



Please ask for Frances Green
Direct Line: 01246 588669
Email democratic.services@chesterfield.gov.uk

The Chair and Members of Scrutiny
Select Committee – Resilient Council

8 May 2024

Dear Councillor,

Please attend a meeting of the SCRUTINY SELECT COMMITTEE – RESILIENT COUNCIL to be held on THURSDAY, 16 MAY 2024 at 5.00 pm in , 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. Emergency Planning & Business Continuity (Pages 3 - 12)
4. My Chesterfield Update (Report to follow)
5. Customer Services, I.T and Digital Inclusion (Report to follow)
6. Climate Change Quarter 4 Update (Report to follow)
7. Scrutiny Project Groups Progress Updates
8. Scrutiny Monitoring
9. Forward Plan (Pages 13 - 18)

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

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www.chesterfield.gov.uk

10. Work Programme for the Scrutiny Select Committee - Resilient Council
(Pages 19 - 22)
11. Minutes (Pages 23 - 30)

Yours sincerely,

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

Head of Regulatory Law and Monitoring Officer

For publication

Emergency planning and Business Continuity Annual update report

Meeting:	Scrutiny Select Committee – Resilient Council
Date:	16 th May 2024
Cabinet portfolio:	Governance
Directorate:	Digital Human Resources and Customer Services
For publication	

1.0 Purpose of the report

- 1.1 To provide an annual report on Emergency planning and Business Continuity activities covering 2023/24 and to outline the planned activities for 2024/25.

2.0 Recommendations

- 2.1 Members are asked to note the report.

3.0 Reason for recommendations

- 3.1 The report keeps members of Scrutiny up to date with the emergency planning and business continuity activities completed during 2023/24 and allows oversight of the continuous improvement activities which are planned for 2024/25.

4.0 Background

- 4.1 The Council has a legal duty to have emergency and business continuity plans in place. These plans are periodically updated.
- 4.2 The Council has an emergency structure and preparedness plans in place that are initiated in the event of an emergency or business continuity event. The levels of resource allocated to these plans are commensurate to the size and scale of the emergency.
- 4.3 The key legislation that covers this subject is the Civil Contingencies Act 2004. The Act became law after a number of high-profile emergency events and terrorist attacks had taken place. Of note was the Manchester bombing in 1996, the foot and mouth disease outbreak in 2001, along with events such as major flooding emergencies. A significant factor would also have been

world events like the 11th September 2001 terrorist attack. The Act deals with emergency preparedness and has established a clear set of roles and responsibilities for those involved in emergency preparation and response at the local level.

- 4.4 The Act outlines the statutory duties that responders must comply with. The Council is a category 1 responder and has a legal obligation to undertake:
- i. Risk assessment
 - ii. Emergency planning
 - iii. Warning and informing the public
 - iv. Co-operating with partner agencies
 - v. Sharing information with partner agencies
 - vi. Business continuity
 - vii. Business continuity promotion
- 4.5 To enable the Council to meet its statutory duties, the Council has a contract in place with Derbyshire County Council's (DCC) emergency planning team, in the form of a service level agreement (SLA). This contracted resource and partnership ensures the Council is able to meet its statutory obligations and works to continually improve the emergency and business continuity arrangements which are in place. The SLA has been in place since 2005.
- 4.6 The Council benefits from joint working in this area, gaining access to a larger, very skilled Emergency Planning team, together with the provision of a dedicated Emergency Planning resource seven days a week, with a physical presence in the Town Hall for three days every two weeks.
- 4.7 The Council's Strategic Health, Safety and Risk Manager (SHSRM) will take on an emergency planning liaison role, supported by the Service Director – Digital, Human Resources and Customer Services. These officers work alongside the DCC's Emergency Planning team as well as the Council's Senior Leadership Team (SLT) and Corporate Leadership Team (CLT) in response to an emergency or business continuity event.
- 4.8 As part of our SLA, senior officers receive regular emergency planning and business continuity training, including training on Joint Emergency Services Interoperability Programme (JESIP) principles which are used when responding to major multi-agency incidents.
- 4.9 The Council has a set of detailed emergency and business continuity plans, which are regularly updated. Access to the plan can be obtained remotely by authorised officers through Resilience Direct, a UK Government secure cloud based online platform. Resilience Direct enables agencies and other organisations to work together across geographical and organisational boundaries – during the preparation, response, and recovery phases of an emergency. This online system is compliant with all data protection requirements.

