opted, notify the Chesterfield Long Term Plan for Towns Team and Accountable Body's S151/S73 Officer of any disclosable pecuniary interest, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a spouse, or as if you were civil partners.

In addition, you must, within 28 days of taking office, notify the Chesterfield Long Term Plan for Towns Board Team and Accountable Body's S151/ S73 Officer of any non- pecuniary interest which the Chesterfield Long Term Plan for Towns Board has decided should be included in the register or which you consider should be included if you are to fulfil your duty to act in conformity with the Seven Principles of Public Life. These non- pecuniary interests will necessarily include your membership of any Trade Union.

Board members should review their individual register of interest before each board meeting and decision making committee meeting. They must declare any relevant interest(s) at the start of the meeting. If an interest has not been entered onto the Chesterfield Long Term Plan for Towns Board's register, then the member must disclose the interest at any meeting of the Chesterfield Long Term Plan for Towns Board at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'.

Following any disclosure of an interest not on the Chesterfield Long Term Plan for Towns Board register or the subject of pending notification, you must notify the Chesterfield Long Term Plan for Towns Board Team and Accountable Body's S151/S73 Officer of the interest within 28 days beginning with the date of disclosure. Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest. Additionally, you must observe the restrictions your Chesterfield Long Term Plan for Towns Board places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by the Chesterfield Long Term Plan for Towns Board.

NOTES:

1. For the purposes of this guidance, we are using the definition of a pecuniary interest as set out in the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
2. 2 A Non-Pecuniary interest is any interest which is not listed in the Schedule to The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (No.1464).
3. A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

Signed

Chesterfield Long Term Plan for Towns Board Member _____

Chesterfield Long Term Plan for Towns Board Member signature _____

Date _____

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Register of Interests

- All board members take personal responsibility for declaring their interests and avoiding perceptions of bias. This should be evidenced by producing and signing their register of interests for publication on the website.
- Categories of interest include employment, directorships, significant shareholdings, land and property, related party transactions, membership of organisations, gifts and hospitality, sponsorships. Interests of household members to also be considered.
- Action in response to any declared interests applies to any involvement with the work of the Board and is to be recorded.

Please note that if a spouse or partner is referenced within the Register of Interest they do not need to be referred to by name.

To be completed as a Board Member/Co-opted Member of the Chesterfield Long Term Plan for Towns Board.

To Chesterfield Borough Council on behalf Chesterfield Long Term Plan for Towns Board, I declare that I have the following disclosable pecuniary and/or non-pecuniary interests.

(Please state 'None' where appropriate, do not leave any boxes blank).

NOTIFICATION OF CHANGE OF CIRCUMSTANCES

Each Board Member shall review their individual register of interests before each board meeting and decision making committee meeting, submitting any necessary revisions to the Chair at the start of the meeting. Any recorded interests relevant to the meeting should also be declared at this point.

Even if a meeting has not taken place a Member must, within 28 clear working days of becoming aware of any change to the interests specified below, provide written notification to the S151 Officer, of that change.

*SPOUSE/PARTNER – In the notice below my spouse or partner means anyone who meets the definition in the Localism Act, i.e. my spouse or civil partner, or a person with whom I am living as a spouse or a person with whom I am living as if we are civil partners, and I am aware that that person has the interest having carried out a reasonable level of investigation. Where your spouse or partner has recently been involved in any activity that would have been declarable, this should be mentioned, with the date of the activity ended.

Section 1	Any employment, office, trade, profession or vocation carried on for profit or gain	Myself	Spouse/Partner*
1.1	<ul style="list-style-type: none"> Your employer (s) Any business carried on by you Any other role in which you receive remuneration (this includes remunerated roles such as councillors) 		
1.2	Description of employment or business activity		
1.3	The name of any firm in which you are a partner		
1.4	The name of any company for which you are a remunerated director		
Section 2	Sponsorship	Myself	Spouse/Partner
2.1	<p>Any financial benefit obtained which is paid as a result of carrying out duties as a Board Member.</p> <p>This includes any payment or financial benefit from a Trade Union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 (a)</p>		
Section 3	Contracts	Myself	Spouse/Partner
3.1	Any contract for goods, works or services with Chesterfield Borough Council on behalf of Chesterfield Long Term Plan for Towns Board;		

	which has not been fully discharged by any organisation named at 1.1		
3.2	Any contract for goods, works or services entered into by any organisation named at 1.1 where either party is likely to have a commercial interest in the outcome of business being decided by the Chesterfield Long Term Plan for Towns Board.		
Section 4	Land or Property	Myself	Spouse/Partner
	<p>Any interest you or any organisation listed at 1.1 may have in land or property which is likely to be affected by a decision made by the Chesterfield Long Term Plan for Towns Board.</p> <p>This would include, within the area of the LTPfT or Chesterfield Borough Council:</p> <ul style="list-style-type: none"> • Any interest in any land, including your place(s) of residency • Any tenancy where the landlord is a body in which the relevant person has an interest • Any licence for a month or longer to occupy land owned by CBC <p>For property interests, please state the first part of the postcode. If you own /lease more than one property</p>		

	in a single postcode, please state this.		
Section 5	Securities	Myself	Spouse/Partner
5.1	<p>Any interest in securities of an organisation under 1.1 where:</p> <p>(a) That body (to my knowledge) has a place of business or land in the LTPFT boundary/ Borough of Chesterfield; and</p> <p>(b) Either:</p> <p>(i) The total nominal value of the securities exceeds £25,000 or one hundredth of the total issues share capital of that body; or</p> <p>(ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which has an interest exceeds one hundredth of the total issued share capital of that class.</p>		
Section 6	Gifts and Hospitality	Myself	Spouse/Partner
	Any gift and/or hospitality received as a result of membership of the Chesterfield Long Term Plan for Towns Board (above the value of £50).		

Other Interests

Membership of Organisations

I am a member of, or I am in a position of general control, a trustee of, or participate in the management of:

1. Any body to which I have been appointed or nominated by the Chesterfield Long Term Plan for Towns Board:

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2. Any body exercising functions of a public nature (e.g. school governing body or another Chesterfield Long Term Plan for Towns Board)

3. Any body directed to charitable purposes

4. Any body, one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

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5. Any local authority (please state any interests you hold as LA Leaders/cabinet member for LA land, resources and the LA's commercial interests):

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6. Any other interest which I hold which might reasonably be likely to be perceived as affecting my conduct or influencing my actions in relation to my role.

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Members declaration and signature

I confirm that having carried out reasonable investigation, the information given above is a true and accurate record of my relevant interests, given in good faith and to the best of my knowledge.

Date	
Member's Name (Capitals in Full)	

Signature	
-----------	--

Receipt by Chesterfield Long Term Plan for Towns Board and Chesterfield Borough Council

Date Received by Chesterfield Long Term Plan for Town Team	
Signature of Chesterfield Long Term Plan for Towns Team	XXX

Receipt by S151 Officer, Chesterfield Borough Council

Date Received by S151 Officer	
Signature of S151 Officer	Theresa Channell

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For publication

Community Infrastructure Levy (CIL) – CIL Expenditure 2023 **([Delegation Reference – click here to view Part 3 Constitution](#))**

Meeting:	Cabinet
Date:	16 th April 2024
Cabinet portfolio:	Economic Growth
Directorate:	Economic Growth
For publication	

1.0 Purpose of the report

- 1.1 To set out the progress on managing the Chesterfield Community Infrastructure Levy (CIL)
- 1.2 To seek Cabinet approval for funding awards for the strategic element of CIL expenditure from the bids received in 2023.

2.0 Recommendations

- 2.1 That Cabinet notes the progress on receipts from the CIL.
- 2.2 That Cabinet approves the awards for strategic CIL funding for 2023, in line with the recommendations in Appendix 2 of this report.

3.0 Reason for recommendations

- 3.1 To ensure that CIL expenditure takes place in accordance with the Community Infrastructure Levy (CIL) Regulations and the CIL Expenditure Strategy to ensure that CIL investment supports

planned growth and sustainable development and Chesterfield's continued vitality.

4.0 Report details

4.1 Background

4.2 CIL is a mechanism to allow local planning authorities to raise funds from new development, in order to contribute to the cost of infrastructure projects that are, or will be, needed to support new development.

4.3 CIL took effect in Chesterfield Borough on 1st April 2016. The current charging year, 2023/24 is the eighth financial year in which CIL has been charged and in which CIL payments were collected.

4.4 The 2022 round of CIL expenditure was approved by Cabinet in January 2023. Bids for the 2023 expenditure round were invited in May last year.

CIL Receipts

4.5 CIL income is dependent on the delivery programmes for individual CIL-liable developments. Full details of CIL income and expenditure for 2022/23 (charging year 7) are set out in the [Infrastructure Funding Statement](#) published in December 2023.

4.6 In summary, up to end of financial year 2022/23 and taking into account spending commitments made in the 2022 funding round and previous funding rounds up to that date, a balance of £1,535,922 remained available for strategic expenditure.

4.7 Further CIL payments have been received during 2023/24 (charging year 8) as CIL-liable development continues to progress, with the final amount to be confirmed and reported in the next Infrastructure Funding Statement, to be published in December 2024.

CIL Expenditure

4.8 The CIL Regulations set out the overall breakdown for how monies collected from the CIL are to be distributed. This is illustrated in the table below.

Purpose of Funding	% Allocated
Strategic/core CIL infrastructure	80% - Remaining CIL receipts collected for the financial year
Neighbourhood portion	15% of CIL collected (capped at £100 per dwelling)
Administration – (Costs of administrating receipt and expenditure of CIL)	5% of all receipts

4.9 This report addresses funding for Strategic/Core Infrastructure

Strategic/Core infrastructure

4.10 The purpose of CIL is to help to provide the infrastructure needed to support new development. CIL receipts (excluding the neighbourhood and administrative elements) are held in a central pot to be used for funding the delivery of strategic infrastructure across the Borough.

4.11 The infrastructure list (reproduced at Appendix 1) sets out the types of infrastructure which CIL can be spent on. The Infrastructure List is published annually in the Infrastructure Funding Statement (IFS). The IFS sets out details of CIL receipts and expenditure. This provides clarity and transparency to local communities and developers on how infrastructure expenditure is aligned with planned development. The Statement also offers an opportunity to re-assess CIL expenditure priorities in the light of any change in evidence or circumstances since the Infrastructure List was first published. In the absence of evidence to suggest the need for an immediate review of priorities as set out in Regulation 123 List, the original CIL expenditure priorities remain valid and were republished in the most recent IFS published in December 2023.

- 4.12 Alongside the IFS, the Infrastructure Delivery Plan (IDP) identifies the essential strategic and local infrastructure which will be required at different times over the duration of the local plan period to deliver the Plan strategy. It sets out what infrastructure will be needed and when, who will deliver it, and how it will be funded. The IDP was updated in support of the Local Plan and be reviewed as part of the local plan review.
- 4.13 The IDP has identified major infrastructure items that will be critical to unlocking key sites. In relation to the Staveley and Rother Valley Corridor Strategic Site for example, school capacity has been identified as an obstacle to the development of a new community in this strategic location and a new school is likely to be needed as part of the wider regeneration proposals. Strategic transport infrastructure, particularly in the form of the regeneration route, is also required in order to improve accessibility. Work is continuing with the County Council (as education authority and highways authority) and other key partners to identify the options for funding and delivery of critical infrastructure.

Apportioning Strategic/Core CIL Income

- 4.14 The CIL [Expenditure Strategy](#) sets out the process which will be followed to identify specific items of infrastructure upon which CIL revenue will be spent in order to support growth and development across the Borough. The Strategy establishes the key foundations for prioritising CIL expenditure and balancing competing infrastructure requirements, anchored by the Local Plan strategy in order to deliver critical infrastructure necessary to unlock strategic sites, and support positive development in Regeneration Priority Areas.

CIL Expenditure – The 2023 Funding Round

- 4.15 Bids for funding for the 2023 CIL expenditure round were invited in May 2023 from stakeholders who were identified as being in a position to submit projects which would qualify for strategic expenditure.

4.16 9 bids were received. These were:

- Chesterfield Borough Council (Leisure) - Renewal of play space at Cottage Close, Poolsbrook; CIL bid £105,600
- Chesterfield Borough Council (Leisure) - Renewal of play space at Thirlmere Road, Dunston; CIL bid £13,200
- Chesterfield Borough Council (Leisure) - Renewal of play space at Devonshire Avenue North, New Whittington; CIL bid £13,200
- Chesterfield Canal Trust Ltd. - Contribution to construction of the scheme bridges: Package 1a – Trans-Pennine Trail Bridge a 35m span steel bridleway bridge over the restored canal on the TPT. CIL bid £144,720
- Chesterfield Canal Trust Ltd. Contribution to construction of the scheme bridges; Package 1b – Bellhouse Bridge a concrete vehicle & pedestrian/cycle bridge at the end of Bellhouse Lane. CIL bid: £113,970
- Chesterfield Canal Trust Ltd. Package 2: Construction of the towpaths 2a – Norbriggs Cutting to Hague Lane 1.1km of towpath along the mainline of the canal, connecting from the previously funded length to the borough boundary. CIL bid: £87,420
- Chesterfield Canal Trust Ltd. Package 2: Construction of the towpaths 2b – Norbriggs Cutting 0.9km of towpath along the Norbriggs Cutting, connecting from the previously funded length to Mastin Moor, along part of the proposed local cycle network. CIL bid: £68,120
- Chesterfield Canal Trust Ltd. Package 3: Landscaping & interpretation CIL bid: £50,000
- Derbyshire County Council (Countryside) – Shared walking & cycling infrastructure between Markham Vale Employment Zone and Poolsbrook Country Park; CIL bid: £250,000

4.17 These bids for CIL funding have been assessed in accordance with the procedure set out in the CIL Expenditure Strategy. A summary of the assessment and officer recommendations is provided at Appendix 2.

4.18 The CIL Expenditure Strategy acknowledges the need to balance short term and long term priorities. It also recognises the inevitable pressure to seek to utilise CIL funding for purposes which are not central to provision of infrastructure to support growth and development. However it is critical that CIL retains the ability to support the long term development strategy for the Borough and ultimately the ongoing credibility of the CIL charging scheme, to which developers contribute in the expectation that available funds will support growth and mitigate the impacts of development. To assist in the assessment process and to ensure the protection of CIL to meet longer term ambitions, the table indicates the proportion of available CIL income which would be utilised under the bids received.

Total CIL income received 2022/23 (Y7)	£ 1,407,523	
Available strategic CIL income (80%) (at Y7 year end)	£1,535,922	
Total value of bids received for strategic CIL funding in 2023 round	£846,230	55% of available strategic CIL income
Total value of officer recommended funding awards for strategic CIL funding (See Appendix 2)	£276,720	18% of available strategic CIL income

Future years' expenditure

4.19 In addition to potential future funding bids indicated in Appendix 2, discussions have taken place with Leisure, Culture and Community Wellbeing with the aim of more closely aligning CIL funding with the Parks, Open Spaces and Play Strategy Delivery Plan. This has clarified those projects in the programme which would help to support planned growth and therefore be eligible for future CIL funding. This should help to provide certainty to the roll out of the Delivery Plan.

4.20 Approval by cabinet of funding awards for the 2023 round of CIL expenditure would enable the process to commence for the 2024 round and funding awards to be confirmed.

4.21 In future years, the intended annual funding cycle is set out below:

JANUARY	Invitations to bid for funding
MARCH - APRIL	Assessment of bids received; Recommendations to Cabinet
MAY-JUNE	Decisions on strategic CIL funding awards by CIL Approval Body
JUNE	Announcement of funding awards
SEPTEMBER - NOVEMBER	Monitoring and reporting of income and expenditure; preparation of Infrastructure Funding Statement, including CIL income and progress on CIL expenditure, and review of long term CIL strategy
DECEMBER	Publication of Infrastructure Funding Statement

Review of Chesterfield CIL charging scheme

4.22 The Government's Planning White Paper indicated the intention to review the basis of CIL nationally. The government is currently reconsidering the approach to planning reform and the outcome of this review is still awaited, including the government's preferred approach to the system of developer contributions. Whilst it remains the intention to review and update the Chesterfield CIL charging scheme, it remains the view that it would not be a sensible use of resources to commence a review of the Chesterfield scheme at the current time in view of the possibility of wholesale changes to the system of developer contributions nationally.

4.22 Next steps:

- (i) Allocate strategic CIL funding for 2023, in line with the recommendations in this report
- (ii) Continue to engage with Staveley Town Council and Brimington Parish Council and for the neighbourhood element (15%) of CIL expenditure in the parished areas of the Borough, in line with CIL Regulations.
- (iii) Continue monitoring of CIL and S.106 agreements in preparation for publication of next annual Infrastructure Funding Statement.
- (iv) Following confirmation of the new national arrangements for developer contributions, set out proposals for a review of the Chesterfield CIL charging scheme, for future consideration by Cabinet.

5.0 Alternative options

5.1 An alternative to supporting the recommended options would be to approve different levels of expenditure. Appendix 2 sets out the reasons behind the recommendations. The recommended funding awards seek to maintain a balance between meeting short term infrastructure requirements and maintaining sufficient CIL resources to meet longer term priorities.

6.0 Implications for consideration – Financial and value for money

6.1 The financial ramifications of introducing a CIL were originally reported to Cabinet when the CIL charging scheme was established, and in subsequent reports. Importantly, CIL regulations permit charging authorities to finance initial set-up and ongoing administration costs from up to 5 per cent of CIL receipts. Therefore, over time, it should be possible to recover the costs of preparing the CIL evidence base and Charging Schedule (including examination costs) and other on-going administration or staffing costs.

6.2 CIL will provide funds to protect, enhance and promote the Borough's infrastructure assets.

7.0 Implications for consideration – Legal

7.1 Proposals for CIL expenditure are in accordance with the requirement of the Community Infrastructure Regulations 2010 (as amended) (Regulation 59) to apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area.

8.0 Implications for consideration – Human resources

8.1 The proposals have no direct implications for human resources.

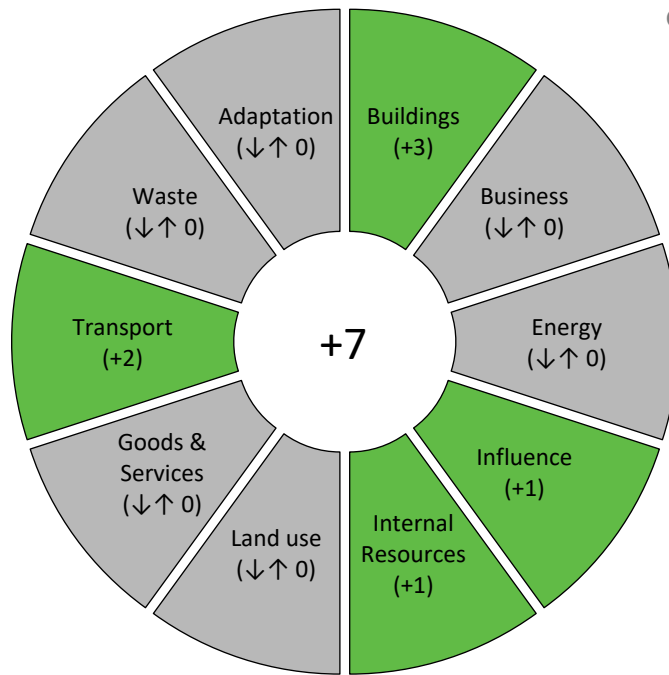
9.0 Implications for consideration – Council plan

9.1 The recommendations for CIL expenditure will support planned growth and sustainable development and Chesterfield's continued vitality, helping to support the local economy and community wellbeing.

10.0 Implications for consideration – Climate change

10.1 The report and recommendations have undergone a climate change impact assessment. The assessment results reflect the key benefits of provision and improvement of new play space capacity, and improvement of green infrastructure associated with the Chesterfield Canal.

10.2 The results of the assessment are summarised below:



Chesterfield Borough Council has committed to being a carbon neutral organisation by 2030 (5 years and 9 months away).

11.0 Implications for consideration – Equality and diversity

11.1 This report and recommendations follow the CIL Expenditure Strategy and decision making framework which has been subject to an Equality impact assessment. Therefore an EIA is not required.

12.0 Implications for consideration – Risk management

12.1 The potential risks of awarding alternative levels of CIL funding are shown below:

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
CIL funding withheld on all submitted bids	L	M	Recommendations are within scope of CIL Regulations and would support planned growth	L	L
CIL funding awarded for all submitted bids	M	M	Recommendations identify those bids which are insufficiently linked to planned growth; Funding all submitted bids would risk	L	L

			undermining ability of CIL fund to support longer term infrastructure priorities.		
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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	ALL

Document information

Report author	
Rick Long – Infrastructure Planning Officer, Economic Growth	
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	Community Infrastructure Levy: Infrastructure List 2023
Appendix 2	Appendix 2: Summary of CIL bids received - 2023

Appendix 1:

Community Infrastructure Levy: Infrastructure List 2023

(From Infrastructure Funding Statement - for Financial Year 2022/23)

INFRASTRUCTURE LIST
Infrastructure Type or Project
Strategic Green Infrastructure
<ul style="list-style-type: none">• Public Open Space and/or play provision and/or improvements*• Sports and Playing Pitches*• Restoration of Chesterfield Canal• Access improvement to Green Wedges and Strategic Gaps• Biodiversity and habitat enhancement including tree planting*
Transport Infrastructure
<ul style="list-style-type: none">• Improvements to A61 Chesterfield Inner Relief Road Junctions*• Chesterfield Staveley Regeneration Route• Hollis Lane Link Road• Implementation of Chesterfield Strategic Cycling Network*• Measures to improve walking, cycling and public transport provision within*:<ul style="list-style-type: none">i. The A61 Corridorii. The A619 Chatsworth Roadiii. The A619 corridor through Brimington and Staveleyiv. Access to Chesterfield Railway Stationv. The proposed Strategic Cycle Network
Other Infrastructure
<ul style="list-style-type: none">• Strategic Flood Defences and alleviation measures*
Education Provision
<ul style="list-style-type: none">• Provision of additional pupil capacity in existing schools and contributions to a new school or schools to address shortfalls in capacity arising from new housing growth

*Excluding Site Specific measures arising as a result of specific development proposals, subject to statutory tests set out under Regulation 122 of the Community Infrastructure Levy Regulations 2010 (as amended), which stipulates the following: *A planning obligation may only constitute a reason for granting planning permission for the development if the obligation is –*

- a) necessary to make the development acceptable in planning terms*
- b) directly related to the development; and*
- c) fairly and reasonably related in scale and kind to the development.*

**Appendix 2: Summary of CIL bids received - 2023;
Assessments and recommendations**

Applicant	Project Summary	Value of bid (£)	Summary assessment and Recommendation
CBC Leisure	<p>Renewal of 3 key play spaces at Cottage Close, Poolsbrook – renewal of the toddler and junior play space;</p> <p>Thirlmere Road, Dunston – renewal of the junior play space; and</p> <p>Devonshire Avenue North, New Whittington – renewal of the junior play space</p>	<p>Cottage Close CIL contribution: £105,600; (total project cost £120,000);</p> <p>Devonshire Avenue CIL contribution: £13,200; (total project cost £51,000);</p> <p>Thirlmere Road CIL contribution: £13,200; (total project cost £51,000);</p> <p>Total CIL contribution £132,000; (total project cost £222,000);</p>	<p>Cabinet (14th March 2023) resolved to approve in principle an indicative allocation of CIL funding towards projects included in year 1 of the Parks, Open Spaces and Play Strategy Delivery Plan. Cabinet also gave delegated approval to the Director of Economic Growth, in consultation with the Cabinet Member for Economic Growth, to approve the advance of additional of CIL funding, subject to confirmation that the identified projects meet the CIL assessment criteria. The Cottage Close, Devonshire Avenue North, and Thirlmere Road projects are included in this programme and meet the CIL funding criteria.</p>

Chesterfield Canal Trust Ltd.	<p>Contribution to construction of the scheme bridges: 1a – Trans-Pennine Trail Bridge a 35m span steel bridleway bridge over the restored canal on the TPT.</p>	<p>CIL contribution: £144,720</p>	<p>Restoration of Chesterfield Canal is a long-established infrastructure priority in local plan and IDP. CIL funding for this element would form part of wider funding package to enable continuity of project delivery.</p> <p>A new bridge will provide access from the Arkwright Trail to TPT northbound and east-west canal towpath, for pedestrians, cyclists, and equestrians. Funding is requested to fill the funding gap created by increased levels of inflation on construction sector, providing match funding to the Towns Fund. (CCT has identified this project as highest priority bid in the current programme)</p> <p>Recommendation: Approve funding for project 1a</p>
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Chesterfield Canal Trust Ltd.	<p>Contribution to construction of the scheme bridges 1b – Bellhouse Bridge a concrete vehicle & pedestrian/cycle bridge at the end of Bellhouse Lane.</p>	<p>CIL contribution: £113,970</p>	<p>A new bridge will provide access between Bellhouse Lane and the canal towpath for pedestrians and cyclists, as well as private vehicular access to adjacent farmland and the Trans-Pennine Trail.</p> <p>However, there is a need to manage release of CIL funding to ensure that longer term priorities can be met. Applicant has prioritised each element of the funding bid. Delaying release of funding for lower priority project would support prudent management of available CIL reserves.</p> <p>Recommendation: Withhold funding for project 1b in 2023 round and invite an application in 2024 round.</p>
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<p style="text-align: center;">Chesterfield Canal Trust Ltd.</p>	<p>•Package 2: Construction of the towpaths 2a – Norbriggs Cutting to Hague Lane 1.1km of towpath along the mainline of the canal, connecting from the previously funded length to the borough boundary.</p>	<p>CIL contribution: £87,420</p>	<p>1.1km of towpath along the mainline of the canal, connecting from the previously funded length to the Borough Council boundary.</p> <p>However, there is a need to manage release of CIL funding to ensure that longer term priorities can be met. Applicant has prioritised each element of the funding bid. Delaying release of funding for lower priority project would support prudent management of available CIL reserves.</p> <p>Recommendation: Withhold funding for project 2a in 2023 round and invite an application in 2024 round.</p>
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Chesterfield Canal Trust Ltd.	<p>Package 2: Construction of the towpaths 2b – Norbriggs Cutting 0.9km of towpath along the Norbriggs Cutting, connecting from the previously funded length to Mastin Moor, along part of the proposed local cycle network.</p>	<p>CIL contribution: £68,120</p>	<p>0.9km of towpath along the disused Norbriggs Cutting, connecting the previously funded length to Mastin Moor. This section is also part of the proposed Local Cycle Network.</p> <p>However, there is a need to manage release of CIL funding to ensure that longer term priorities can be met. Applicant has prioritised each element of the funding bid. Delaying release of funding for lower priority project would support prudent management of available CIL reserves.</p> <p>Recommendation: Withhold funding for project 2b in 2023 round and invite an application in 2024 round.</p>
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Chesterfield Canal Trust Ltd	<ul style="list-style-type: none"> ● Package 3: Landscaping & interpretation 	CIL contribution: £50,000	<p>Project aims to reduce visual & environmental impact and improve interpretation and engagement.</p> <p>However, there is a need to manage release of CIL funding to ensure that longer term priorities can be met. Applicant has prioritised each element of the funding bid. Delaying release of funding for lower priority project would support prudent management of available CIL reserves.</p> <p>Recommendation: Withhold funding for project package 3 in 2023 round and invite an application in 2024 round.</p>
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Derbyshire County Council (Countryside)	<p>New shared walking and cycling infrastructure between the Markham Vale Employment Zone and Poolsbrook Country Park</p>	<p>CIL contribution: £250,000</p> <p>Additional funding identified</p> <p>Total cost: £290,000</p>	<p>Whilst the proposal would provide a valuable expansion of the cycling network, the scale of funding requested is unaffordable against available funding and competing priorities and would risk undermining the long term development strategy to the extent that the ability of the CIL fund to support strategic priorities would be compromised.</p> <p>Recommendation: Withhold funding in 2023 round</p>
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For publication

S.106 Agreement Monitoring Fees

[\(Delegation Reference – click here to view Part 3 Constitution\)](#)

Meeting:	Cabinet
Date:	16 th April 2024
Cabinet portfolio:	Economic Growth
Directorate:	Economic Growth
For publication	

1.0 Purpose of the report

1.1 To seek Cabinet approval to implement a Section 106 monitoring regime and apply monitoring fees in accordance with this report.

2.0 Recommendations

2.1 That Cabinet authorises the charging regime for monitoring S.106 Obligations as set out in section 4 of this report and that it is incorporated as a standard clause in relevant S.106 Obligations with immediate effect.

2.2 That the charging regime is published on the Borough Council's website as soon as is practically possible.

3.0 Reason for recommendations

3.1 To enable the implementation of charges to support the staffing resource in the monitoring and compliance of approved S.106 Legal Agreements.

4.0 Report details

Background

- 4.1 The Community Infrastructure Levy (CIL) Regulations 2010 (as amended) allow Local Authorities to charge a fee in relation to S.106 agreements for the monitoring and reporting of planning obligations.
- 4.2 As of 2020, there is an annual requirement for Councils to report on all aspects of CIL and S.106 funds received, allocated and spent in an Infrastructure Funding Statement. The above provision in the CIL Regulations is designed to enable authorities to be adequately resourced to effectively monitor and report on planning obligations.
- 4.3 This report proposes the introduction of a S.106 monitoring fee charging schedule for Chesterfield Borough.

S.106 Monitoring Costs

- 4.4 The Chesterfield Local Plan allocates sites for new residential development, some of which are strategic developments with complex requirements for mitigation measures. The granting of planning permission for these sites invariably involves the preparation and signing of a detailed S.106 Obligation. Although required to make a development acceptable, the costs associated with monitoring the implementation of such obligations has historically fallen to the Borough Council. Changes to the legislation mean that the Council now has the opportunity to recoup costs associated with monitoring of S.106 Obligations and it is considered appropriate to assess the extent to which such measures can be introduced for Chesterfield.
- 4.5 The CIL Regulations now allow for the introduction of monitoring fees, but do not specify how these fees should be set. Regulation 122(2A) indicates the Council is permitted to charge a fee providing:
 - i. the sum to be paid fairly and reasonably relates in scale and kind to the development; and
 - ii. the sum to be paid to the authority does not exceed the authority's estimate of its cost of monitoring the development over the lifetime of the planning obligations, which relate to that development.

- 4.6 To be able to comply with Regulation 122 (2A) (ii), an estimate is required of the cost of S.106 monitoring to the Council. This can include both salaries of officers involved in S.106 monitoring and peripheral costs.

Setting the Charging Schedule

- 4.7 There are three main costs associated with monitoring S.106 Obligations:
1. Administrative monitoring of S.106 obligations that are recorded and managed through a centralised database.
 2. Physical monitoring of developments on site for compliance with the requirements of the S.106 Obligation agreement, e.g. to assess whether trigger points have been met thereby requiring the payment of contributions.
 3. Financial monitoring and management of the monies associated with the receipt of developer contributions towards local infrastructure and mitigation measures.
- 4.8 An annual report in the form of an Infrastructure Funding Statement setting out S.106 receipts and expenditure and is required to be published in December each year.
- 4.9 To determine the method and level at which to set S106 monitoring fees, a number of alternative models have been considered. This has included assessing methods used by other Local Planning Authorities that already charge for monitoring, including Derbyshire County Council, Derbyshire Dales District Council and other neighbouring district councils to establish the most appropriate approach based on the experience of monitoring compliance with historic S.106 agreements.
- 4.10 Planning obligations are normally arranged in schedules addressing different issues which have been identified a requiring a developer contribution. Each schedule has separate requirements and triggers and therefore each places different demands for monitoring and demands on staff time to ensure that each requirement is fulfilled. The recommended charging regime is based upon the average number of hours spent on monitoring developer contributions on previous developments with S.106 Obligations. Based on this historic experience, for each schedule

in each obligation a total of 5 hours per year is allowed for to cover desk-based monitoring, site visits, and administrative time (raising invoices, chasing payment, updating databases etc.). A worked example is set out below for a typical planning obligation with 5 schedules.

Example:

5 schedules in planning obligation

5 x 5 hours = 25 hours per annum

25 hours at Grade 12 hourly rate £40.13: $25 \times 40.13 = \text{£}1,003.25$ per annum

Applied over 5-year monitoring period: $\text{£}1,003.25 \times 5 = \text{£}5,016.25$

(Plus indexation)

- 4.11 The recommended approach, based on the average number of hours spent on monitoring, the number of covenants in the S.106 Obligation and the length of the monitoring period, will be proportionate and will mean that larger, more complex agreements that necessitate more concentrated monitoring over a longer period of time will be reflected in the monitoring fee.
- 4.12 It is considered that the preferred method will provide the best balance between providing the best return to the Council whilst being simple to apply and administer and compliant with the requirements of the CIL regulations.
- 4.13 Income from applying a monitoring charge will vary year on year as it will be driven by planning applications received and any planning obligations required in connection with specific permissions. To provide an indication of the scale of costs which could be recovered, if these charges had applied to the S.106 agreements which were completed during 2023 (6 legal agreements) it is calculated that costs of around £10,000 would have applied.

4.14 It should be noted that charges for monitoring planning obligations will remain separate from the Council's legal costs for drafting and signing S106 agreements, which will remain independently recovered by the Legal Team. Biodiversity Net Gain (BNG) monitoring fees will also be applied separately, noting that BNG compliance is managed under a separate, statutory, process, albeit compliance with specific S.106 requirements will still need to be monitored and reported.

Indexation

4.15 To ensure the real value of a S.106 financial contribution is maintained up to the date of payment, the 'principal' sum stated in the S.106 agreement will need to be index linked from a base date until the date payment is due followed by interest to the date of actual payment. The principal amount in the agreement will remain unchanged but will be affected by the index fluctuation.

4.16 The index applied will relate to the function of the obligation. For construction projects the All in Tender Price Index of Building Cost Information Services (BCIS) published by the Royal Institute of Chartered Surveyors (RICS), or Construction Materials Price Index will be used. For other financial contributions, such as travel plan monitoring, which does not include construction, the Retail Price Index will be used.

Review of S.106 monitoring charging scheme

4.17 It is proposed that the charging regime for monitoring S.106 Obligations is reviewed as part of the Annual Infrastructure Funding Statement. This will ensure that the fees collected reflect the true monitoring costs.

5.0 Alternative options

5.1 There is no legal definition regarding how S.106 monitoring fees should be calculated and there are many different approaches currently being used by other Councils.

5.2 The council could choose to continue to absorb the costs of monitoring S.106 agreements. This is not considered to be sustainable in the longer term.

6.0 Implications for consideration – Financial and value for money

6.1 The proposal in this report will positively impact the Council's revenue. Monitoring fees will aid the council to transition to maximising cost recovery.

7.0 Implications for consideration – Legal

7.1 The Council incurs a cost of managing and administering developer contributions. Regulations allow the council to be compensated in accordance with prescribed rules as set out earlier in the report.

7.2 The fee and the triggers for payment will need to be written into each S.106 agreement.

8.0 Implications for consideration – Human resources

8.1 The proposals have no direct implications for human resources.

9.0 Implications for consideration – Council plan

9.1 The recommendations will support monitoring of planned growth and sustainable development and Chesterfield's continued vitality, helping to support the local economy and community wellbeing.

10.0 Implications for consideration – Climate change

10.1 The report and recommendations will help to support monitoring of new development through S.106 agreement which are designed to mitigate the impacts of new development permitted in accordance with the development plan which has undergone a climate change impact assessment.

11.0 Implications for consideration – Equality and diversity

11.1 Not applicable.

12.0 Implications for consideration – Risk management

12.1 The purpose of the planning system is to contribute to the achievement of sustainable development. Securing funds will help to ensure resources are available to actively monitor the collection and spending of developer contributions, which will help to ensure the timely delivery of infrastructure and ultimately aid the delivery of sustainable development. The potential risks of continuing with unfunded monitoring of S.106 agreements are summarised below:

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
continue unfunded monitoring of S.106 agreements	L	M	Recommendations are within scope of CIL Regulations and would support planned growth	L	L

Decision information

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

Document information

Report author	
Rick Long – Infrastructure Planning Officer, Economic Growth	
Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
None	
Appendices to the report	
None	

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For Publication

Community Governance Review

Meeting:	Cabinet Council
Date:	16 April 2024 24 April 2024
Cabinet portfolio:	Governance
Directorate:	Corporate

1.0 Purpose of the report

- 1.1 To inform members of the process for community governance reviews and consider the formal request made by Toby Perkins MP to undertake a review of Staveley Town Council.

2.0 Recommendations

- 2.1 That a Community Governance Review is not undertaken at this time, however this will be reconsidered by Council if valid trigger conditions for a Community Governance Review are met in the future.
- 2.2 That Chesterfield Borough Council continues to support Staveley Town Council's improvement efforts including the recommendations of the Staveley Improvement Board.