Summarised key activities completed during 2023/24

- 4.10 The emergency planning officer and the Strategic Health, Safety and Risk Manager have continued to work closely with the other internal and external stakeholders to review and improve internal emergency planning and business continuity arrangements. The workstreams that have been undertaken are:
- 4.11 Emergency plan review activity 2023/24
- Two reviews of the Council's Emergency Plan were completed in April and July 2023.
 - The Universal Contact List, which is the Council's emergency contact list has had three formal updates, in April, July and September 2023.
 - A four-yearly review of the Elected Members Plan and leaflet were completed in June and July 2023 respectively, post-election day.
 - The Council's winter plans and protocols were comprehensively reviewed during the winter period.
 - The emergency planning officer continued to administer the Chesterfield Snow Warden Scheme.
 - The Council's flood plan was reviewed (pre-Storm Babet) in October 2023.
 - The Council's emergency planning website pages continued to be periodically updated. Of note, is the Derbyshire Prepared Website, which is an excellent resource.
 - The Council undertook communications work to improve the awareness of the priority services registers for utility companies. Awareness information was added to the Council's website, and also an article was placed in the Your Chesterfield magazine (summer 2023 edition) on page 31 of 32 'Register for extra support' .
 - The community risk register remains live and available for the public to view.
- 4.12 The Strategic Health Safety and Risk Manager provided training to members about emergency planning and business continuity topics at the member induction sessions held post the May '23 elections. Four sessions were delivered in total.
- 4.13 Emergency planning and business continuity risks are noted within the Council's strategic risk register, which is monitored by the SHSRM as the lead professional officer for these functions. These risks were updated periodically throughout the year and changes were reported through to the corporate risk management group.
- 4.14 The SHSRM has continued to meet on a one-to-one basis with the emergency planning officer throughout the year. In total, seven meetings were held. These have been important communication forums covering emergency planning and business continuity arrangements, updates, along with coordinating arrangements in an agreed and supportive way.

Business continuity review activity 2023/24

- 4.15 The Council's business continuity plan review was completed in September 2023.
- 4.16 The DCC emergency planning officer completed proactive business continuity promotion work during the national business continuity awareness campaign in May 2023.

Advice, training and exercises 2023/24

- 4.17 The Council participated in three major business continuity exercises throughout 2023/24.
- 4.18 In addition, internal targeted support sessions were delivered by the emergency planning officer and SHSRM.

Events

- 4.19 In total 16 public events were supported by the emergency planning officer, SHSRM and other Council officers. Advice and support have been provided in the event planning stages and safety advisory groups have been implemented where a support group of this nature was required. In addition, event day safety inspections and other support activities have been undertaken.
- 4.20 Significant events of note during the year were Chesterfield Pride, 1940's market, Peddlers market and the Christmas seasonal light switch on. These events have attracted many tens of thousands of visitors to the borough.

Chesterfield Football Club – emergency planning officer updates

- 4.21 Officers have also supported Chesterfield Football Club with their emergency planning. The following activities have taken place.
- The football club's Contingency Plan was updated July 2023.
 - Annual audit of steward training was completed July 2023.
 - Checking of certification at the football club was completed July 2023.
 - An annual stadium inspection was completed July 2023.
 - Four Safety of Sports Grounds Advisory Group meetings were held.
 - Two Match Day inspections and reports were completed.
 - The football club completed an emergency planning exercise on 18 April 2023.

Major incidents

- 4.22 Storm Babet was declared a major incident. The storm occurred on 20 October 2023 and was the worst recorded flood event in the borough's history, far exceeding the impacts of the July 2007 floods. Over the course of

18 hours, a month's worth of rain fell on already saturated ground which caused rivers to burst their banks and inundate roads and communities.

- 4.23 The effects of the unprecedented amount of rainfall (80-100mm) were felt across the entire county with some rivers seeing their highest ever recorded levels resulting in widespread flooding.
- 4.24 The response to this flood event was an excellent example of cross department teamwork and our officers worked alongside partner organisations in response to the incident. An extensive recovery process was undertaken.
- 4.25 The response and initial recovery were coordinated by the Derbyshire Resilience Partnership Countywide and locally by the Council's emergency response team.
- 4.26 The flood event and recovery period covered the dates from 19 October to 26 November 2023. Notable events from this major incident were:
- I. A flood related death at Tipton Terrace and subsequent coroner's enquiry
 - II. Large scale power outages across Chesterfield
 - III. Severe highways impacts
 - IV. Activation and resourcing of the rest centre at Queens Park Sports Centre
 - V. Significant media interest, coverage, and press enquiries, including councillors supporting interviews
 - VI. A flood impact assessment form was introduced, and a flood database was developed.
 - VII. 226 Flood Impact Assessments were processed.
 - a. 53 were from businesses
 - b. 173 were from residents
 - VIII. The council undertook the administration of central government flood grants and applied council tax and business rate relief (Business Recovery Grant, Community Recovery Grant)
 - IX. An internal response debrief has been completed and officers have participated in multi-agency debriefs
 - X. A community drop-in session organised by the Environment agency was held on 27 November 2023, at The Saints Parish Centre. Officers provided support at this meeting.
 - XI. A flood investigation report (Section 19 report) is being developed.
 - XII. Ongoing incident learning is underway.
- 4.27 Other storms of note were Storm Debi in November 2023 and Storm Henk in January 2024. These required preparation resources but thankfully were not major incidents locally for the borough.

Work plan outline for 2024/25

4.28 Below outlines key emergency planning and business continuity activities that are planned for 2024/25.

- The Council's current service level agreement with DCC ends in March 2025. Contract negotiations will commence during 2024/25.
- The team will continue to raise awareness of emergency planning and business continuity across the organisation.
- DCC will arrange and deliver emergency planning training for key officers. Of note will be strategic and tactical level training for key officers.
- The Council will participate in multi-agency and internal emergency planning and business continuity exercises as arranged.
- Officers will continue to aid the flood grant schemes and will contribute to the lead local flood authority flood investigation (Storm Babet October 2023).
- Officers will continue to review and complete periodic updates of the emergency and business continuity plans, including:
 - Seasonal winter weather plans.
 - Completing the universal contact list updates (emergency contact information)
- Officers will continue to contribute towards the Storm Babet multi-agency debrief.
- Participate in the national business continuity awareness campaign.
- The emergency planning officer will continue to administer and support the Chesterfield Snow Warden Scheme.
- The health safety and risk service is being reshaped and will have increased resources to undertake emergency planning and business continuity duties. The restructure will ensure there is resilience to the Emergency Planning Liaison Officer role.

5 Alternative options

5.1 The request for an annual update was requested by committee members in 2022 and has formed part of the annual update activity undertaken by the Strategic Health Safety and Risk Manager. No alternative options have been considered.

6 Implications for consideration – Financial and value for money

6.1 There are potentially very significant financial impacts to the Council which are as a result of significant emergency planning incidents. Costs can vary from the loss of a key asset, premise, loss of staff or power etc. The Council maintains financial reserves which are available for eventualities such as these, as well as the provision of insurance coverage

7 Implications for consideration – Legal

7.1 The main legislation that applies to emergency planning and business continuity is the Civil Contingencies Act 2004 and the Flood and Water Management Act 2010. There are other statutory legislation and regulations that are also applicable. These vary from health and safety, building control and approved documents, along with the powers including enforcement by other agencies.

8 Implications for consideration – Human resources

8.1 The service level agreement includes Derbyshire County Council providing resources to advise officers and elected members on emergency planning and business continuity arrangements. The Health, Safety and Risk service is being reshaped to further build the resilience and capacity available for these statutory functions.

9 Implications for consideration – Council plan

9.1 Emergency planning and business continuity arrangements that are robust help support, underpin and inform the development and delivery of the Council Plan priorities.

10 Implications for consideration – Climate change

10.1 This report has no direct negative impacts on climate change. Fundamentally, however, the subject and arrangements are directly affected by the changing climate, such as increased levels of flooding.