3.0 Reason for recommendations

- 3.1 There is an opportunity to work with Staveley Town Council to support the implementation of the recommendations made by the local improvement board. Staveley Town Council needs some time to work through these recommendations and improve their governance arrangements and financial position.

4.0 Report details

4.1 Background information

In November 2022, the incoming Town Clerk of Staveley Town Council reported that the Council's bank balance was insufficient to discharge its obligations and that the final accounts for 2021/22 reported a deficit of

£236,000 which is the equivalent of 63% of the Council's precept figure for 2021/22.

4.2

The Town Clerk of Staveley Town Council urgently contacted both local MPs – Toby Perkins MP and Lee Rowley MP and Chesterfield Borough Council to discuss the situation. In February 2023, Chesterfield Borough Council, with the permission of the Secretary of State for the Department for Levelling-Up Housing and Communities agreed to assist Staveley Town Council to pay its debts and remain in a position of cash solvency through 2023/24. The financial rescue package made the provision for the payment of a maximum loan of £400k at a 4.4% interest rate repayable over a five year period.

4.3

The Local Government Association, Chesterfield Borough Council and Staveley Town Council, with the support of the National Association of Local Councils also agreed to establish an independent local improvement board. The board was commissioned to undertake a review of Staveley Town Council which aimed to regain public confidence in the council and demonstrate Staveley's ambitions and ability to deliver value for money services to the local community, whilst prudently managing its finances. The review was completed in November 2023 and the recommendations approved by Staveley Town Council. The review report can be accessed [here](#).

4.4

Community governance review request

In June 2023, Toby Perkins MP wrote to the Leader of Chesterfield Borough Council formally requesting that Chesterfield Borough Council carry out a community governance review of Staveley Town Council. This request was made as a result of a residents' survey carried out in the Staveley Town Council area by the MP's office. 5,172 questionnaires were distributed with 706 being returned. 83% of respondents were in favour of the abolition of Staveley Town Council.

4.5

The Leader of Chesterfield Borough Council commissioned a review of the process for carrying out a community governance review. This information alongside the findings from the local improvement board have been used to formally consider the community governance review request.

4.6

Triggering a community governance review

There are a number of ways in which a Community Governance Review can be triggered:

- Boundary issues - A local government boundary commission review was completed for Chesterfield borough during 2022/23 and was applied from the 2023 borough and parish elections. There were some changes impacting the two parished areas, but these are not

considered to be significant enough to warrant a governance review as a sole trigger.

- Scheduled reviews - Some authorities (generally those with a large number of parishes) choose to schedule a review of parish / town council arrangements every 10 to 15 years. We do not currently have this approach in Chesterfield Borough.
- By request - Some parish councils have requested a review by the principal council with the intent of self-abolition.
- Petition - Under the Local Government and Public Involvement in Health Act 2007, local electors can petition their principal council for a community governance review to be undertaken.

4.7

Petitions are the most common trigger for a community governance review. For a petition to be valid, it must meet certain conditions:

1. It must be signed by the requisite number of local electors – 10% of the electors on the most recently published electoral register
2. The petition would need to clearly define the area to which the review relates
3. Where a petition recommends the establishment of a town or parish council in an area which does not currently exist as a parish, the petition is to be treated as including a recommendation for a parish to be created even if it does not expressly make such a recommendation

To date, Chesterfield Borough Council has not received a valid petition calling for a community governance review.

4.8 What a community governance review can and can't do

Community Governance reviews are required to take into account a number of factors including:

- The impact of community governance arrangements on community cohesion
- The size, population and boundaries of a local community or parish
- That community governance within the area under review will be reflective of the identities and interests of the community in that area
- The community governance will be effective and convenient

A community governance review can make recommendations on:

4.9

- Whether a new parish or any new parishes should be constituted
- Whether existing parishes should be abolished, or boundaries altered
- Electoral arrangements

The review cannot:

- Change the number of councillors on Chesterfield Borough Council
- Change Chesterfield Borough Council ward boundaries
- Change the amount of money that a parish council raises through your council tax (known as 'precept')

Abolition of a parish council

4.10 Section 88 of the 2007 Act provides for a community governance review to recommend the alteration of the area of, or the abolition of, an existing parish as a result of a review. The guidance clearly states that the abolition of parishes should not be undertaken unless clearly justified. Any decision a principal council may make on whether to abolish a parish should not be taken lightly, however, there may be exceptional circumstances where abolition may be the most appropriate way forward. Under the 2007 Act provisions, the principal council would need to consider local opinion, including that of parish councillors and local electors. It would need to find evidence that the abolition of a parish council was justified, and that there was clear and sustained local support for such action.

4.11 Prior to 2007, the Secretary of State took decisions on the outcome of community governance review. A key factor taken into account by Government in deciding abolition cases, was that local support for abolition needed to have been demonstrated over at least a period equivalent to two terms of office of the parish councillors (i.e. eight years), and that such support was sufficiently informed. This means a properly constituted parish council should have had an opportunity to exercise its functions so that local people can judge its ability to contribute to local quality of life.

4.12 This two-term consideration is an important one and links into the current improvement work being undertaken by Staveley Town Council, following the acceptance of the recommendations made by the local improvement board. The recommendations aim to improve the Councils governance and financial status and are relevant to the consideration of whether or not to undertake a community governance review. Staveley Town Council need to be afforded some time to implement the findings and embed the improvements.

Approval for a community governance review

4.13 Chesterfield Borough Council's Full Council must approve the launch of a Community Governance Review and its terms of reference. The Council must then publish a community governance review notice and agreed terms of reference via:

- The Council's website
- Arrange for copies to be available for public inspection at public buildings
- Send a copy to all parish clerks
- Request for publication on the parish council websites, notice boards and public buildings
- Send a copy to all local members of parliament

- 4.14 The 2007 Act allows principal councils to determine the terms of reference under which a community governance review is to be undertaken. It requires the terms of reference to specify the area under review and the principal council to publish the terms of reference. The terms should be appropriate to local people and their circumstances and reflect the specific needs of their communities.

- 4.15 As Chesterfield Borough is within a two tier area, we are required under section 79 of the Act to notify Derbyshire County Council of our intention to undertake a review and engage them in the development of the terms of reference.

Timescales

- 4.16 Principal authorities have 12 months in which to complete the review from the date of the terms of reference being published. The review ends when the council publishes the final recommendations which have been approved by Full Council.

Consultation

- 4.17 There is a requirement to consult electors in the area under review and other key stakeholders including the county council, parish councils and other bodies such as businesses, community and voluntary sector organisations, schools and health bodies. Many community governance reviews undertake a two stage consultation process:
- Stage 1 (12 weeks) includes a public consultation paper and invitation to submit proposals for consideration under the terms of the community governance review. Individual invites to take part in the consultation would be required for key stakeholders including the relevant parish councils, County Council, MPs, Schools, other key public sector organisations including Fire, Police, NHS etc.
 - Stage 2 (12 weeks) Following on from the first stage of consultation, draft proposals will be developed and considered by Full Council for a second round of consultation. This consultation is more extensive and will require an individual invite to all electors within the parish council areas to comment and make representations and further submissions on the proposals. Once again key stakeholders including relevant parish councils, County Council, MPs, Schools, other key public sector organisations including Fire, Police, NHS etc. plus any organisations that made initial submissions will also need to receive an individual invite to have their say.

Local Government Boundary Commission consent

- 4.18 If, as part of a Community Governance Review, a principal council wishes to alter the electoral arrangements for a parish whose existing electoral arrangements were put in place within the previous five years by an order

made either by the Secretary of State, the Electoral Commission, or the Local Government Boundary Commission (LGBC), the consent of the LGBC is required. Both Staveley Town Council and Brimington Parish Council electoral arrangements were reviewed as part of the Chesterfield Borough review in 2022 (came into force in May 2023). We are therefore within the five year consent period.

Implementation

- 4.19 Following completion of a Community Governance Review and a reorganisation order being made, new or revised parish electoral arrangements come into force at ordinary parish elections, rather than parish by-elections (provided that permission can be obtained). The next scheduled elections for both Staveley Town Council and Brimington Parish Council is May 2027.

5.0 Alternative options

- 5.1 No alternative options have been identified.

6.0 Implications for consideration – Financial and value for money

- 6.1 Due to the advice requirements and two extensive consultation periods, the anticipated cost of the Community Governance Review is in the region of £50,000. A growth request would be required as there is no budget currently assigned to this activity.
- 6.2 Should the Community Governance Review recommend and the recommendation be accepted (with all permissions required) the abolition of one or more parish council, then all assets and liabilities would need to be transferred to the principal authority. The precept power of the parishes would be abolished alongside the council, so the principal authority has no opportunity to cover any additional costs via a precept for these areas.

7.0 Implications for consideration – Legal

- 7.1 Chapter 3 of Part 4 of the Local Government and Public Involvement in Health Act 2007 streamlines and devolves the responsibility for community governance reviews to the 'principal authority' which in the case of Staveley Town Council and Brimington Parish Council is Chesterfield Borough Council. The latest guidance for principal authorities is from 2010 and is available [here](#).

8.0 Implications for consideration – Human resources

8.1 Community governance reviews are resource intensive and have a significant strain on services within Directorate Corporate including Regulatory Law, Policy and Partnerships, Democratic and Elections and Communications and Marketing.

9.0 Implications for consideration – Council Plan

9.1 None.

10.0 Implications for consideration – Climate Change

10.1 A climate change impact assessment would need to be undertaken for a community governance review terms of reference, consultation and recommendations.

11.0 Implications for consideration – Equality and diversity

11.1 An equality impact assessment would be a key part of developing the community governance review terms of reference, consultation and recommendations.

12.0 Implications for consideration – Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Legal challenge – judicial review	H	M	<ul style="list-style-type: none"> Careful consideration of legislation and guidance prior to agreeing to undertake a review. 	H	L
Negative budget impact of carrying out the review	M	H	<ul style="list-style-type: none"> Careful consideration of legislation and guidance prior to agreeing to undertake a review. Development of a costed project plan prior to decision being taken 	M	L

Liabilities being transferred to the principal authority should a community governance review recommend abolition of a parish council.	H	H	<ul style="list-style-type: none"> Local improvement board review informs asset and liability position Transition period with extensive project plan would need to be developed 	M	M
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Decision information

Key decision number	1223
Wards affected	All

Document information

Report author
Service Director – Corporate
Background documents
These are unpublished works which have been relied on to a material extent when the report was prepared.
None
Appendices to the report
None

For publication

Review of the Code of Corporate Governance and the Annual Governance Statement 2023/24

Meeting:	Cabinet Standards and Audit Committee
Date:	16th April 2024 17th April 2024
Cabinet portfolio:	Cabinet Member for Governance
Directorate:	Finance

1.0 Purpose of the report

- 1.1 To Review compliance with the Code of Corporate Governance requirements during the year 2023/24 and to present the Annual Governance Statement.

2.0 Recommendations

- 2.1 That the Cabinet consider the following documents and refer any comments to the Standards and Audit Committee:
- a) the Annual Review of the Local Code of Corporate Governance for 2023/24 (Appendix 1)
 - b) the Annual Governance Statement 2023/24 (Appendix 2).
- 2.2 That the Standards and Audit Committee:
- a) consider the documents listed in 2.1 above, together with any comments from Cabinet
 - b) subject to any amendments that they consider appropriate, approve the Annual Governance Statement and
 - c) recommend that the Annual Governance Statement be signed by the Leader and Chief Executive.
- 2.3 That a review of the Code of Corporate Governance be undertaken in 12 months' time.
That progress on the significant issues and future challenges identified in the Annual Governance Statement is monitored by the Corporate
- 2.4 Leadership Team.

3.0 Reasons for recommendations

- 3.1 To enable the Cabinet and the Standards and Audit Committee to monitor compliance with the Code of Corporate Governance.
- 3.2 To comply with the requirements of the Accounts and Audit Regulations 2015.
- 3.3 To support the maintenance of sound risk management, governance and control arrangements within the Council.

4.0 Report details

Background

- 4.1 As good practice and to promote sound governance arrangements local authorities are recommended to adopt and regularly review a Code of Corporate Governance. The Code of Corporate Governance details the system by which the Council controls and directs its functions and how it relates to its local community. The overall aim is to ensure that resources are directed in accordance with agreed policy and according to priorities, that there is sound and inclusive decision making and that there is clear accountability for the use of those resources to achieve desired outcomes for service users and communities.
- 4.2 The Council's Code of Corporate Governance reflects the latest CIPFA / SOLACE guidance "delivering good governance in Local Government Framework 2016 Edition".
- 4.3 The Annual Governance Statement builds on the annual review of the Code of Corporate Governance. In England, the preparation and publication of an Annual Governance Statement is necessary to meet the statutory requirement set out in the Accounts and Audit (England) Regulations 2015. The Regulation requires authorities to prepare an Annual Governance Statement in accordance with "proper practices" in relation to internal control. The CIPFA / SOLACE framework, 'Delivering Good Governance in Local Government: Framework (2016)', defines such "proper practices".
- 4.4 The Annual Governance Statement should be an open and honest self-assessment of the organisation's performance across all of its activities, with a clear statement of the actions being taken or required to address areas of concern. The 2016 CIPFA/SOLACE Framework sets out the following core principles of good Governance: -
 - A) Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law
 - B) Ensuring openness and comprehensive stakeholder engagement

- C) Defining outcomes in terms of sustainable economic, social and environmental benefits
- D) Determining the interventions necessary to optimize the achievement of the intended outcomes
- E) Developing the entity's capacity, including the capability of its leadership and the individuals within it
- F) Managing risks and performance through robust internal control and strong public financial management
- G) Implementing good practices in transparency, reporting, and audit, to deliver effective accountability.

4.5 Local authorities are required to prepare an Annual Governance Statement to report publicly on the extent to which they comply with their own code of governance, which in turn is consistent with the good governance principles in the Framework.

Review of compliance with the Code of Corporate Governance requirements

4.6 The Review at Appendix 1 shows that there has been substantial compliance with the Code of Corporate Governance during the year 2023/24. Where discussions with CLT and the work of Internal Audit has identified issues, these have been addressed within the Annual Governance Statement.

The Annual Governance Statement

4.7 The review of compliance with the Code of Corporate Governance helps to identify evidence which is then used in the Annual Governance Statement.

4.8 The guidance issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) has also been used when producing the Annual Governance Statement. The Annual Governance Statement (Appendix 2) has been derived from a detailed review of the assurances by senior officers and from the work undertaken and risks identified by internal audit.

4.9 The Corporate Leadership Team and other senior officers have all been involved in the review.

4.10 The review indicates that many of the processes and procedures in place at Chesterfield Borough Council are compliant with good practice however there are some governance issues and future challenges that are detailed within the Annual Governance Statement.

- 4.11 The Annual Governance Statement (Appendix 2) follows the layout of a pro forma statement recommended by the CIPFA guidance. The Statement should be signed by the Leader of the Council and the Chief Executive.

5.0 Alternative options

- 5.1 Not applicable.

6.0 Implications for consideration – Financial and value for money

- 6.1 Ensuring that governance processes, risk management and controls in place are strong and transparent helps to ensure that there is good financial management and that value for money is achieved.

7.0 Implications for consideration – Legal

- 7.1 The preparation and publication of an Annual Governance Statement is necessary to meet the statutory requirement set out in the Accounts and Audit (England) Regulations 2015.

8.0 Implications for consideration – Human resources

- 8.1 None

9.0 Implications for consideration – Council Plan

- 9.1 This review helps to ensure that the council's resources and priorities are focused on achieving the objectives within the council plan.

10.0 Implications for consideration – Climate Change

- 10.1 There are no perceived climate change impacts as a result of the recommendations to approve the Annual Governance Statement and review of the Code of Corporate Governance.

11.0 Implications for consideration – Equality and diversity

- 11.1 Whilst there are not considered to be any direct equalities impacts in relation to this report, sound corporate governance arrangements will support the achievement of the Council's equalities objectives.

12.0 Implications for consideration – Risk management

- 12.1 The failure to operate a sound system of Corporate Governance would represent a significant risk to the Council. The review of the Code of Corporate Governance and the preparation of the Annual Governance Statement ensures that the identified issues and challenges can be addressed. Progress will be monitored by the Corporate Leadership Team and the Standards and Audit Committee.

Decision information

Key decision number	
Wards affected	

Document information

Report author	
Jenny Williams Head of the Internal Audit Consortium Finance Directorate	
Background documents	
Accounts and Audit (England) Regulations 2015 CIPFA/SOLACE publication – Delivering Good Governance in Local Government Framework 2016 Edition	
Appendices to the report	
Appendix 1	Annual Review of the Code of Corporate Governance
Appendix 2	Annual Governance Statement 2023/24

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Chesterfield Borough Council

Local Code of Corporate Governance – 2023/24 Review

CIPFA/SOLACE core principles of good Governance	In place at CBC
<p>Principle A. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law</p> <p>Local government organisations are accountable not only for how much they spend, but also for how they use the resources under their stewardship. This includes accountability for outputs, both positive and negative, and for the outcomes they have achieved. In addition, they have an overarching responsibility to serve the public interest in adhering to the requirements of legislation and government policies. It is essential that, as a whole, they can demonstrate the appropriateness of all their actions and have mechanisms in place to encourage and enforce adherence to ethical values and to respect the rule of law.</p>	<p>There is a four year Council Plan (2023 – 2027) that includes a vision statement. A delivery plan is also approved by Cabinet on an annual basis. The Council Plan is cascaded down through SLT, CLT, service managers meetings, managers weekly bulletins, team meetings and the via aspire intranet.</p> <p>Decision making is set out in the Constitution. The Constitution is reviewed and updated as necessary, with amendments approved by Standards and Audit committee/Full Council (as appropriate).</p> <p>Member and Officers Codes of Conduct are within the Constitution along with protocols on Member/Officer relations.</p> <p>Amongst others, the Council has the following policies/strategies/protocols in place which are on the Council's intranet: -</p> <ul style="list-style-type: none"> Anti- Harassment and Bullying policy Anti- Fraud, Bribery and Corruption policy (refreshed September 23) Equality and diversity policy

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	<p>Recruitment policy Whistleblowing policy Procurement Strategy Partnership guidance/protocol. Legal Services Protocols Complaints procedures Staff competency framework</p> <p>Declarations of interest are expected from Members and Officers. Declarations of Gifts and Hospitality are recorded and reviewed by the Monitoring Officer.</p> <p>Member and Officer induction, training and refresher cover: -</p> <ul style="list-style-type: none"> • Behavioural and ethical values • Standards • Social Media • Safeguarding • Data Protection and Information Security • Fraud and corruption • Equality and Diversity <p>In 2023/24 the Council introduced a new performance appraisal system – Valuing Individuals and Performance (VIP) that involves quarterly catch ups, each time discussing one of the Council’s values.</p>

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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 79</p>	<p>There are 2 Scrutiny Committees: -</p> <ol style="list-style-type: none"> 1)Economic Growth and Communities 2)Resilient Council <p>An annual Scrutiny report goes to Full Council.</p> <p>There is also an Audit and Standards Committee. Each Committee has its own terms of reference. Committee minutes and reports are retained.</p> <p>All jobs are required to have job descriptions and person specifications that must be reviewed each time a post becomes vacant. Employment contracts specify whether posts are politically restricted and the constraints placed on office holders.</p> <p>The Service Director - Finance is the nominated section 151 Officer and there is also a nominated Deputy. CIPFA’S statement on the role of the Chief Financial Officer is complied with.</p> <p>The Council has a Monitoring Officer and team to deal with legal breaches. The Monitoring Officer has oversight of governance at the Council and a Deputy Monitoring Officer (in whom vests the legal function in the absence of the Monitoring Officer).</p>
Principle B Ensuring openness and	Communication means are: -

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<p>comprehensive stakeholder engagement Local government is run for the public good, organisations therefore should ensure openness in their activities. Clear, trusted channels of communication and consultation should be used to engage effectively with all groups of stakeholders, such as individual citizens and service users, as well as institutional stakeholders.</p>	<ul style="list-style-type: none"> • Annual financial statements • Council Plan • The council Newsletter” Your Chesterfield” • The council website • Social media channels including video, photos and infographic content • An annual report to tenants is prepared and shared with all residents via Your Chesterfield as well as being published on the Council’s website. • Housing have a Customer involvement agreement and provide a variety of opportunities for tenants to be involved in and give their views through a range of formal and informal consultation routes. • The tenants engagement team and housing management teams also base themselves within Communities via Community van visits across the Borough where tenants can come and talk about anything which may be affecting them • Housing’s Tenant Challenge Panel and Tenant Performance Group (Scrutiny equivalent) have a clear set of Terms of Reference and Code of Conduct for Members. • Housing’s Communication and accessibility tenant group has a working together agreement and a code of conduct for members. • FOI Publication Scheme • Council Tax information is on the website • There is a Community Engagement Group and a Communications and Engagements Strategy which includes an annual action plan.

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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 81</p>	<ul style="list-style-type: none"> • Stakeholder groups identified for different consultation types e.g. community and voluntary sector, sport and leisure organisations, planning consultations, equality and diversity forum etc. • Bespoke communication consultation and research plans. • Housing’s Tenant Challenge Panel (Scrutiny equivalent) has a clear set of Terms of Reference and Code of Conduct for Members. • Derbyshire wide engagement group to share best practice and develop joint approaches where applicable. • Housing operates a variety of ways for tenants to be involved and give their views e.g. focus groups/ formal meetings/ informal drop in’s/ use of a consultation bus in the community. <p>In terms of committee meetings: -</p> <ul style="list-style-type: none"> • An annual meeting timetable is published. • There is a template for Committee reports with standard headings and an online system in place for reviewing and signoff of reports via ModGov. • Officers reports are all retained with the Committee agendas and papers. • All committee reports are “open” agenda items unless there is a valid reason to exclude the public. • All decisions by Committees are minuted. <p>Decision making is set out in the Constitution. All Committees have adopted</p>

CIPFA/SOLACE core principles of good Governance	In place at CBC
	<p>Terms of Reference and have scheduled meetings during the year.</p> <p>A partnership guidance/protocol has been developed. This includes arrangements for considering partnership arrangements including concerns and resource requests via Corporate Leadership Meetings.</p> <p>Results of consultation exercises are published.</p> <p>Annual State of the Borough Report and briefing notes on emerging issues.</p>
<p>Principle C Defining outcomes in terms of sustainable economic, social, and environmental benefits</p> <p>The long-term nature and impact of many of local government’s responsibilities mean that it should define and plan outcomes and that these should be sustainable. Decisions should further the authority’s purpose, contribute to intended benefits and outcomes, and remain within the limits of authority and resources. Input from all groups of stakeholders, including citizens, service users, and institutional stakeholders, is vital to the success of this process and in balancing competing demands when determining priorities for the finite resources</p>	<p>The Council Plan covers 4 years and defines the Council’s vision and priorities. This sets the framework for all service plans. Progress against the objectives within the Council Plan is reviewed on a 6 monthly basis.</p> <p>The Council Plan is aligned to the medium-term financial plan (2024 – 2027) and is refreshed each year based on the affordability of each of the priorities.</p> <p>The Council’s financial arrangements have been assessed against the CIPFA Financial Management Code and been found to be largely compliant.</p> <p>The performance framework includes quarterly challenge at the the Corporate Leadership Team meeting and half yearly at Overview and Performance Scrutiny.</p> <p>The Housing and General Fund capital programme is approved by Members each year. Officers have to submit capital bids.</p>

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<p>available.</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 83</p>	<p>There is a treasury management strategy that is reviewed and approved on an annual basis.</p> <p>The State of the Borough Report is used to inform decisions.</p> <p>Some of the strategies in place are: -</p> <ul style="list-style-type: none"> • An Engagement Strategy • An Equality and Diversity and Policy, Strategy and action plan. • A Climate Change Strategy and action plan that is monitored. • A Procurement Strategy • A Growth Strategy • A housing Strategy • An Asset Management Strategy
<p>Principle D Determining the interventions necessary to optimise the achievement of the intended outcomes</p> <p>Local government achieves its intended outcomes by providing a mixture of legal, regulatory, and practical interventions. Determining the right mix of these courses of action is a critically important strategic choice that local government has to make to</p>	<p>The priorities in the Council plan are: -</p> <ol style="list-style-type: none"> 1) To make Chesterfield a thriving Borough 2) To improve the quality of life for local people 3) To build a more resilient Council <p>The Council has a programme of change which is focused around key strategic areas. These include change initiatives focused on budget savings, housing transformation, customer services improvements and ICT improvements.</p>

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<p>ensure intended outcomes are achieved They need robust decision-making mechanisms to ensure that their defined outcomes can be achieved in a way that provides the best trade-off between the various types of resource inputs while still enabling effective and efficient operations. Decisions made need to be reviewed continually to ensure that achievement of outcomes is optimised.</p>	<p>Service plans are built up to reflect these priorities.</p> <p>The Constitution defines the decision making mechanisms in place including Member/officer decision making protocols.</p> <p>Corporate Leadership Team managers are empowered to run their service flexibly to deliver the Council Plan priorities.</p> <p>Competency based Job Descriptions/Person Specifications for SLT/CLT increases flexibility and agility. This is being rolled out across the Council. One Council: One Team is a core CBC value which is considered during quarterly valuing individuals and performance reviews.</p> <p>All Committee reports contain various options and an officer recommendation. There is a schedule of meetings in place.</p> <p>The Council has adopted a Communications and Engagement Strategy and develops annual action plans. Feedback is given on consultation via the CBC website, social media, public meetings, and Your Chesterfield where appropriate.</p> <p>Information is dispersed internally via: -</p> <ul style="list-style-type: none"> • Managers weekly bulletin • Elected members • Aspire intranet for staff and members.

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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 85</p>	<p>The performance framework includes quarterly challenge at Corporate Leadership meetings and Scrutiny select committee Resilient Council. There is a 6 monthly update on progress against the Council Plan.</p> <p>There is a medium- term financial strategy in place and a savings plan both of which are regularly reviewed. Accountancy has regular budget meetings with service managers. Budgets are prepared in liaison with service managers taking in to account service plans and savings targets.</p> <p>Budget guidance and protocols are issued to all service managers. There are well established budget preparation and review procedures. Budget challenge sessions take place. This year tier 4 managers have been heavily involved in monitoring budgets and identifying saving strategies.</p> <p>In 2023 an Asset management Strategy was approved however, the Council still needs to continue to improve the way in which it manages its assets by the: -</p> <ul style="list-style-type: none"> • Introduction of a new IT system, • Development of a 10-year maintenance plan based on condition surveys and supported by the budget (3 major condition surveys have been completed this year) • Inclusion of climate change assessments, • Disposal of assets that are no longer required.

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	<p>Whilst the IT Improvement Programme has progressed well in the 2023/24 financial year, the ever changing IT environment means that there is still work to be completed to manage the inherent risks.</p>
<p>Principle E Developing the entity’s capacity, including the capability of its leadership and the individuals within it</p> <p>Local government needs appropriate structures and leadership, as well as people with the right skills, appropriate qualifications and mind-set, to operate efficiently and effectively and achieve their intended outcomes within the specified periods. A local government organisation must ensure that it has both the capacity to fulfil its own mandate and to make certain that there are policies in place to guarantee that its management has the operational capacity for the organisation as a whole. Because both individuals and the environment in which an authority operates will change over time, there will be a continuous need to develop its capacity as well as the skills and experience of the leadership of individual staff members. Leadership in local government entities is strengthened by the</p>	<p>The Council has adopted a competency framework to ensure that it encourages the behaviours and values expected.</p> <p>The Council has a People Plan 2019 - 23 that all managers have been made aware of. Every post has a job description and person specification.</p> <p>There are Training programmes for managers and management modules on Aspire Learning. VIP development reviews identify training requirements as does the Induction programme.</p> <p>IIP accreditation – awarded gold standard in February 2022.</p> <p>All members undergo induction training, and this is supplemented by specific training on e.g. planning, licensing, standards. Officers are encouraged to undergo relevant CPD to ensure their professional skills and knowledge maintained and updated.</p> <p>The Member development group includes learning and development programme. All staff have a learning and development plan.</p>

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<p>participation of people with many different types of backgrounds, reflecting the structure and diversity of communities.</p>	<p>There are appropriate human resources policies in place for example: - Managing workplace Stress policy Capability Policy Managing attendance Policy</p> <p>There is VIVUP – an Employee support programme with a counselling and advice line, referral to Occupational Health. The Council has a number of mental health first aiders that have been fully trained along with webinars for managers and staff to help mental health Training on various topics available on Aspire Learning.</p> <p>There is a Corporate Health & Safety Committee</p> <p>Ongoing budget challenges and service demands increasing due to the cost of living crisis mean that the Council will need to continue to manage workforce capacity and capability to be able to deliver the Council Plan.</p> <p>Work is ongoing to develop a more corporate approach to health and safety.</p>
<p>Principle F Managing risks and performance through robust internal control and strong public financial management Local government needs to ensure that the organisations and governance structures</p>	<p>There is a risk management strategy in place covering 2023 - 27.</p> <p>There is a strategic risk register that is reviewed regularly by the Risk Management Group. The Risk Management Group meets on a quarterly basis. The Risk Management Group undertakes horizon scanning to identify</p>

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<p>that it oversees have implemented, and can sustain, an effective performance management system that facilitates effective and efficient delivery of planned services. Risk management and internal control are important and integral parts of a performance management system and crucial to the achievement of outcomes. Risk should be considered and addressed as part of all decision-making activities.</p> <p>A strong system of financial management is essential for the implementation of policies and the achievement of intended outcomes, as it will enforce financial discipline, strategic allocation of resources, efficient service delivery, and accountability.</p> <p>It is also essential that a culture and structure for scrutiny is in place as a key part of accountable decision making, policy making and review. A positive working culture that accepts, promotes and encourages constructive challenge is critical to successful scrutiny and successful delivery. Importantly, this culture does not happen automatically, it requires repeated public commitment from those in authority.</p>	<p>risks and opportunities at an early stage.</p> <p>All services have an operational risk register and these are in the process of being reviewed and updated. All committee reports include a risk section.</p> <p>Internal audit review risk management arrangements on a regular basis. The audit plan also takes in to account high risk areas and areas that are included in the corporate and service risk registers.</p> <p>The Head of the Internal Audit Consortium oversees the production of the Annual Governance Statement. The Internal Audit Consortium is resourced and maintained at a satisfactory level. An external review of internal audit took place in May 2021 and concluded that the Internal Audit Consortium was compliant with the Public Sector Internal Audit Standards. The Head of the Internal Audit Consortium provides an annual audit opinion on the council's governance, risk and control processes.</p> <p>Progress against the objectives in the Council Plan and the associated Performance targets are monitored 6 monthly.</p> <p>Scrutiny Roles and Responsibilities are defined in the Constitution. There are 2 scrutiny committees: -</p>

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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 89</p>	<ul style="list-style-type: none"> • Economic Growth and Communities • Resilient Council <p>Their role is to produce reports and recommendations which advise Cabinet, the Council or relevant Committees on policies, budget and service delivery.</p> <p>The Council is largely compliant with the CIPFA Financial Management Code There is a Medium Term Financial Plan in place. Financial Standards and guidance are adhered to. The accounts are audited by Mazars. Financial Regulations and Standing orders are within the Constitution. Variances between budget and outturn are reported to Cabinet/Council on a quarterly basis.</p> <p>Managers receive monthly budget monitoring reports. The progress in achieving savings action plan is reported to SLT monthly and members as part of the quarterly budget monitoring reports to Cabinet.</p> <p>There is a current Anti-fraud Bribery and Corruption policy in place.</p> <p>The Standards and Audit Committee terms of reference are defined in the Constitution. Standards and Audit Committee members received relevant training after appointment in May 23. The Standards and Audit Committee undertake self -assessments against the CIPFA audit committees Practical Guidance for Local Authorities and</p>

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	<p>Police 2022 edition on an annual basis. Based on these assessments, the Committee complies with best practice.</p> <p>There is a data disposal and retention schedule covering all areas of the Council which is currently being reviewed.</p> <p>There is a data asset register and a designated Data Protection Officer (currently an external consultant).</p> <p>There are IT and Data Protection Policies in place.</p> <p>The Council has an information assurance risk register in place which details the mitigating actions and steps being taken to address issues identified.</p>
<p>Principle G Implementing good practices in transparency, reporting, and audit to deliver effective accountability</p> <p>Accountability is about ensuring that those making decisions and delivering services are answerable for them. Effective accountability is concerned not only with reporting on actions completed, but also ensuring that stakeholders are able to understand and respond as the organisation plans and carries out its activities in a transparent manner. Both external and internal audit</p>	<p>There is an approved Communications and Engagement strategy.</p> <p>The website has been developed.</p> <p>The council newspaper “Your Chesterfield” is sent out 3 times a year.</p> <p>Achievements against priorities are communicated to the public through the media, council website, Statement of Accounts and various social media channels.</p> <p>Social media is used to report on council meetings in live time.</p> <p>The style of committee reports is specified to ensure ease of reading and</p>

CIPFA/SOLACE core principles of good Governance	In place at CBC
<p>contribute to effective accountability.</p>	<p>consistency.</p> <p>The annual financial statements for 2021/22 are due to be signed off by Mazars and confirm compliance with best practice. (Delay in sign off is not due to finance but to asset valuations).</p> <p>The Corporate Leadership Team are all involved in monitoring progress against the Council Plan which is reported to members.</p> <p>The Annual Governance Statement is produced via a robust process that involves all of the Corporate Leadership Team. Each year an action plan is produced and monitored to address any significant weaknesses.</p> <p>The Head of the Internal Audit Consortium is CIPFA qualified and complies with the statement on the role of the Head of Internal Audit.</p> <p>An external review in May 2021 confirmed that internal audit is compliant with the Public Sector Internal Audit Standards. An annual internal self-assessment of internal audit also confirms compliance with the Standards.</p> <p>The implementation of internal audit recommendations is monitored by CLT and the Standards and Audit Committee.</p> <p>The Council achieved Gold Investors in people status in 2022.</p> <p>CBC is fully engaged with the Derbyshire Safeguarding boards including the</p>

CIPFA/SOLACE core principles of good Governance	In place at CBC
	district subgroup which challenge and share best practice amongst district authorities. There is mandatory safeguarding training for all officers.

CHESTERFIELD BOROUGH COUNCIL

ANNUAL GOVERNANCE STATEMENT 2023/24

Scope of Responsibility

Chesterfield Borough Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs and facilitating the effective exercise of its functions, including arrangements for the management of risk.

Chesterfield Borough Council has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA / SOLACE Framework *Delivering Good Governance in Local Government Framework 2016 edition*. This Statement explains how the Council has complied with the code and meets the requirements of Accounts and Audit (England) Regulations 2015 which requires all relevant bodies to prepare an annual governance statement.

The purpose of the governance framework

The governance framework comprises the systems and processes, culture and values, by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads its communities. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate services and value for money.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood and potential impact of those risks being realised and to manage them efficiently, effectively and economically.

The governance framework has been in place at the Council for the year ended 31st March 2024 and up to the date of approval of the Statement of Accounts.

The governance framework

The Council Plan 2023 -2027 was agreed by Council in February 2023. The Plan identifies the Council's key priorities and aspirations over a four year period.

The Council's vision is "Putting our communities first". Chesterfield Borough Council identifies and communicates the authority's vision of its purpose and intended outcomes for citizens and service users via its Council Plan and Vision statement.

The Council Plan consists of 3 priorities: -

**To make Chesterfield a thriving borough
To improve the quality of life for local people
To build a more resilient council**

The Council's values reflect the way the council wants to achieve its vision, these are: -

Customer focused: delivering great customer service, meeting customer needs,
Can do: striving to make a difference by adopting a positive attitude,
One council, one team: proud of what we do, working together for the greater good,
Honesty and respect: embracing diversity and treating everyone fairly.

Governance Arrangements

The Council Plan is cascaded down through, managers, meetings, directorate plans, team plans, budgets, the medium- term financial plan and valuing individuals and performance quarterly reviews. This flow ensures that resources are utilised for the achievement of the Council Plan and vision.

Chesterfield Borough Council has a formal Constitution in place that sets out how it operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. In addition, the Constitution sets out the roles and responsibilities of Members and Senior Managers.

- The Cabinet is the part of the authority which is responsible for most day to day decisions.
- The Overview and Scrutiny committees support the work of the Council by scrutinising the decisions made.
- The Standards and Audit Committee are responsible for maintaining and promoting high standards of conduct and for considering the effectiveness of the Council's risk management arrangements and the control environment. The Committee also reviews reports from internal and external audit and other inspection agencies and seeks assurance that action has been taken where necessary.