11 Implications for consideration – Equality and diversity

11.1 There are no adverse impacts noted as part of this report's findings.

12 Implications for consideration – Risk management

12.1 Emergency planning and business continuity are important factors noted within the risk management strategy. The SHSRM is the client manager for the service level agreement (SLA) contractual arrangements with Derbyshire County Council (Derbyshire Resilience Partnership).

12.2 Chesterfield has a community risk register which is reviewed periodically. At this time there is 56 risks noted on the register. Risk assessments are completed by DCC on the Council's behalf as part of the SLA. These risks including the community risk register are public documents.

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
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'Lack of business continuity plan for the Council and each service area	H	H	A business continuity plan. Business impact assessment (business critical systems). DCC – SLA, includes fulfilling these duties on behalf of the Council. Derbyshire Resilience Partnership. Derbyshire prepared website contains BC promotion information. Emergency planning liaison role (SHSRM and service director). Very experienced EPO and SHSRM. Risk Management Strategy / Risk management group/ risk registers.	H	M
Failure of partner (DCC) to deliver contractual emergency planning officer role and Council's civil contingencies Act 2004 duties.	H	H	DCC – SLA in place (review and renew contract). Derbyshire Resilience Partnership Safety advisory groups. Very experienced EPO and SHSRM. Emergency plans, training and Exercises. Business continuity plan (*ICT disaster recovery plans). Winter plans. Universal contact list. Risk Management Strategy / Risk Management Group / risk registers.	H	M

Decision information

Key decision number	Not a key decision
Wards affected	All

Document information

Report author	
Grant Ilett – Strategic Health, Safety and Risk Manager	
Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
Appendices to the report	

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CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 JUNE 2024 TO 30 SEPTEMBER 2024

What is the Forward Plan?

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of key decisions to be made on behalf of the Council. This Forward Plan sets out the details of the 'key' and other major decisions which the Council expects to take during the next four month period. The Plan is available to the public 28 days before the beginning of each month.

What is a Key Decision?

Any executive decision which is likely to result in the Council incurring significant expenditure or the making of savings where there is:

- a decision to spend £100,000 or more from an approved budget, or
- a decision to transfer funds of more than £50,000 from one budget to another, or
- a decision which would result in a saving of £50,000 or more to any budget head, or
- a decision to dispose or acquire any interest in land or buildings with a value of £50,000 or more, or
- a decision to propose the closure of, or reduction by more than ten (10) percent in the level of service (for example in terms of funding, staffing or hours of operation) provided from any facility from which Council services are supplied.

Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in one or more electoral wards. This includes any plans or strategies which are not within the Council's Policy Framework set out in Article 4 of the Council's Constitution.

Are any other decisions included on the plan?

The Forward Plan also includes details of any significant issues to be considered by the Executive Cabinet, full Council and Overview and Scrutiny Committee. They are called "non-key decisions". Non-key decisions that will be made in private are also listed.

How much notice is given of forthcoming decisions?

As far as possible and in the interests of transparency, the Council will seek to provide at least 28 clear days' notice of new key decisions (and many new non-key decisions) that are listed on this document. Where this is not practicable, such key decisions will be taken under urgency procedures (in accordance with Rule 15 (General Exception) and Rule 16 (Special Urgency) of the Access to information Procedure Rules). This will be indicated in the final column and a separate notice is also published with additional details.

What information is included in the plan?

The plan will provide a description of the decision to be taken, who will make the decision and when the decision is to be made. The relevant Cabinet Member for each decision is listed. If you wish to make representations about the decision to be made, the contact details of the appropriate officer are also provided. Decisions which are expected to be taken in private (at a meeting of the Cabinet or by an individual Cabinet Member) are marked "private" and the reasons privacy is required will also be stated. Each issue is also listed separately on the website which will show more details including any Urgency Notices if issued.

How is consultation and Community Engagement carried out?

We want all our communities to be given the opportunity to be involved in the decisions that affect them so before a decision is taken, where appropriate, community engagement activities are carried out. The Council's Community Engagement Strategy sets out a framework for how the Council engages with its customers and communities. Details of engagement activities may be found in reports when published. Alternatively you can contact the officer to whom representations may be made.

Notice of Intention to Conduct Business in Private

Whilst the majority of the business at Cabinet meetings will be open to the public and media to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the Cabinet meetings shown on this Forward Plan will be held partly in private because some of the reports for the meeting will contain either confidential information or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

A list of the reports which are expected to be considered at this meeting in private are set out in a list on this Forward Plan. They are marked "private", including a number indicating the reason why the decision will be taken in private under the categories set out below:

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating the financial or business affairs of any particular person (including the authority holding that information)
- (4) information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

If you would like to make representations about any particular decision to be conducted in private at this meeting then please email: democratic.services@chesterfield.gov.uk. Such representations must be received in advance of 5 clear working days before the date Cabinet meeting itself, normally by the preceding Monday. The Council is required to consider any representations received as to why an item should not be taken in private and to publish its decision.

It is possible that other private reports may be added at shorter notice to the agenda for the Cabinet meeting or for a Cabinet Member decision.

Huw Bowen
Chief Executive

Copies of the Council's Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council's website: www.chesterfield.gov.uk



CHESTERFIELD
BOROUGH COUNCIL

Meeting Dates 2023/24

<u>Cabinet</u>	<u>Council</u>
23 May 2023	15-May-2023 17 May 2023
20 June 2023 20 June 2023*	
18 July 2022 18 July 2023*	19 July 2023
19 September 2023 19-September 2023*	
17 October 2023 17-October-2023*	18 October 2023
14 November 2023 14 November 2023*	
12 December 2023 12 December-2023*	13 December 2023
16 January 2024 16-January-2024*	
6 February 2024 6-February 2024* 20 February-2024 20-February-2024*	21 February 2024
19 March 2024 19-March-2024**	
16 April 2024 16 April 2024*	24-April-2024
14 May 2024 14 May 2024*	15 May 2024

*Joint Cabinet and Employment and General Committee

Cabinet members and their portfolios are as follows:	
Leader and Cabinet Member for Economic Growth	Councillor Tricia Gilby
Deputy Leader and Cabinet Member for Finance and Asset Management	Councillor Amanda Serjeant
Cabinet Member for Business Transformation and Customers	Councillor Gavin Baldauf-Good
Cabinet Member for Climate Change, Planning and Environment	Councillor Martin Stone
Cabinet Member for Governance	Councillor Judy Staton
Cabinet Member for Health and Wellbeing	Councillor Jonathan Davies
Cabinet Member for Housing	Councillor Jean Innes
Cabinet Member for Town Centres and Visitor Economy	Councillor Kate Sarvent
Minority Member without portfolio	Councillor Paul Holmes

In addition to the Cabinet Members above, the following Councillors are voting Members of the Joint Cabinet and Employment and General Committee

Councillor Peter Innes
Councillor Maureen Davenport
Councillor Glenys Falconer
Councillor Bob Brock
Councillor Dave Culley
Councillor Gavin Baldauf-Good

(To view the dates for other meetings please click [here](#).)

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decisions							
Key Decision 398	Sale of CBC Land/Property	Deputy Leader	Cabinet Member - Finance and Asset Management	Not before 1st Jun 2024	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3	No
Key Decision 584	Purchase of Property under Strategic Acquisitions and Right of First Refusal Policy	Service Director - Housing	Cabinet Member for Housing	Not before 1st Jun 2024	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Exempt 3	No
Key Decision 1205	HR and payroll reshape	Joint Cabinet and Employment & General Committee	Cabinet Member - Business Transformation and Customers	16 Jul 2024	Rachel O'Neil Service Director - Digital, HR and Customer Services rachel.oneil@chesterfield.gov.uk	Confidential 1	No
Key Decision 1206	Customer services and support services reshape	Joint Cabinet and Employment & General Committee	Cabinet Member - Business Transformation and Customers	16 Jul 2024	Rachel O'Neil Service Director - Digital, HR and Customer Services rachel.oneil@chesterfield.gov.uk	Confidential 1	No
Key Decision 1242	Local Plan Review – Regulation 18 Consultation	Cabinet	Cabinet Member - Climate Change, Planning and Environment	14 May 2024	Neil Johnson Service Director - Economic Growth Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Public	No