Electoral Arrangements

Following a review by the Local Government Boundary Commission the following changes came into force from the 4 May 2023 election:

- A reduction in Council size from 48 to 40 members,
- The average number of electors per councillor rose from an average of 1,633 to 1,960 based on the reduction in councillor numbers and then rise year on year to 2,108 by 2027 due to housing and population growth,
- Move from 19 wards to 16 wards with extensive ward boundary changes.

Codes of Conduct / Standards

Formal Codes of Conduct are in place for Members and Officers and are available on the intranet and form part of induction procedures. To further enhance these high standards the Council has in place: -

A Comments, Complaints and Compliments procedure,
A Customer Services Charter,
An Anti- Fraud, Bribery and Corruption policy
A Whistleblowing Code.

Statutory Responsibilities

Officer	Role
The Chief Executive	Designated Head of Paid Service, with the statutory responsibility for the overall review of the Council's staffing and operation. The Chief Executive is monitored for performance in the delivery of political priorities which are in turn monitored and measured across all staff.
The Monitoring Officer	The Monitoring Officer is responsible for all matters relating to the conduct of councillors and officers and to be responsible for the operation of the Council's Constitution. The Monitoring Officer attends Corporate Leadership team meetings and is suitably qualified.
The Chief Financial Officer	The Chief Financial Officer ensures compliance with S151 requirements. The Chief Financial Officer is professionally qualified and experienced to undertake their roles and responsibilities and is supported by an experienced and appropriately qualified finance team. The Chief Financial Officer is a key member of the Corporate Leadership team and leads and directs a finance function that is fit for purpose. The Council's financial management arrangements conform to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government.

Financial Management

The Council has assessed its arrangements against the CIPFA Financial Management Code and is broadly compliant with these. Further work is being undertaken to embed the principles within the Code. CIPFA's Financial Management Code (FM Code) was published in October 2019 and provides guidance for good and sustainable financial management in local authorities. The FM Code offers assurance that authorities are managing resources effectively, regardless of their current level of financial risk. The Code provides six principles against which to judge financial management (leadership, accountability, transparency, standards, assurance and sustainability). The principle of proportionality is embedded within the code and reflects a non-prescriptive approach.

The best use of resources and value for money challenge and assurance are obtained by scrutiny reports and reviews, reviewing service performance, benchmarking and monitoring budgets.

Internal Audit

Internal Audit is provided on a Consortium basis for Bolsover District Council, North East Derbyshire District Council and Chesterfield Borough Council. The Internal Audit function operates in accordance with the Public Sector Internal Audit Standards (PSIAS) and conforms to the requirements of the CIPFA statement on the Role of the Head of Internal Audit 2019. The Head of the Internal Audit Consortium is a senior manager, professionally qualified and leads an appropriately resourced and experienced audit team. The latest external review of internal audit confirmed that the Consortium is compliant with the PSIAS.

Risk Management

Chesterfield Borough Council has a risk management strategy, a risk management group and risk is considered as part of all Cabinet reports. The Strategic risk register is regularly reviewed and service risk registers are in the process of being reviewed and updated. The risk management process includes horizon scanning to identify new threats and opportunities at an early stage.

Business Transformation

The Council has a programme of change which is focused around key strategic areas. These include change initiatives focused on budget savings, housing transformation, customer services improvements and ICT improvements.

Several projects have already been completed, including implementing hybrid working, relocating the Customer Service Centre, redesigning service teams, introducing new IT systems and introducing new ways to monitor our financial position.

Training and staff Development

To ensure compliance with relevant laws and regulations, internal policies and procedures Chesterfield Borough Council has a comprehensive induction package and provides training for staff and Members on a regular basis. Training needs are identified through Elected Member and employee valuing individuals and performance (VIP) reviews and continuous professional development is encouraged. Apprenticeship training schemes are available for new employees and for the existing workforce. There is an online learning tool that records all training and includes a comprehensive bank of training modules. Policies are readily available on the intranet to view.

Partnerships

The Council works with many partnerships to deliver its aims. Where the Council has entered partnership arrangements it seeks to ensure that these promote the Council's vision, its purpose and intended outcomes for citizens and service users and that they are subject to appropriate governance and performance management arrangements.

The Council works actively in a number of partnerships aimed at improving quality of life outcomes through a range of community wellbeing activities across the borough. At a county

level, these partnerships include, the Integrated Care Partnership, the Derbyshire Health and Wellbeing Board and the Safer Derbyshire partnership. At a Chesterfield borough level the council has a lead role within the Health and Wellbeing Partnership, Community Safety Partnership, Local Place Alliance, the Childrens Locality partnership and the Skills and Employment partnership. The activities are progressed with local partners, across the public, private and community and voluntary sector.

Building Control are part of a limited company (The Derbyshire Building Control Partnership). There are a series of legal agreements that support the company including a shareholder agreement and a service level agreement. A separate Board has been set up to govern the company. The company continues to perform well.

A new partnership that highlights the risk of underage drinking and alcohol-related harm has launched. The Chesterfield Community Alcohol Partnership (Chesterfield CAP) has seen us team up with Derbyshire Constabulary, local schools and retailers, neighbourhood groups and health providers to highlight the risks of underage drinking, reduce anti-social behaviour, and improve the health and wellbeing of children and young people.,

A strategic partnership agreement has been reached with the University of Derby. Work is now progressing to develop and implement a delivery plan to realise the outcomes set out in the agreement.

The Council is a member of D2N2 Local Enterprise Partnership (LEP) and a non -constituent member of the Sheffield City Region mayoral combined authority. The LEP has now been incorporated into the East Midlands Combined County Authority.

The Council has also been actively engaged in the development and establishment of the East Midlands Combined County Authority, which had its inaugural meeting on 20 March 2024, at the Chesterfield Town Hall. The mayoral election is due to take place on 2 May 2024.

Economic Development

There is a large amount of economic development in the Borough aimed at increasing economic prosperity, creating jobs and revitalising the heart of Chesterfield. Regeneration projects currently underway include Chesterfield Waterside, Peak Resort, Northern Gateway, Staveley Corridor and Stephenson Memorial Hall refurbishment.

The Northern Gateway Enterprise Centre was officially opened in July 2022 and has a full complement of staff and services. The centre is now 85% let. The centre aims to provide space for new and small businesses where they can access a range of support that will help them to grow. Sustainability sits at the heart of the building, with built in energy efficient systems that help businesses keep costs down whilst also reducing their carbon footprint. The Northern Gateway Enterprise Centre was part funded through a grant from the South Yorkshire Mayoral Combined Authority Investment Fund, with additional funding provided by Chesterfield Borough Council.

Chesterfield Borough Council also owns Dunston Innovation Centre and Tapton Innovation Centre, both of which are also over 85% let.

One Waterside Place opened in January 2023 and within six months all six floors of office space had been let. One Waterside Place offers established businesses space to expand into, within sight of the railway station. Waterside Place delivers Grade A, large floorplate

office accommodation, which doesn't exist elsewhere in Chesterfield. The building incorporates two passenger lifts, raised access flooring, air conditioning, LED lighting, a high-quality entrance foyer, showers, on-site cycle parking facilities as well as attractive public realm and landscaping.

Plans to revitalise Chesterfield town centre and refurbish our historic theatre and museum are moving ahead. The £10.28 million Revitalising the Heart of Chesterfield scheme will improve the look, feel and flow of key areas, to create a more contemporary market town built on our proud history and heritage helping it thrive for generations to come. Detailed planning to transform key public spaces is now well underway, and includes Market Place, New Square, Corporation Street, Rykneld Square, and Burlington Street plus improvements that have already been carried out on Packers Row.

Our multi-million pound renovation and remodelling project at the historic Stephenson Memorial Hall home to Chesterfield Museum and the Pomegranate Theatre is also pressing ahead.

The Staveley Town Deal is a £25.2 million investment in the future of the town. The funding is being used to deliver ten projects which aim to create economic growth, support health and wellbeing and to also improve the town.

Climate Change

Climate change is one of the biggest challenges facing today's world and we are playing our part, changing the way we do business to meet our target of becoming a carbon neutral organisation by 2030, while working with our communities to create a carbon neutral borough by 2050. Our climate change strategy (2023 to 2030) focusses on where we can make the biggest difference, and since we declared a climate emergency in 2019 our organisational emissions have fallen by 36%. This includes switching to cleaner energy, using greener vehicles, making our homes and buildings more energy efficient and changing the way we manage our green spaces. But we know there is more to do.

Our new Climate Change Strategy 2023 – 2030 was approved by Full Council in February 2023 and sets out our priorities and direction of travel to achieve our carbon neutral ambitions. To monitor progress, we develop annual Climate Change Strategy delivery plans which are approved by Cabinet. Performance is monitored quarterly by the Corporate Leadership Team and via portfolio holding meetings with challenge on a half yearly basis via Scrutiny and an annual report to Cabinet.

Examples of key activities completed in the 2023/24 delivery plan include:

- Adoption of a fleet decarbonisation plan,
- Research and policy recommendations to support the development of a new natural burial site,
- Stock condition surveys of 3 key assets,
- A decarbonisation feasibility study completed on a shared housing scheme,
- Improved climate change monitoring,
- Submission of funding bids for tree planting and maintenance.

The full Climate Change annual report for 2023/24 will be presented to Cabinet in summer 2024.

Communication

Chesterfield Borough Council has a variety of means of communicating with all sections of the community and stakeholders including an internal and external Communication and Engagement Strategy, the Council's website, the publication of "Your Chesterfield" three times a year which includes "Our Homes" for tenants and leaseholders and an annual Community Engagement Programme.

We continue to improve our website accessibility and use a wide range of social media channels to increase communication channels.

Our new Customer Service Centre opened its doors in the Town Hall for the first time on Wednesday 20 December 2023 following its relocation to create a one-stop-shop for a wide range of public services. The move will allow customers to access many public services in one location including all revenue and benefits services, as well as licensing, planning, environmental services and housing services.

Grants

This year the Council successfully administered a number of grants including the community recovery grant and business recovery grant following storm Babet in October 2023.

Funding has successfully been procured from the Governments UK Prosperity Fund (UKSPF). Over £114,000 of funding has now been awarded to community groups and local voluntary organisations in Chesterfield as part of a scheme to deliver grass roots projects that will improve life for local people.

Housing

Chesterfield Council owns and manages approximately 8,800 homes, and governance arrangements in place include a Strategic Housing Board comprising the Chief Executive, Executive Director and senior managers, which oversees performance and landlord compliance information. A range of tenant engagement groups are also in place to ensure customers are at the heart of planning housing service improvements.

During 2024/25 the Housing Service will come under the Regulator of Social housing revised regulatory regime. The Social Housing (Regulation) Act 2023 became law in July 2023, providing the regulator with additional powers to deliver enhanced consumer regulation. The consumer standards are a key part of the new regulatory framework, setting the outcomes that landlords must deliver to ensure that homes are decent, safe and well maintained, and tenants receive quality landlord services and are treated with fairness and respect.

The Housing Ombudsman's Complaint Handling Code becomes statutory from 1st April 2024 and requires landlords to have a Member Responsible for Complaints on their governing body. This role will be performed by the Cabinet Member for Housing. In February 2024 a complaints performance report covering the first three quarters of 2023/24 was presented at Cabinet to demonstrate compliance with the Housing Ombudsman's Code of Practice. This included a copy of the full self-assessment against the Ombudsman's Code of Practice.

All major financial and operational decisions affecting the housing service are reported to the Council's Cabinet. The Annual rent and service charge report was approved by Cabinet in January 2024 to increase rents to council properties by 7.7%, in accordance with the

Regulator of Social Housing's Rent Standard. Service charges for heating, cleaning and other services were increased to ensure that revenue collected covers the costs of providing the services.

In February 2024 the Housing Service Capital and Revenue Reports (including Medium Term-Financial Plan) were approved at Cabinet to set the budgets for 2024/25 and ensure investment in our properties and ongoing frontline services to tenants. The reports provide the necessary authority for the council's Housing Service to take forward a number of transformation projects and other response measures to address the ongoing financial challenges facing the social housing sector.

As well as its social landlord function, the Housing Service manages homelessness and the Housing Register, and is responsible for facilitating improvements to private sector homes, including Green Homes Grants to improve energy efficiency, and aids and adaptations to help people live independently. It also delivers enforcement activity to improve the quality of private rented homes and produces the Chesterfield Housing Strategy every three years (the 2024-27 Strategy will be presented to Cabinet in April 2024).

Review of Effectiveness

The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of Corporate Leadership Team within the authority who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit's annual report, and by comments made by the external auditors and other review agencies and inspectorates.

The processes that have been applied in maintaining and reviewing the effectiveness of the governance framework include:

- Internal audit reviews of the governance, risk and control arrangements in place in accordance with the agreed internal audit plan.
- Monitoring Officer reviews and monitoring of the operation of the Council's Constitution.
- The work of the Risk Management Group.
- The Chief Financial Officer providing the Council and the leadership team, with financial reports and financial advice covering the whole range of Council activities.
- Reviews by external agencies such as the Council's external auditor
- The work of the Council's Standards and Audit Committee.
- The annual review of the Local Code of Corporate Governance.
- Reports received and considered by Cabinet in relation to the outcome of reviews by the external auditor and other review agencies.

Internal Audit Opinion 2023/24

The Head of the Internal Audit Consortium is responsible for the delivery of an annual audit opinion that can be used by the council to inform its governance system. The annual opinion concludes on the overall adequacy and effectiveness of the organisation's framework of governance, risk management and control.

“In my opinion reasonable assurance can be provided on the overall adequacy and effectiveness of the council’s framework for governance, risk management and control for the year ended 2023/24. Sufficient work has been completed and assurances ascertained to be able to provide an unlimited opinion on the systems of governance, risk management and control in place. This year to date 5 substantial, 8 reasonable, 4 limited and 1 inadequate assurance reports have been issued. Managers have either already implemented or are in the process of implementing the audit recommendations made.

Assurance can never be absolute. In this context “reasonable assurance” means that arrangements are in place to manage key risks and to meet good governance principles, but there are some areas particularly in respect of the limited and inadequate assurance reports where improvements are required.

A Review of 2022/23 Governance Issues

As part of formulating the 2023/24 Annual Governance Statement a review of progress against the issues raised in 2022/23 has taken place. Positive progress has been made and is summarised in the table below.

No.	2022/23 Governance Issue	Actions taken in 2023/24 to address
1.	<p>Financial Sustainability</p> <p>The Council’s financial position is being impacted by many factors including: -</p> <ul style="list-style-type: none"> • risks and uncertainties over future funding, • the cost-of-living crisis, • a period of exceptionally high inflation impacting on the cost of large scale projects and service procurement of supplies and services, • Significant increase in utilities and fuel prices, • Substantial increase in salary costs following the in – year pay award and the rise in the living wage, • reductions across the Council’s income streams, particularly in areas such as, car parking, markets and town centre retail units, • Costs associated with climate change initiatives. 	<p>The Budget Strategy Implementation Plan was presented to Cabinet on 14 November 2023. This report set out a detailed approach to addressing the budget gap following extensive work with the Council’s Corporate Leadership Team (CLT) and Cabinet Portfolio Holders, drawing on the thematic interventions set out in the Budget Strategy.</p> <p>Given the considerable size of the budget gaps all Council services, corporate and front line, were asked to develop savings proposals in relation to each of the 5 thematic interventions set out within the Council’s Budget Strategy.</p> <p>Stage 1 savings proposals were built into the draft MTFP. These are largely officer operational decisions or decisions delegated to Cabinet members. These are proposals that will have little or no impact on service delivery and limited policy implications if at all.</p> <p>The Stage 2 savings proposals however required further development. Following on from the approval of the Budget Strategy Implementation Plan in November, officers have progressed the development of these</p>

	<p>The Housing Revenue Account is also under pressure as rents increase by less than inflation.</p>	<p>proposals through to appropriate decision-making, in line with the Council's constitution, including carrying out specific engagement and consultation activities as required to support decision making.</p> <p>The Council has well established and robust budget processes. These have been followed when compiling the 2024/25 budget and medium-term projections. A prudent approach has been taken to the estimates and assumptions used in the preparation of the budgets.</p> <p>A number of funding and financing adjustments have taken place such as removing the planned revenue contribution to fund the capital programme and pausing the voluntary repayment of debt.</p>
2	<p>Asset Management</p> <p>The Council needs to continue to improve the way in which it manages its assets: -</p> <ul style="list-style-type: none"> • Introduction of a new IT system, • Development of a 10-year maintenance plan based on condition surveys and supported by the budget, • Inclusion of climate change assessments, • Disposal of assets that are no longer required. 	<p>An Asset Management Strategy, AMS, was approved by Council on the 19th July 2023. The strategy seeks to provide a clear direction of travel for the successful and effective management of the councils non housing assets over the next four years.</p> <p>An AMS delivery plan for 2024/25 was approved by Cabinet on 19 March 2024, setting out a range of activities to improve the way in which assets are managed. Condition surveys and zero carbon reduction surveys have been completed for HLC, VIC and former Customer Service Centre.</p>
3	<p>Workforce Capacity and Capability</p> <p>Ongoing budget challenges and service demands increasing due to the cost of living crisis mean that the Council will need to continue to manage workforce capacity and capability to be able to deliver the Council Plan.</p> <p>Throughout 2022/23 there have been recruitment difficulties and the loss of some key people within the organisation.</p>	<p>Workloads have been closely monitored and vacancy control processes have continued to be followed, ensuring that service demands can be met whilst managing budget shortfalls. Where it has not been prudent to delete vacant posts, vacancies have been held.</p> <p>The people plan 2019 – 23 has largely been implemented and the next people plan is under development. Learning and development opportunities have been provided enabling cross skilling of employees. In addition, employees have been provided</p>

	<p>The cost of living crisis has contributed towards workloads exceeding staff capacity.</p>	<p>with redeployment opportunities as service areas have been redesigned or stopped.</p> <p>A voluntary redundancy and voluntary early retirement scheme were launched in 2023. This scheme has helped the council to reduce its workforce by approximately 30 FTE on a voluntary basis, reducing the need for compulsory redundancies at this time. Acceptance for the scheme was assessed against workforce demands and key skills and knowledge.</p> <p>Staffing structures have continued to be reviewed during 2023/24.</p>
4	<p>Procurement</p> <p>Work is still underway to improve procurement processes.</p> <p>A recent internal audit identified the following key issues: -</p> <ul style="list-style-type: none"> • The Head of Procurement post in the new structure was not filled during 2022/23, • The Procurement Service cannot prevent non-compliant spending due to Unit 4 (the accounting system) requiring development, • Services are not always involving the Procurement Unit with major spends, • Insufficient training of budget officers in respect of procurement legislation (internal and external). 	<ul style="list-style-type: none"> • A Head of Procurement has been appointed and started in April 2023 • An improvement plan is in development. • The Senior Procurement Officers have completed face to face training sessions with budget officers resulting in increased engagement. • Aspire (Council's intranet) has been updated to reflect current processes and to assist budget officers in identifying when to liaise with the Procurement Section (e.g., procurement decision tree). • Regular procurement meetings have been implemented across all key service areas. • New reporting has been developed which targets noncontract spend.
5	<p>Health and Safety</p> <p>Good headway has been made this year with the appointment of a Strategic Health, Safety and Risk Manager that has increased capacity. Health & Safety issues are now at a more localised level.</p> <p>The new Strategic Health, Safety and Risk Manager has undertaken a review to ensure that there is a</p>	<p>The Health, Safety and Risk Service is currently being reshaped and capacity within this service will be increased during the 1st quarter of 2024/25.</p> <p>A schedule has been developed for the systematic review of policies and several new or revised policies are being implemented, including an asbestos policy and management plan, operational policies and</p>

	comprehensive corporate health and safety function in place. All managers have completed accident and investigation training.	procedures, the introduction of dynamic risk assessments and councillor safety guidance. Regular Service Director reports have been presented to the Health and Safety Committee, who also receive regular oversight of accidents and incidents and occupational health activity.
6	Cyber Risk and Network Security Whilst the IT Improvement Programme has progressed well the ever changing IT environment means that there is still work to be completed to manage the inherent risks.	<p>Good progress has been made to strengthen the council's network security and weekly vulnerability reporting has been introduced.</p> <p>A vulnerability management policy has been developed and will be presented for adoption in May 2024. Other ICT policies have been reviewed, refreshed, and publicised.</p> <p>The council has achieved PSN accreditation and undertakes annual external audits to provide reassurance against cyber risks.</p> <p>Work has been undertaken to implement cloud-based disaster recovery, providing greater resilience.</p> <p>Work has continued towards obtaining ISO 27001 although external assessment against the standard is not scheduled to be undertaken until the 2nd half of 2024 due to changing contractor resources.</p>

Significant governance issues 2023/24

Whilst there are many areas of the Governance Framework that are operating satisfactorily, the work of internal audit and discussions with the Corporate Leadership Team have identified that there are some areas where action can be taken to improve the governance arrangements in place. Whilst progress has been made on the 2022/23 significant governance issues identified work is still ongoing to drive forward further improvement and so these areas have been raised again.