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Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 1243	Careline Services Reshape	Joint Cabinet and Employment & General Committee	Cabinet Member - Housing	18 Jun 2024	Rachel O'Neil Service Director - Digital, HR and Customer Services rachel.oneil@chesterfield.gov.uk	Confidential 1	No
Key Decision 1244	ICT Reshape	Joint Cabinet and Employment & General Committee	Cabinet Member - Housing	16 Jul 2024	Rachel O'Neil Service Director - Digital, HR and Customer Services rachel.oneil@chesterfield.gov.uk	Confidential 1	No
Key Decision 1247	Health and Safety Reshape	Joint Cabinet and Employment & General Committee	Cabinet Member - Governance	14 May 2024	Rachel O'Neil Service Director - Digital, HR and Customer Services rachel.oneil@chesterfield.gov.uk	Confidential 1	No
Key Decision 1248	Reshape of the Housing Assets Team	Joint Cabinet and Employment & General Committee	Cabinet Member - Housing	18 Jun 2024	Jane Davies Service Director - Housing jane.davies@chesterfield.gov.uk	Confidential 1	No
Key Decision 1249	Environmental Services – waste management team re-design	Joint Cabinet and Employment & General Committee	Cabinet Member - Climate Change, Planning and Environment	14 May 2024	Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk	Confidential 1	No

Private Items (Non Key Decisions)

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Non-Key 374	Outstanding debts for write off	Cabinet Member for Business Transformation and Customers	Cabinet Member for Business Transformation and Customers	Not before 1st Jun 2024	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Exempt 3	No
Non-Key 363	Application for Home Repairs Assistance	Cabinet Member for Housing	Cabinet Member for Housing	Not before 1st Jun 2024		Exempt 1, 3	No
Non-Key 367	Lease of Commercial and Industrial Properties	Deputy Leader	Cabinet Member - Finance and Asset Management	Not before 1st Jun 2024	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3	No
Non-Key Page 18 368	Application for Discretionary Rate Relief	Cabinet Member for Business Transformation and Customers	Cabinet Member for Business Transformation and Customers	Not before 1st Jun 2024	Carolyn Szadura Revenue Services Manager Carolyn.szadura@chesterfield.gov.uk	Exempt	No

Non Key Items

CHESTERFIELD BOROUGH COUNCIL

WORK PROGRAMME: SCRUTINY SELECT COMMITTEE – RESILIENT COUNCIL 2023/24

Scheduled Meeting Date(s):	Business Items:	Status:	Raised by:	Cabinet Member Responsibility
16.05.2024	Emergency Planning and Business Continuity	Grant Ilett – Update from the previous year and look forward to the year ahead.	Annual Scrutiny Work Programme 2023/24.	Governance
16.05.2024	Customer Services, I.T and the aging population	Rachel O’Neil, Andrew Mitchell and Linda White.	Members of this Committee.	Customers and Business Transformation
16.05.2024	ICT/ Digital Inclusion	Rachel O’Neil, Andrew Mitchell and Linda White.	Members of this Committee.	Customers and Business Transformation
16.05.2024	Q4 Climate Change Update	Katy Marshall and Will Rolls.	Annual Scrutiny Work Programme 2024/25.	Climate Change, Planning and Environment
Items Pending Reschedule or Removal:				
16.05.24	My Chesterfield Update	Rachel O’Neil. Originally planned for presentation on 06.07.2023, and then 09.11.2023. Now scheduled for 16.05.2024	Members of the Committee	Customers and Business Transformation
New Business Items Proposed:				
04.07.2024	Lighting Strategy Update	Neil Johnson. Update to be given on the progress/ implementation of this project. Another update to be booked in for 23.01.25.	Members of the Committee on 09.11.23	Economic Growth

CHESTERFIELD BOROUGH COUNCIL

Scheduled Meeting Date(s):	Business Items:	Status:	Raised by:	Cabinet Member Responsibility
04.07.2024	Asset Management Plan & its Implementation	Neil Johnson. Update to be given.	Members of the committee on 25.01.24	Finance and Asset Management
04.07.2024	Staveley21	Neil Johnson, Lynda Sharp, Lindsay Wetton, Gemma Denton and Nicola Wood. An update has been requested on the Staveley21 project.	Members of the committee on 07.03.24	Economic Growth
19.09.24	HRA Update	Jane Davies and Karen Ludditt to present an update on the current spending and budgetary pressures of the HRA account.	Members of the Committee on 07.03.24	Housing
19.09.24	HRA Capital Programme Update	Jane Davies and Karen Ludditt to present an update of the HRA Capital Programme, including an update on voids and the proposed new ICT system.	Members of the Committee on 07.03.24	Housing
07.11.24	Council Plan Delivery Plan Performance – Half Year	Donna Reddish.	Annual Scrutiny Work Programme 2024/25.	Governance
07.11.24 (TBC)	Market Fees and Charges	Ian Waller and Andy Bond. A request to submit estimates of price increases for 2025/26 and the reasonings for this. As this is a key decision and will be going to Cabinet in March 2025, the	Members of the Committee on 07.03.2024	Town Centre and Visitor Economy.

CHESTERFIELD BOROUGH COUNCIL

Scheduled Meeting Date(s):	Business Items:	Status:	Raised by:	Cabinet Member Responsibility
		committee wishes to have enough time to scrutinise the issue thoroughly.		
<i>Scrutiny Project Groups/ Monitoring Schedule:</i>				

Note: Members may wish to agree items from the Forward Plan (FP) and Scrutiny Monitoring Schedule for the work programme. *[KEY to abbreviations: RC = Scrutiny Select Committee – Resilient Council. EG&C = Scrutiny Select Committee – Economic Growth & Communities. TBC = to be confirmed].*

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SCRUTINY SELECT COMMITTEE – RESILIENT COUNCIL**Thursday, 7th March, 2024**

Present:-

Councillor Dyke (Chair)

Councillors Blakemore
McLaren
OgleCouncillors Twigg
Wheeldon
Yates

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

31 APOLOGIES FOR ABSENCE

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

32 HRA BUDGET 2024-25

The Service Director – Housing presented a report on the HRA Budget 2024/25. It detailed the draft estimates of the Housing Revenue Account for 2024/25 that were presented to Cabinet on 27.02.24 and Full Council on 28.02.24. Also presented was the draft HRA budget for 2024/25 and the Medium-Term Financial Plan (MTFP) for the years 2024/25 to 2028/29.

The deficit for 2023/24 was forecast to be £858k (as at period 8), which was an improved position of £2.223m against the original budget, primarily due to a number of funding and financing adjustments such as removing the planned £3.389m revenue contribution to fund the capital programme and pausing the voluntary repayment of debt (£1.841m). Table 1 in the officer's report summarised the forecast outturn for 2023/24 against the original budget. The main variances included:

- Rents
- Repairs and maintenance
- Depreciation charges
- Provision for the repayment of debt
- Direct Revenue Financing

The financial strategy for the HRA was to deliver a balanced and sustainable budget which was self-financing in the longer term, and which reflected both the requirements of tenants and the strategic vision and priorities of the Council.

The HRA was not permitted to run at an overall deficit and risks must continue to be identified and managed effectively. A minimum working balance of £3.5m (increased annually by inflation) was maintained to avoid the risk of the HRA moving into a position of negative balance in the event of an exceptional cost(s) arising.

The MTFP, in Appendix 1 of the officer's report, showed that the HRA balance was anticipated to fall to £5.071m in 2024/25.

New service pressures of £3.673m had been included within the budget for 2024/25, some of which were one off, whilst £1.625m were ongoing and had been built into budgets from 2025/26. These pressures were essential activities but in the short-term represented costs over and above the base budget. However, many of the activities would deliver savings in future financial years. A full breakdown of the service pressures was set out in Appendix 2 of the officer's report.

A key service pressure for scrutiny by this Committee is Void Properties. It was reported that a range of activity is underway to improve the Council's performance in dealing with voids – reducing the number and speeding up the relet process. It is recommended that £1m of additional funding be allocated in 2024/25 (£750k from revenue and £250k has been included with the capital programme) for the procurement of external contractors to undertake this work and reduce the backlog of void properties.