The areas identified below either present significant future challenges and/or require further targeted improvements.

No.	Issue Identified	Action to address
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<p>1.</p>	<p>Financial Sustainability</p> <p>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, the cost-of-living crisis and a sustained period of exceptionally high inflation, have all impacted on the Council's financial position.</p> <p>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.</p> <p>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.</p> <p>These challenges are exacerbated by the uncertainty of future financial settlements for local government and how available funding will be shared. Local authorities continue to be provided with one-year financial settlements, which provide little financial certainty and security.</p> <p>The Council is required to keep a separate account for its activities as a housing landlord. This is called the Housing Revenue Account (HRA). The account is ring-fenced and does not receive any subsidy from the Government or from Council Tax, and nor is it allowed to subsidise the General Fund.</p> <p>As a result of the introduction of self-financing in April 2012 the Council is</p>	<p>The Council is committed to making the changes needed in response to these challenges and to maintain the stability of services needed in extremely difficult circumstances by the careful management of the Council's finances and the strengthening of financial resilience.</p> <p>Delivery of planned budget savings</p> <p>Further work will be undertaken to ensure a balanced and financially sustainable Medium Term Financial Plan.</p> <p>The CFO will undertake rigorous training for elected members and officers on the implications and actions needed to meet the requirements of the CIPFA Financial Management code as part of a programme to enhance financial management skills and accountabilities across the organisation.</p> <p>Given the size and scale of the challenges the CFO advises that a fundamental review of the HRA Medium Term Financial Plan and 30-year Business Plan be undertaken during 2024, to review the assumptions informing their construct, the finances needed to maintain the council's housing stock at least to the minimum Decent Homes Standard and achieve compliance with new regulatory standards, and identify the savings and efficiencies that will need to be made over the medium term to maintain a balanced, risk-adjusted and financially resilient Housing Revenue Account.</p>
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	<p>required to produce a 30-year HRA Business Plan that is financially viable, delivers a reasonable standard of housing for tenants and maintains homes to at least the minimum Decent Homes Standard.</p> <p>Government rent policy has resulted in significant reductions in the resources available to the Council's Housing Service in recent years. The mandated rent cap of 7% in 2023/24 (which was 4.1% less rent policy), had the cumulative impact of removing £1.5m of annual income (after voids) in perpetuity, with an estimated loss over the business plan period in terms of income of £61m. This is in addition to the impact of the four-year rent reductions imposed by Government between 2016 and 2020, which further reduced the amount of income available to the 30-year Business Plan. The HRA has been significantly impacted by the rapid increase in inflation. This has resulted in additional costs relating to pay awards, utilities and contracts, due to material, fuel, and labour cost increases, both in the current financial year, as well as across the MTFP.</p>	
2	<p>Asset Management</p> <p>The Council needs to continue to improve the way in which it manages its assets. The Mentor system that is used to collect rents on the Council's property portfolio is long overdue for replacement.</p>	<p>An AMS Delivery Plan for 2024/25 has been approved which sets out a range of activities aimed at developing long term asset management and carbon reduction plans. Six properties have been prioritised for surveys and the development of maintenance and carbon reduction activities over the next 2 years.</p> <p>Other condition surveys will be phased over three tranches over the next 18 months. The outcome of the reports will dictate the repairs plan, the disposal of some assets and the climate reduction plan.</p>

		<p>A new IT system to manage the Council's assets will be commissioned, which will include a new rent collection module.</p> <p>A Corporate Landlord policy will be developed to improve the management of the council's estate.</p>
3	<p>Workforce Capacity and Capability</p> <p>The Council needs to continue to manage workforce capacity and capability to be able to deliver the Council Plan and meet the budget challenges identified.</p> <p>2023/24 has continued to see recruitment difficulties in many parts of the organisation. This includes recruitment of suitably experienced and qualified officers into Human Resources, Finance, Legal and Property and Technical services.</p> <p>Sickness levels have increased within the organisation during 2023/24. Whilst this increase is in line with national trends around sickness which are being experienced across the public and private sectors post covid, sickness is now higher than pre covid trends.</p>	<p>Strategic workforce planning activities are being undertaken within the Corporate Leadership team, including reviewing the organisational design of the Council, transforming housing property services, and reviewing terms and conditions of employees.</p> <p>The people plan 2024 – 2027 will be finalised and adopted, continuing to build on the themes of developing great leaders, managing change well, developing capacity and skills, supporting employee wellbeing and promoting recognition and reward.</p> <p>Vacancy control processes will continue to be followed ensuring that service demands can be met whilst managing budget.</p> <p>Learning and development opportunities will continue to be provided to employees, with a focus on improved health and safety training, apprenticeship delivery, meeting the requirements of the housing regulator and improving the digital skills of our workforce.</p>
4	<p>Procurement</p> <p>Work is still underway to further improve procurement processes.</p> <p>The Procurement Act 2023 received Royal Assent in October 2023, with an anticipated 'go-live' date of October 2024. The new legislation significantly impacts public procurement meaning all contracting authorities will need to make substantial changes to the way goods, services and works are procured and contracts are managed to ensure compliance with the new Act.</p>	<ul style="list-style-type: none"> • The procurement improvement plan will be finalised. • The Corporate Leadership Team will receive quarterly updates on procurement activity, risks and issues, • Further training will be provided to officers in respect of how to comply with the new Procurement Act. • Unit 4 is currently being upgraded. Additional functionality will be costed and a business case will be developed and approval to implement will be sought,

	<p>The Procurement Service cannot currently prevent non-compliant spending due to Unit 4 (the accounting system) requiring development. Although an improved situation, some Services are still not involving the Procurement Unit with major spends, Further training of budget officers will be required in respect of the new Procurement Act.</p>	<ul style="list-style-type: none"> • New reporting has been developed which targets non- contract spend and identifies opportunities to improve value for money.
5	<p>Health and Safety Good progress has been made however: -</p> <ul style="list-style-type: none"> • There are still policies that require reviewing and updating. • The restructure is not yet in place. 	<p>Policy review work will continue to be delivered during 2024/25. The restructure of the service will be implemented during the 1st quarter of the new financial year, and this will provide greater resource to enable the service to become proactive, providing a business partnering approach to service directorates and implementing regular monitoring and improvement activity.</p>

Cabinet and the Standards and Audit Committee have considered and reviewed the effectiveness of the governance framework and have advised that the arrangements continue to be regarded as fit for purpose and in accordance with the governance framework.

During 2023/24 significant progress has been made in tackling the areas of governance that were identified as requiring additional focus in 2022/23. These areas have been reviewed and updated, with a number continuing from previous years where significant future challenges are still evident and/or they require further targeted improvements.

We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

Signed:

Dr H Bowen
Chief Executive

Councillor P Gilby
Leader of Chesterfield Borough Council

Date:

On behalf of Chesterfield Borough

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For publication (H000)

Housing Strategy 2024-2027

Meeting:	Cabinet Council
Date:	16 th April 2024 24 th April 2024
Cabinet portfolio:	Cabinet Member for Housing
Directorate:	Housing Services
For publication	

1.0 Purpose of report

1.1 To seek Council approval of the Chesterfield Housing Strategy 2024-2027.

2.0 Recommendations

2.1 That Cabinet recommends the Chesterfield Housing Strategy 2024-2027-for adoption by Council.

2.2 That authority be delegated to the Service Director- Housing, in consultation with the Cabinet Member for Housing, to make minor amendments to the Housing Strategy as and when appropriate.

3.0 Reason for recommendations

3.1 The purpose of the Housing Strategy 2024-2027 (attached as **Appendix 1**) is to provide an overarching framework for the delivery of housing related programmes and initiatives where the Council can play an active role.

4.0 Report details

4.1 The Housing Strategy 2024-2027 will play a role in supporting the delivery of the Council Plan vision of 'putting our communities first' and the priorities of 'making Chesterfield a thriving borough' and 'improving the quality of life for local people'.

4.2 The Strategy, set out in Appendix 1, details the housing and housing related activity of the Council in response to the national and local strategic context, local issues affecting demand for housing and housing services locally.

4.3 The Strategy sets this out under an overall vision and seven priorities:

Vision: 'Chesterfield is a great place to live; there is a choice of good quality homes, a pleasant environment, and strong communities that can support people's wellbeing and aspirations'

Priorities

- Maintaining new build supply
- Delivery of affordable homes
- Improving the quality of existing homes and environments
- Climate change and decarbonisation
- Implementing regulatory housing reforms
- Specialist and supported accommodation
- Tackling homelessness and rough sleeping

Housing Strategy 2024- 2027 Consultation

4.4 A series of consultation events were held during the summer and autumn of 2023 to identify residents' housing priorities to feed into the development of the new Housing Strategy. Sessions were held with staff, tenants, councillors, and online surveys were carried out to gather views and opinions on the priorities for housing in the borough.

4.5 The sessions with the staff and council tenants identified a number of ideas for the Housing Service to progress around tenant involvement in the service and a desire to increase the environmental sustainability of the Council stock.

4.6 The consultation helped inform the priorities of the Strategy to align the housing related work of the Council.

4.7 An annual Housing Strategy action plan will be developed and a progress report will be completed and reported to Cabinet.

5. Alternative options

5.1 The development of a housing strategy is no longer a statutory requirement so the option of not producing a strategy was considered. It was felt that the development of a strategy helps identify housing priorities locally and set a framework for the housing related activities of the Council to meet those priorities.

6.0 Implication for consideration - Financial and value for money

6.1 The Housing Strategy 2024-2027 provides the overall strategic framework for housing and housing related activities by the Council. As such, the preparation

of the Housing Strategy has no direct financial implications for the Council, although new activities brought forward under the action plan may require resourcing in the future.

7.0 Implications for consideration – Legal

7.1 None

8.0 Implications for consideration – Human Resources

8.1 None

9.0 Implications for consideration – Council Plan

9.1 Delivery of the Housing Strategy priorities will contribute to the delivery of the key priority areas of the Council Plan; to make Chesterfield a thriving borough, improving quality of life for local people and to build a more resilient council.

10.0 Implications for consideration – climate change

10.1 Climate Change officers have been consulted on the Housing Strategy. The development and production of the Strategy itself does not have any implications for climate change; the Strategy summarises the various housing-related activities of the Council that have already been subject to climate change assessments. However, one of the priorities of the Strategy is the decarbonisation of Chesterfield’s housing stock.

11.0 Implication for consideration – equality and diversity

11.1 An Equalities Impact Assessment has been produced and is attached at **Appendix 2**.

12.0 Implications for consideration - risk management

Description of the risk	Impact	Likelihood	Mitigating action	Impact	Likelihood
A risk of duplication or less effective service delivery between partner organisations in delivering housing objectives	M	M	The Housing Strategy clearly sets out the role of the Council in supporting housing and housing related activities within the Borough	L	L
There is a risk that the Council’s approach to supporting housing growth and investment in new	L	L	The Housing Strategy provides a clear link between housing issues and the Council’s policy/action response. The Strategy provides a	L	L

Description of the risk	Impact	Likelihood	Mitigating action	Impact	Likelihood
and existing stock will lack focus and be fragmented in the absence of a Housing Strategy			framework for the development of new programmes and initiatives		
The ability of the Council to make the case for housing investment is reduced in the absence of a Housing Strategy	M	L	The Housing Strategy ensures demonstration of a strategic fit when preparing business cases for funding	L	L

Decision information

Key decision number	
Wards affected	All

Document information

Report author	
Jane Davies Service Director - Housing jane.davies@chesterfield.gov.uk	
Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.	
N/A	
Appendices to the report	
Appendix 1	Draft Housing Strategy 2024-2027
Appendix 2	Equality impact assessment

Chesterfield Borough Council

Housing Strategy 2024-2027



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Foreword

Councillor Jean Innes, Cabinet Member for Housing

"I am pleased to introduce the Chesterfield Borough Council Housing Strategy for 2024 – 2027.

"We understand that a home is much more than just bricks and mortar and through the priorities set out in this strategy, we are committed to improving the lives of local people and making Chesterfield a thriving place to live.

"This Housing Strategy builds on the successes of the previous strategy and sets out the programme of activities and initiatives that we will deliver over the next three years to ensure Chesterfield can continue to offer good quality and well managed homes that help to improve the quality of life for local people.

"It continues to be a challenging time for local government, as well as for our communities - as we all face the impact of rising inflation, the increased cost of living, the legacy of the pandemic, and greater demand for housing services both locally and nationally.

"This strategy has been developed during - and in response to - this period of ongoing and significant pressure. But despite this challenging context we remain determined in our commitment to ensure everyone in our borough can access an affordable and quality home.

"We will also continue to work in partnership with our partners and developers to meet our housing delivery targets and continue to tackle homelessness across the county by ensuring people have the support they need.

"Addressing climate change must also be at the heart of the Council's long-term plans, and I am proud that our housing service is contributing towards our goal of becoming a carbon neutral organisation by 2030, and carbon neutral borough by 2050. This strategy highlights how we will continue to work towards this.

"We look forward to working with our local communities to help achieve the aims set out in this strategy."



Executive summary

Our vision for housing in the borough:

'Chesterfield is a great place to live; there is a choice of good quality homes, a pleasant environment, and strong communities that can support people's wellbeing and aspirations'

Our Housing Strategy sets out key housing ambitions and activities for the Borough. An evidence base has been drawn from national policies and initiatives, local consultation, and analysis of the housing market to inform the development of the Strategy. The actions in the Housing Strategy will play a key role in delivering against the Council Plan priorities of 'making Chesterfield a thriving borough', 'improving the quality of life for local people' and 'building a more resilient council'.

During the summer and autumn of 2023 we undertook consultation with tenants, residents and elected members. The feedback from this consultation work has helped us to identify seven priorities for housing over the next three years:

- Priority 1: Maintaining new build supply
- Priority 2: Delivery of affordable homes
- Priority 3: Improving the quality of existing homes
- Priority 4: Climate change and decarbonisation
- Priority 5: Implementing regulatory housing reforms
- Priority 6: Specialist and supported accommodation
- Priority 7: Tackling homelessness and rough sleeping

Through this Strategy the Council will support the delivery of good quality housing across all tenures, along with making improvements to the existing housing stock.

Chesterfield Borough Council will work with partners and engage with local communities to maximise the delivery opportunities set out in this Strategy.

Delivering homes to meet the needs of our communities

The delivery of sufficient new homes is essential for the economic growth and success of the Borough. Working with developers, new housing can play a vital role in the regeneration of urban, brownfield and regeneration priority areas across the Borough, increase standards and create employment opportunities. Through the review of the Local Plan, the Council will seek to maximise the sustainability and quality of new build homes built over the next five years. The Council will also seek to increase affordable housing delivery through making best use of its land and assets, as well as working with registered providers and Homes England.

Priority 1: Maintaining new build supply

The Borough's objectively assessed need for housing was set at 240 units per year. Over the period of the last Housing Strategy (2019-2023), net housing delivery has been above the 240 units required as part of the housing delivery test requirements.

Despite recent national economic trends such as the high increase in interest rates, and the challenging nature of local brownfield allocated sites such as Waterside and Staveley Corridor (which are expected to produce a large proportion of the housing numbers set out in the Local Plan), the Council remains committed to ensuring the rate of housing delivery meets the local plan target of 240 dwellings per annum, and delivers over 1,000 homes over the Council Plan period.

As at April 2023 the [Annual Monitoring report](#) indicated that there was a deliverable supply of 2,022 new homes over the next five years, which exceeds the target of 1,260 (including a 5% buffer applied) over the same period.

The Council will review its Local Plan to ensure that the delivery of new homes in the Borough continues to meet needs. The review will include consideration of urban design, environmental standards and building quality - both design and space standards - and their viability.

Key activities to deliver new homes that meet the needs of our communities

We will:

- Undertake a revised housing needs assessment during 2024 to inform the types and tenures of homes needed in the Local Plan review.
- Make the best use of public sector land and assets to deliver new homes.
- Produce an updated masterplan and delivery plan for Chesterfield Waterside. As a partner in Chesterfield Waterside Limited the Council will use its planning function and take a leadership approach, working with all public and private landowners to build and shape new neighbourhoods across the site.

- Look to explore and develop opportunities for the Spire neighbourhood adjacent to the town centre to understand the delivery of the right new homes, including options for sensitive conversions and changes of building uses in the town centre.
- Support stakeholders in transformation and integration of the existing fabric of Staveley works into a new residential urban area.
- Explore whether it is viable to introduce policies and standards above building regulations for new homes.
- Seek to develop urban design and quality policies including public open space.
- Seek to increase energy efficiency ratings, carbon reduction methods and standards in new homes.

Priority 2: Affordability of homes

Whilst house prices and rents in Chesterfield are lower than national averages, the price of housing has risen faster than wages over time. Prices for 'entry' level property types such as flats and terrace houses are 4.4 and 5.7 times higher than the average median salary. This ratio has increased from 2.9 in 2000.

The government's announcement in November 2023 to unfreeze local housing allowance (LHA) levels will improve the affordability of the private rented sector, following three years of the rate having been frozen. The freezing of LHA rates reduced the ability of households to afford private rented accommodation which has increased the pressure on the social housing stock in the Borough. The number of households on the Council's housing register has increased by almost a third over the past two years.

Whilst the Borough has a good supply of social housing in comparison with other areas, it is essential to ensure a continued supply of new affordable homes to meet rising demand and changing needs from households on the housing register.

Key activities to deliver new homes that meet the needs of our communities

We will:

- Review affordable housing requirements as part of the Local Plan process to inform developers of the types and tenures the Council will seek on local developments.
- Increase the supply of affordable housing opportunities and build stronger partnerships with registered providers and Homes England.
- Work with Derbyshire County Council to meet the housing needs identified in their all-age accommodation strategy to meet the housing requirements of vulnerable groups.

- Directly build or acquire 100 new homes for social rent through the council housing service by 2027.

Ensuring the Borough has the right housing offer (in terms of both quality and quantity) is not only vital for the quality of life of local communities, it also supports economic growth and the objectives of the Council's Growth Strategy 2023-2027, by providing for the needs of the local workforce and helping to attract skilled workers to the area.

We will continue to take action to develop our housing offer including: achieving a comprehensive understanding of site development issues in the Borough through positive engagement with developers and landowners; supporting housing investment on surplus land owned by the Council; purchasing new council homes to address local housing need and enable the development of stalled or marginally viable housing sites; and on-going investment to create quality places where people want to live.

Improving the quality of existing homes

The vast majority of the housing stock that will be in place in the Borough by 2027 is already built. The challenge is to ensure as many as possible of these existing homes are maintained to a high standard, and that the properties are as sustainable as possible for the future. The Council will have a direct role in improvements to its own housing stock but can also support some households through the Housing Renewal Policy to access funding for grants to improve housing conditions, increase accessibility and reduce energy bills through schemes such as Green Homes Grants.

Priority 3: Improving the quality of existing homes and environments

Whilst the Council's own housing stock is of good quality and 99.6% meets the government's Decent Home Standard, the 2019 private sector stock condition survey identified that the private sector stock in the Borough is more likely to fail the Decent Homes Standard than the national average. The tenure with the highest rate of failure was private rented stock, where almost 30% properties did not meet the standard.

The government is seeking to drive improvements in the standards of homes in both the public and private rented sector to improve conditions for all tenants. Through its enforcement role, the Council will tackle landlords who offer poor quality rented housing. Ensuring the Council plays an active role in improving standards in the private sector will have benefits for the overall health and wellbeing of our residents.

The links between housing and health are well documented. A home that meets the Decent Home Standard, offers security of tenure, is the right size and connected to local facilities and services including green spaces, can deliver health benefits to the residents of the Borough.

Key activities to deliver on improving homes across all tenures

We will:

- Invest over £74million in our own housing stock to continue to meet the Decent Homes Standard.
- Implement requirements of building safety and fire safety legislation for council properties across the Borough.
- Work with local authorities across Derbyshire on options to update the private sector stock condition survey.
- Enforce conditions in the private rented sector to ensure that private landlords supply good quality, healthy and safe private rented properties.
- Provide adaptations and disabled facilities grants for households across the borough.
- Track and monitor the number of empty homes in the borough and identify options for intervention.

Priority 4: Climate change and decarbonisation

The Council's Climate Change Strategy lays the groundwork for the target of becoming a carbon neutral borough by 2050. Proposals and schemes for reducing emissions from existing and new residential properties across the Borough will need to be developed to help towards delivering this objective.

Key activities to work towards being a carbon neutral borough by 2050

We will:

- Establish plans to decarbonise the Council's housing stock and support the decarbonisation of the Borough's private sector housing stock.
- Begin implementation of the decarbonisation of the Council's independent living schemes in advance of the 2030 deadline.
- Maximise access to green home grants, East Midlands Combined Authority funding and other grants to deliver home energy efficiency retrofitting to tackle fuel poverty and reduce carbon emissions for private households.
- Use the Better Care Fund to deliver grants and loans to improve the thermal efficiency of properties and to carry out boiler servicing, repairs and improvement work for vulnerable households.

Priority 5: Implementing regulatory housing reforms

The Social Housing Regulation Act 2023 legislated to strengthen the Social Housing Regulator and Housing Ombudsman to provide more in-depth oversight of social landlords. New enforcement powers have been introduced to tackle failing social housing landlords who are not taking swift action to address damp, cold and unsafe homes but also more detailed criteria for delivering housing management services. All social landlords operating in the Borough will need to ensure their services to tenants meet the expectations and standards to be set out by the Social Housing Regulator from 2024.

The government is also intending to enact several new pieces of housing legislation – the Renters Reform Bill and Supported Housing (Regulatory Oversight) Bill during the strategy period that will amend the Council's role in overseeing private rented and supported housing in the Borough.

The Renters Reform Bill aims to make the rental market fairer for tenants by considering the revoking of section 21 evictions and making amends to section 8 so that tenants can only be evicted with good reason. The full remit of the proposed Bill is not yet known though there will be requirements on the Council to ensure the reforms are enforced.

The Supported Housing (Regulatory Oversight) Bill has been developed in response to concerns about the supported housing sector being insufficiently regulated, with some residents living in poor quality accommodation with ineffective support. The Bill is likely to

introduce new powers for local authorities to better manage their local supported housing market by creating local licensing schemes for exempt accommodation.

Key activities to deliver on implementing regulatory housing reform

We will:

- Monitor the development of the Renters Reform Bill and Supported Housing Regulatory Oversight Bill to ensure we are prepared for the implementation of new requirements locally
- Ensure the Council's Housing Service meets the updated requirements of the Housing Ombudsman Service and Regulator of Social Housing
- Develop relationships with local housing providers to work together on housing management issues

Meeting different housing needs

Chesterfield has a relatively low value housing market with house prices and rents below national averages. The Borough also has a good supply of affordable homes as a proportion of the total housing supply. Despite these positive factors, with national cost of living issues there are still many households who can struggle to find and sustain housing that meets their needs. The Council will play a direct role to ensure it can support as many households as possible, but also work in partnership with other public sector bodies such as Derbyshire County Council, supported housing providers and voluntary agencies to ensure as many people as possible can access the housing and housing related support they need.

Priority 6: Need for specialist and supported accommodation

Whilst modest rises in the population and number of households residing in the Borough are forecast, the proportion of local residents aged over 75 is expected to increase by almost a quarter by 2035. Working with Derbyshire County Council and other partners to ensure suitable accommodation and support options to support this ageing population is required.

Derbyshire County Council's all age accommodation strategy recognises the increasing demand for accommodation for people with support needs, including a range of housing options such as housing for care leavers, housing with support, housing with care, residential and nursing care with a preference for independent living options. Chesterfield Borough Council will work closely with Derbyshire County Council on ensuring that suitable accommodation and support options are available to residents of the Borough.

There is a range of successful supported accommodation schemes catering for a range of needs within the Borough. Schemes such as the Sustainable Tenancies project, Platform for Life and Newbold Court through Action Housing, Healthy Futures and the hospital discharge scheme through Derventio. Derbyshire County Council also works with providers in the provision of housing schemes for groups such as care leavers and adults with learning disabilities.

Derbyshire County Council will work with Chesterfield Borough to develop sub-district area analysis in forthcoming appendices to its all-age accommodation strategy. The work will ensure specialist and support accommodation needs are current and reflect market need.

A Derbyshire and East Staffordshire gypsy and traveller needs assessment was completed in July 2023. The assessment indicated a need for an additional two permanent pitches during the housing strategy period and a further three by 2035. The findings of this study will inform the development of the Local Plan to ensure that the gypsy and traveller site needs in the Borough are met.

Key actions to deliver on ageing population and specialist and supported accommodation

We will:

- Work with Derbyshire County Council and other partners to ensure suitable accommodation and support options are available
- Work with Derbyshire County Council to deliver the objectives of the 'All age accommodation strategy' to provide supported accommodation that meets local needs in the borough
- Continue to deliver 24/7 Careline services to our residents, helping them to remain living independently in their homes
- Help vulnerable people to maintain independent living through the delivery of high-quality support services
- Identify options to meet gypsy and traveller pitch requirements

Priority 7: Tackling homelessness and rough sleeping

Although the number of homelessness cases as a direct result of the Covid-19 pandemic are reducing, homelessness services remain under pressure - both nationally and locally. With the rising cost of living and new policies such as the national asylum seeker dispersal scheme coming in to effect, it is putting further pressures on homelessness services to fund and provide emergency accommodation options. The emergency response to floods in October 2023 highlighted the lack of suitable emergency and temporary accommodation that is readily available locally.

The Domestic Abuse Act 2021 provides victims of domestic abuse an automatic priority need for homelessness assistance and accommodation. We will work with Derbyshire County Council to meet these requirements to support those experiencing domestic abuse.

A countywide homelessness and rough sleeping strategy is now in place. This strategy builds upon the multi-agency response seen during the pandemic to prevent and reduce homelessness, with a priority of making homelessness everyone's responsibility. The strategy is overseen by the Derbyshire Homelessness Officers Group (DHOG), which brings together leads from nine local district and borough councils, Derbyshire County Council and Public Health.

Key actions to tackle homelessness and rough sleeping

We will:

- Undertake early intervention to tackle homelessness and rough sleeping through partnership working
- Work with our partners to reduce homelessness through the delivery of the objectives of the County wide Homelessness and rough sleeper strategy
- Explore options for alternative provision and supply of emergency and interim accommodation



Local Housing Market: (to be infographics)

People and households

People (Census 2021 and population and household projections)

Population and projections 103,500
 The population is expected to rise to 107,957 by 2035
 (4.3% increase)

Households (ONS household projections for 2023) 48,943
 The number of households is expected to rise to 51,063 by 2035 (4.3% increase)

Elderly persons over 75 (Population projections for 2023) 11,559
 The number of elderly person 75+ is expected to increase to 14,159 by 2035
 (22.5%) increase)

Local housing stock

Number of properties (Council tax data October 2023)

There are almost 51,000 properties in Chesterfield. As the house price market is valued significantly lower than national averages this is reflected in the Council Tax banding of the properties in the borough.

Council tax band	Number of properties
A	26,964
B	10,528
C	6,436
D	4,010
E	2,091
F	613
G	223
H	26
Total	50,891
Vacant for 6 months +	676

Tenure (LADR Government return April 2023)

Of the 50,891 properties 10,595 (21%) are affordable properties owned either by Chesterfield Borough Council or one of 36 other registered housing providers operating locally.

Condition of local housing stock (Local data and Private Sector Stock condition survey)

Current council decent homes figure (Stock Condition Survey 2022/23) – 99.6%.
 The 2019 private sector stock condition survey estimated that 8,956 (23.8%) of private properties (owned and privately rented) did not meet the decent homes standard in the

Borough. National average 21.8%. The proportion of private rented properties not meeting the standard was 29.0%.

The average cost per private property to bring up to the decent homes standard was £3,128 (2019 prices)

Price of housing

Average house prices (all Land Registry data)

Housing prices (all properties)	£185,466 Aug 2023	UK £291,044
Terraced homes	£144,339 Aug 2023	UK £236,996
Flat	£111,009 Aug 2023	UK £232,556

Rents – average private rent, local housing allowance rates and social rents

Number of bedrooms	Private rent*	Local Housing Allowance rate**	Social Rent***
1	£465	£389	£334
2	£575	£449	£365
3	£675	£548	£386
4+	£1,100	£723	£422
All	£595	-	£362

*2022 data from deposit protection schemes **April 2023 *** 2023 data from LADR

Income data (Annual survey of Hours and Earnings 2022)

Average median salary in Chesterfield: £25,417

House price affordability ratio to purchase median property (ONS 2022):
 6.05 (Chesterfield) / 8.16 (England and Wales)

Supply of housing

Net new housing completions (Annual Monitoring report)

Year	Number
2022/23	273
2021/22	379
2020/21	276
2019/20	304

Housing Register (Local data)

Year	Number
March 2023	2,926
March 2022	2,558
March 2021	2,252

A 30% increase in households on the Council's housing register in two years.

Affordable lettings and nominations (LAHS)

Year	Number
------	--------



2022/23	650
2021/22	733
2020/21	733

Homelessness

Homeless assessment prevention and relief 2022/23

Homelessness assessments	581
<i>Of which:</i>	
Prevention cases	272
Relief cases	285
Not threatened with homelessness	24
% of homeless prevention case successfully resolved	73.5%
% of homeless relief cases successfully resolved	54.7%
<i>Main reason for homelessness:</i>	
Friends and family no longer willing to accommodate	167
Loss of private rented tenancy	140

Rough Sleeper Count 8

Gypsy and Travellers pitch requirement (GTNA July 2023)

	Identified number of pitches required
2020-2025	2
2025-2030	1

Strategic context

The key pieces of recent and upcoming legislation, strategies and documents that influence housing in Chesterfield over the next three years are set out below. These documents provide the context for the Council's direct and indirect role in providing housing and housing related services and informed the development of this Strategy.

National

National Planning Policy Framework

The [National Planning Policy Framework](#) was revised in December 2023. The framework sets out the government's planning policies for England and how these are expected to be applied. It provides a framework within which locally prepared plans for housing and other development can be produced.

Social Housing Regulation Act

The [Social Housing Regulation Act](#) received Royal Assent in July 2023. The legislation strengthens the Regulator of Social Housing to carry out inspections of the social housing providers and the power to issue fines. The new enforcement powers will be made available to tackle failing social housing landlords who are not taking swift action to address damp, cold and unsafe homes.

Building Safety Act and Fire Safety Act

The [Building Safety Act 2022](#) gained Royal Assent 28 April 2022. The Act changes the legal obligations for all individuals and organisations to be competent to ensure compliance with the Building Regulations in both design, construction and management.

The [Fire Safety Act 2021](#) clarifies that buildings with two or more sets of domestic premises, that the Fire Safety Order applies to both the structure and external walls of the building, including cladding, balconies and windows; and all doors between the domestic premises and the common parts. The Act requires fire risk assessments of buildings with two or more sets of domestic premises to be updated to take account of these changes.

Levelling up and Regeneration Act

The [Levelling up and Regeneration Act](#) received royal assent in October 2023. The Act is designed to ensure new development is built to a higher standard, produces more local infrastructure, like GP surgeries, schools and transport links to create neighbourhoods where people want to live and work. The Act covers a wide range of economic and housing issues to boost supply of new homes and includes granting new powers for councils to increase Council Tax on empty homes.

Supported Housing (Regulatory Oversight) Bill

The [Supported Housing \(Regulatory Oversight\) Act 2023](#) was enacted in August 2023. The Act sets out to introduce changes to how supported exempt accommodation is regulated. The key provisions in the Act require the government to establish regulations on supported accommodation to improve quality of accommodation and care. Once these are

published local authorities will be required to carry out a review of supported exempt accommodation in their area and following this publish a supported housing strategy.

Renters Reform Bill

The [Renters \(Reform\) Bill](#) was introduced into Parliament in May 2023, and received its second reading in October 2023. It will legislate reforms set out in the [private rented sector white paper](#) published in June 2022. The Bill aims to deliver a fairer, more secure, and higher quality private rented sector for both tenants and landlords by making changes to the Housing Act 1988.

Regional and County

East Midlands Devolution

Derbyshire County Council, Nottinghamshire County Council, Derby City Council and Nottingham City Council have agreed to a £1.14 billion devolution deal by the government. The deal would see an extra £38 million a year coming to the East Midlands from 2024. The deal will see a transfer of funding and powers move from a national level to a regional level from 2024 to help the 2.2 million people who live across the two counties.

A key priority of the new [Combined County Authority](#) is to work with local authorities, landowners, developers and the full range of housing providers to create affordable, good quality housing options and to retrofit existing homes to be more environmentally sustainable.

'A place we call home' Derbyshire All age accommodation strategy 2023 to 2038

Derbyshire County Council's [all age adults housing accommodation and support strategy](#) and delivery plan covers the housing needs of our older residents and working age adults. It focusses on and outlines the increasing demand for accommodation, including a range of housing options such as housing with support, housing with care, residential and nursing care.

Derbyshire health and wellbeing strategy 2022

The [Derbyshire health and wellbeing strategy 2022](#) seeks to ensure that health and wellbeing systems are working together to develop person-centred approaches to health and care that focuses on the needs of the individual. It aims to:

- enable people to remain healthy and independent in the place they call home for as long as possible
- collaborate across a wide range of sectors including health, social care, housing and education to create environments that support good health and positive wellbeing

Housing plays a central role in achieving the outcome: 'All vulnerable populations are supported to live in well-planned and healthy homes setting out the relationship between housing and health'.

Joint strategic needs assessment

The [joint strategic needs assessment](#) reports on the health and wellbeing needs of people across Derbyshire. It brings together data on local health and wellbeing needs and looks

ahead at emerging challenges. The information is used by Health and Wellbeing Boards to guide the future planning and commissioning of health and wellbeing services in Derbyshire.

Local

Council Plan 2023-27

The [Council Plan 2023-2027](#) sets out the Council's priorities. It is set out under three priorities with housing related aspirations and objectives under each:

Making Chesterfield a thriving borough

- Increase the number of residents living and working in our town centres
- Support the future development of the Chesterfield Waterside area and deliver further housing and commercial development on Basin Square
- Work to accelerate the delivery of housing sites across the borough to facilitate the development of over 1,000 new homes

Improving the quality of life for local people

- Establishing plans to decarbonise the council's housing stock and support the decarbonisation of the borough's private sector housing stock
- Work with our partners to reduce homelessness
- Help vulnerable people to maintain independent living through the delivery of high-quality support services
- To help improve housing standards for all
- Facilitate the development of over 1000 new homes with improved standards around design, adaptability and sustainability
- Build or acquire 100 new homes for council rent
- Invest over £81million in our own housing stock to continue to meet the decent homes standard

Building a more resilient Council

- Ensure we have a viable, well managed 30-year business plan for the Housing Revenue Account.
- Embrace new ways of working and maximise potential from our assets, partnerships and respond to key challenges

Chesterfield Local Plan 2018-2035

The [Local Plan](#) guides how and where development will take place in the borough based on the National Planning Policy Framework. It is the basis of how the council makes decisions on planning applications including for new housing, affordable and special needs housing. The local plan was adopted in 2020 and has a target of 240 net new dwellings a year.

Growth strategy 2023-2027

The [Growth strategy](#) sets out the role of the council in supporting the economic and housing of Chesterfield borough. It provides a framework for actions over the period 2023

to 2027 that will deliver the Council Plan priorities of making Chesterfield a thriving borough and contribute towards the priority of improving the quality of life for local people.

Climate change strategy 2023-2030

The Chesterfield Borough Council's [Climate change strategy 2023 - 2030](#) and delivery plan sets out the council's public commitment to addressing climate change both within the council and with our communities. It is a framework for the council's activities for the next seven years. The strategy complements the Council Plan 2023-2027 and seeks to ensure that our approach to climate change is embedded within everything we do.

Homelessness and rough sleeper strategy 2022-2027

The [Homelessness and rough sleeper strategy 2022-2027](#) is a Derbyshire wide strategy that seeks to build upon the multi-agency response developed during the covid pandemic to prevent and reduce homelessness. It sets out how we will work across the county to tackle homelessness and rough sleeping.

Tenancy strategy 2020

The [tenancy strategy 2020](#) sets out the framework by which the council expects registered providers such as housing associations with properties in its area to allocate and offer tenancies.

Private sector renewal policy

The [private sector renewal policy](#) sets out the range of financial assistance that the council have made available to improve living conditions for the most vulnerable residents living in private housing within the borough. The policy aims to:

- Increase the number of decent homes within the private housing sector
- Support vulnerable householders to remove or reduce housing related defects that are detrimental to health
- Reduce the number of private sector households living in fuel poverty
- Support the aims of Governments Better Care Fund to minimise avoidable hospital admissions and facilitate early discharge from hospital where possible
- Increase the number of people who are able to live independently and safely at home.

This policy sets a framework detailing how the Council intends to achieve these aims.

Anti-social behaviour strategy 2022-2025

The [anti-social behaviour strategy](#) outlines Chesterfield Borough Council's strategic intent with regard to preventing and tackling anti-social behaviour in Chesterfield and sets out how the council, in conjunction with other partnership agencies, will deliver anti-social behaviour services across the Borough of Chesterfield.

Through reviewing the local housing market information and strategic context in which the local authority operates there are a number of priority areas where the council will need to focus its efforts on housing over the next four years.



Delivery plan monitoring and review

This Strategy and the high-level themes and priorities we have set out are the starting point to delivering successful housing outcomes locally. The Strategy sets out the challenges and our approach to meeting them, identifies our priority activities and shows how they link with other strategies that are being delivered.

Delivery plan

The successful delivery of the Housing Strategy requires working with partners in achieving the aims and objectives of their strategies which are in place across Chesterfield Borough Council as well as other organisations. We'll make sure we're delivering on our plans by monitoring progress through our governance structure.

Delivery of the Housing Strategy will ultimately be the responsibility of Chesterfield Borough Council; however, we will continue to work in partnership where possible and engage with local communities to maximise delivery of the Strategy. Through working on our housing priorities we want to bring people, communities, and organisations together to share resources and expertise to deliver this Strategy.

Monitoring and review

Progress against the delivery plan will be monitored and challenged annually in line with the Council's performance management framework. This will also include the opportunity to make any amendments to the delivery plan in response to emerging needs and challenges. Key performance information will also be monitored and challenged during the plan period including satisfaction and usage data, quality and value score updates.

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FOR PUBLICATION - Chesterfield Borough Council equality impact assessment - full assessment form

<i>Title of the policy, project, service, function or strategy:</i>	Housing Strategy 2024-2027
Service Area:	Housing Services
Section:	Statutory Housing Solutions
Lead Officer:	Jane Davies
Date of assessment:	March 2024
Is the policy, project, service, function or strategy:	
<i>Existing</i>	<input type="checkbox"/>
<i>Changed</i>	<input type="checkbox"/>
<i>New / Proposed</i>	x

Section 1 – Clear aims and objectives

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

The Chesterfield Borough Council Housing Strategy 2024-2027 will play a key role in helping deliver the Chesterfield Borough Council Plan's vision of '*putting our communities first*' and the priorities of '*making Chesterfield a thriving borough*' and '*improving the quality of life for local people*'.

2. Who is intended to benefit from the policy project, service, function or strategy and how?

The Housing Strategy is intended to co-ordinate the housing and housing related activity of the council. The co-ordination of this activity is intended to benefit residents across the Borough in delivering housing to meet local needs and provide appropriate support to residents who need assistance in accessing and maintaining their homes.

3. What outcomes do you want to achieve?

The strategy is set out under three key themes and seven priorities:

Delivering homes to meet the needs of our communities

Priority 1 Maintaining new build supply

Priority 2: Delivery of affordable of homes

Improving the quality of existing homes

Priority 3: Improving the quality of existing homes

Priority 4: Climate change and decarbonisation
 Priority 5: Implementing regulatory housing reforms
 Meeting different housing needs
 Priority 6: Specialist and supported accommodation
 Priority 7: Tackling homelessness and rough sleeping

4. What barriers exist for both the Council and the groups/people with protected characteristics to enable these outcomes to be achieved?

5. Any other relevant background information

Section 2 – Collecting your information

6. What existing data sources do you have to assess the impact of the policy, project, service, function or strategy?
 The housing strategy has been informed through utilising a wide range of secondary information relating to the quantity, price, condition, and affordability of housing
 This information is considered within a policy context set by national and local government and its funding priorities and opportunities. The information identifying the levels of expected demand for support services is produced via the Joint Strategic Needs Assessment from Derbyshire County Council

7. Have you identified any gaps in the information/evidence that you have regarding the policy, project, service, function or strategy, which may be needed in order to give proper consideration? *It is not sufficient to say "we do not have the evidence", you should identify gaps in the evidence and fill them in a proportionate and balanced manner.*

<input type="checkbox"/> Yes, gaps have been identified	<i>If gaps have been identified, please explain what action has been taken to fill them in a proportionate and balanced manner.</i>
<input checked="" type="checkbox"/> No, there are no gaps	The strategy is based on a full review of available secondary information and outcomes of consultations with local residents, tenants, staff and elected members.

Section 3 – Additional engagement activities

8. Please list any additional engagement activities undertaken when developing the proposal and completing this EIA. Have those who are anticipated to be affected by the policy been consulted with?		
Date	Activity	Main findings
June 2023	Staff sessions	Consultation with staff many of whom are residents of the borough were asked their views on housing and housing priorities for the Borough. As well as identifying their priorities the feedback from staff was used to formulate subsequent consultations with residents, tenants and elected members
September 2023	Online questionnaires for residents and elected members	An online survey was carried out with between 31 st August 2023 and 25 th September 2023. The Council has consulted residents on their views of housing in the Borough to inform the development of a new Housing Strategy. The survey sought feedback from all residents and interested stakeholders on what they feel are the main challenges and priorities for housing in the Borough. The Council will consider the responses as it develops a new Housing Strategy that sets out the work the Council can do to improve the delivery of new homes, improve standards of existing homes, and assist people into homes that meet their needs in the Borough
October 2023	Tenant consultation session	In addition to the public consultation an in-person consultation session with tenants in October was held to run through their priorities and priorities.

Section 4 – What is the impact?

9. 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>			
	Positive impact	Negative impact	No disproportionate impact
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability and long term conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender and gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Pregnant women and people on parental leave	<input type="checkbox"/>	<input type="checkbox"/>	X
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	X
Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	X
Religion and belief	<input type="checkbox"/>	<input type="checkbox"/>	X

10. Details of anticipated positive impacts.

a)	The Housing Strategy is designed to co-ordinate the housing and housing related activity of Chesterfield Borough Council. This framework provides the evidence and resources available for interventions to benefit the residents of the borough. We will work with Derbyshire County Council to deliver the objectives of the 'All age strategy' to provide supported accommodation that meets local needs in the borough.							
	X Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
b)	We will provide adaptations and disabled facilities grants for households across the borough and maintain independent living through the delivery of high-quality support services.							
	<input type="checkbox"/> Age	x Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
c)								
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion

11. Details of anticipated negative impacts.

a)	<i>Negative impact:</i>							
	<i>Mitigating action:</i>							
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
b)	<i>Negative impact:</i>							
	<i>Mitigating action:</i>							
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
c)	<i>Negative impact:</i>							
	<i>Mitigating action:</i>							
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion

12. Have all negative impacts identified in the table above been mitigated against with appropriate action?

Yes No N/A *If no, please explain why:*

13. Have you assessed the equality impact on the people who may have to implement your decision, such as staff or suppliers?

Staff	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<i>If no, please explain why</i>
Specific users	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<i>If no, please explain why</i>
Wider community	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<i>If no, please explain why</i>

Section 5 – Recommendations and monitoring

14. How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?

The Housing Strategy will be supported by annual action plan of identified work areas for the Council to deliver. The strategy action plan will be reviewed and refreshed to respond to changing demands and priorities over the strategy period 2024-27.

15. Summary of the Equality Impact Assessment

The Housing Strategy has been developed taking into consideration protected groups, the outcomes of recent consultations and other strategies which are being delivered. No negative impacts have been identified as a result of the assessment.

Has due regard been given to the Public Sector Equality Duty statutory guidance or was there a good reason why the duty, or particular parts of it, did not apply to that decision?

The general duty requires public authorities, to have due regard to the need to:

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

Yes No N/A

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:	Jane Davies
	Date:	14/03/24
Reviewed by Policy Service	Name:	Allison Potter
	Date:	13/03/24
Final version of the EIA sent to Policy Service	<input type="checkbox"/>	
Decision information sent to Policy Service	<input type="checkbox"/>	

For publication

Establishment of a Housing Advisory Board

Meeting:	Cabinet
Date:	16 th April 2024
Cabinet portfolio:	Cabinet Member for Housing
Report by:	Service Director – Housing
For publication	

1.0 **Purpose of report**

1.1 To seek Cabinet approval to establish a new Housing Advisory Board.

2.0 **Recommendations**

2.1 To approve the establishment of a new Housing Advisory Board comprising Members, tenants and senior officers, in order to fulfil the requirements of the Social Housing Regulator and the Housing Ombudsman, and to ensure detailed and effective oversight and scrutiny of all social landlord activities.

2.2 To note that the Board will have no decision-making responsibilities, and that any reports requiring a formal decision will continue to be presented to Cabinet.

2.3 To delegate to the Service Director – Housing, in liaison with the Cabinet Member for Housing and the Council's Monitoring Officer, to establish Terms of Reference for the Housing Advisory Board, and to subsequently amend such Terms of Reference if requirements change over time.

2.4 To agree to receive a progress report, outlining the activity of and outcomes achieved by the Housing Advisory Board, one year after its establishment.

3.0 **Reasons for recommendations**

3.1 The Regulator of Social Housing takes a co-regulatory approach to monitoring against its consumer standards and has encouraged local authorities to prepare for the shift to a more proactive regulatory approach, following new powers being introduced from April 2024.

3.2 Housing associations and arms-length management organisations (ALMOs) typically have a Board of Directors (including tenants), with reporting mechanisms and strategic oversight of their organisation's performance. A clear reporting / strategic governance model is now needed for the Council's Housing Services, to

ensure that the service receives effective scrutiny and oversight by tenants and Members.

3.3 In addition to the Housing Regulator, the Housing Ombudsman's new Complaint Handling Code becomes mandatory from April 2024 and demands involvement and oversight at director and elected member level, with a councillor taking the lead on complaints. The Code includes expectations that the Council will have arrangements in place for regular detailed discussions about complaints performance, and for a formal response from the responsible Member / governing body to be published, following comprehensive scrutiny and challenge.

4.0 **Report details**

4.1 It is proposed that the Housing Advisory Board will comprise the following:

- Four Elected Members, including the Cabinet Member for Housing who will be the Board's Chair, and a member of the opposition
- Four council tenants
- The Council's Executive Director
- The Council's Service Director - Housing
- Housing Service managers will attend as required to present specific reports

4.2 The Board will meet quarterly, and all papers will be published on the Council's website.

4.3 The Housing Advisory Board's responsibilities will include:

- Monitoring compliance with / performance against the Social Housing Regulator's consumer standards
- Reviewing tenant satisfaction survey results and related action plans, and recommending further actions to address any areas of low satisfaction
- Reviewing and signing off information to be published to tenants as requested by the Regulator, including:
 - Landlord service delivery performance
 - Actions to improve performance
 - How tenants' views are taken into account
 - How income is spent
 - Directors' remuneration and management costs
- Receiving and considering complaints data and compliance with the Housing Ombudsman's Code of Practice to inform service delivery, including:
 - Annual complaints information
 - Service improvement reports (learning from complaints)
 - Self-assessment against the Housing Ombudsman's complaint handling code
 - Providing a formal response to the annual complaints report
- Receiving tenant engagement and tenant scrutiny reports, and approving recommendations for implementation and action
- Receiving an annual report on the monitoring and oversight of compliance with building safety requirements

5.0 Alternative options

5.1 Research was undertaken into how other local authorities have implemented similar arrangements, and various alternative models were explored. The proposed model will achieve the required outcomes and is considered to be the best approach, but can be reviewed in the future as necessary.

5.2 Another option would be to present all reports relating to the housing service to Cabinet. Due to the large volume of reports and materials within scope (see 4.3 above) and the level of detailed scrutiny required, this would not be practical. Nor would it achieve the essential criteria of including tenants in the process.

6.0 Implication for consideration - Financial and value for money

6.1 Tenants will be reimbursed for out of pocket expenses, and this will be contained within the tenant engagement budget.

7.0 Implications for consideration – Legal

7.1 The new body is to help the Council comply with the new regulatory framework. The new Board will have no decision-making responsibilities. Standards and Audit Committee has already approved a delegation to the Cabinet Member for Housing to consider reports and recommendations of the proposed Housing Advisory Body, with delegation to the Head of Regulatory Law to amend the delegation if appropriate.

8.0 Implications for consideration – Human Resources

8.1 There are no human resource implications associated with this report.

9.0 Implications for consideration – Council Plan

9.1 This contributes to our key priority to improve quality of life for local people.

10.0 Implications for consideration – climate change

10.1 There are no climate change implications associated with this report.

11.0 Implication for consideration – equality and diversity

11.1 A preliminary Equalities Impact Assessment is attached as **Appendix 1**. There are no identified implications for groups with protected characteristics.

12.0 Implications for consideration - risk management

Description of the risk	Impact	Likelihood	Mitigating action	Impact	Likelihood
Lack of effective oversight of housing service to achieve	H	M	Establishment of the Housing Advisory Board will reduce risk	M	L

Description of the risk	Impact	Likelihood	Mitigating action	Impact	Likelihood
regulatory requirements leading to poor regulatory judgments					
Lack of scrutiny of Housing Ombudsman's requirements for complaint handling potentially leading to complaint handling failure orders	H	H	Establishment of Housing Advisory Board will ensure that complaint handling quality and performance is routinely reviewed and learning from complaints is identified and implemented with outcomes reported to Housing Ombudsman	M	L
Lack of reporting route for tenant engagement activity – demonstrating the landlord is hearing the tenant voice in decision making as required by the Regulator	M	M	Establishment of the Board will allow for receiving and actioning of all tenant engagement reports and recommendations for consideration in service planning and delivery.	L	L

Decision information

Key decision number	1125
Wards affected	All

Document information

Report author	
Jane Davies, Service Director – Housing: jane.davies@chesterfield.gov.uk	
Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
N/A	
Appendices to the report	
Appendix 1	Preliminary equalities impact assessment

Chesterfield Borough Council Equality Impact Assessment – Preliminary Assessment Form

<i>Title of the policy, project, service, function or strategy:</i>	Establishment of housing advisory board	
<i>Service Area:</i>	Housing Services	
<i>Section:</i>	All	
<i>Lead Officer:</i>	Jane Davies	
<i>Date of assessment:</i>	22 nd March 2024	
<i>Is the policy, project, service, function or strategy:</i>		
<i>Existing</i>	<input type="checkbox"/>	
<i>Changed</i>	<input type="checkbox"/>	
<i>New / Proposed</i>	<input checked="" type="checkbox"/>	

Section 1 – Clear aims and objectives

<p>1. What is the aim of the policy, project, service, function or strategy?</p> <p>To establish a new Housing Advisory Board comprising Members, tenants and senior officers, in order to fulfil the requirements of the Social Housing Regulator and the Housing Ombudsman, and ensure detailed and effective oversight and scrutiny of all Chesterfield Borough Council housing landlord activity</p>
<p>2. Who is intended to benefit from the policy and how?</p> <p>The establishment of the board is intended to benefit the tenants of the housing service to ensure:</p> <ul style="list-style-type: none"> • that all regulatory requirements are achieved, and • giving tenants oversight of service improvements is central to service planning and delivery. <p>The housing service will benefit from the establishment of the board through strengthening its tenant engagement offer and ensuring the work of the engaged tenants across the service is received and actioned as appropriate.</p>
<p>3. What outcomes do you want to achieve?</p>

The Regulator of Social Housing takes a co-regulatory approach to monitoring against its consumer standards and has encouraged local authorities to prepare for the shift to a more pro-active approach. The establishment of the board will ensure that the voice of tenants is part of the monitoring of the compliance with the regulatory standards and how the housing service achieves these standards. Ensuring that tenants have a voice in the running of their service is a central theme of the new regulatory regime.

Section 2 – What is the impact?

4. Summary of anticipated impacts. *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.*

	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?

Yes

No

Please explain the reasons for this decision:
 No negative impacts from the establishment and operation of the board have been identified.
 During the establishment of the board consideration will be given the meeting dates and times and any required reasonable adjustments needed for the board members. As with other tenant engagement activity all reasonable expenses will be re-imbursed.

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:	Jane Davies
	Date:	25 th March 2024
Reviewed by Policy Service	Name:	Donna Reddish
	Date:	4 th April 2024
Final version of the EIA sent to Policy Service	<input type="checkbox"/>	
Decision information sent to Policy Service	<input type="checkbox"/>	

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