The current rate of void properties is 3.57% and it is estimated that this commission will bring 200 empty homes back into use within 2024/25, reducing the void rate to 2.5%. These assumptions have been built into the medium-term financial plan and will deliver substantial savings in lost rent and reduced council tax payments from 2024/25.

Pending the procurement of the external contractors, there will however be additional costs associated with the current level of void properties in 2024/25; an additional £427k in lost rental income and £267k in additional council tax payments. The activity set out to reduce the level of voids was reported to mitigate this pressure from 2025/26.

It was reported that Transformation Activities would require £200k in 2024/25. This included the development of a more efficient and effective model of delivering repairs and maintenance services, the implementation of better ICT systems, and the review of red-book staff's payment arrangements/ terms and conditions. As the provision of £300k in 2023/24 remains unspent, this will be carried forward into 2024/25 so that the total funding for transformation activity in 2024/25 will be £700k.

It was reported that savings proposals for 2024/25 included:

- Savings from Vacant Post
- Phasing out Voluntary Sector Advice Agency Grants
- Changes to Careline

The budget estimates for 2024/25 were shown in Table 2 of the officer's report and compared the movements to the original budget estimates for 2023/24. The MTFP shown at Appendix 1 evidenced a working balance, over and above the minimum of £3.5m (updated by inflation), in all years through 2028/29. However, the 2024/25 budget had a gap of £729k which had been covered by an allocation from the working balance and, whilst the deficits over the MTFP reduced year on year, it was not until 2028/29 that the MTFP did not rely on the use of the working balance to achieve a balanced budget position.

Members discussed the proposed new ICT system and the amount of investment it would be receiving. The Service Director- Housing assured members that it was not a new system being designed, more of consolidation of changes within the system, transferring everything into a central place. Members requested that the Service Director – Housing return to this Committee in September to give an update on the ICT Housing system.

Members questioned why only 200 voids were being given to external contractors rather than the full amount of 296. The Service Director – Housing reported that there was a balance between not wanting to

increase financial pressures further, whilst also keeping a workload for CBC staff. The Council had to be mindful of the affordability and capacity of the sector, detailing that both soft and hard market testing had taken place. The Cabinet Member for Housing stated that the Council did not want to outsource all of the work and wished to keep as much in-house as possible. It was reported that there were a number of new apprentices who would be able to help with the back log of work.

Members asked whether the specific voids to be given to contractors had been assessed in terms of difficulty of completion and also if there would be break clauses within the contract depending on an assessment of the standard of work completed. It was reported that sampling of the voids had taken place to ensure that a cross section of properties would be contracted out. There was however a balance to be achieved as there are current voids which are on the Council's specific match list so these properties would need to be escalated. It was reported that there would be rules within the contract to ensure a successful outcome. It was desirable to have an element of contractor competition whilst also utilising local labour in order to add social value.

RESOLVED –

1. That the forecast outturn for the Housing Revenue Account for the current financial year, 2023/24 be noted.
2. That the Service Director – Housing return to this Committee in September to report on the Housing ICT system.

33 HRA CAPITAL PROGRAMME 2024-25

The Service Director – Housing presented a report that had been delivered at Cabinet on 27.02.24 and Full Council on 28.02.24 detailing the Housing Capital Programmes for 2023/24 and 2024/25 and to provide an indicative programme for 2025/26 to 2028/29.

The 2023/24 Programme had been revised to recognise changes during the year. The principal change was the delayed start of major new build schemes at Staveley and Middlecroft, due to the Covid pandemic and a main contractor going into liquidation. The delayed works had been incorporated into the revised 2023/24 and 2024/25 Programmes which were shown in Appendix 1 of the officer's report.

The 2022 Stock Condition Survey, carried out by Savills, identified that the condition of the housing stock had improved since the previous survey in 2017. The proposed 2024/25 Programme had been designed to ensure stock achieved and maintained 100% decency. Currently, 99.7% of the housing stock met the Decent Homes Standard (as of December 2023) and it was anticipated this would reach 100% during 2024/25.

One of the main focusses of the Programme remained the modernisation of properties to maintain the Decent Homes Standard, with the balance of activity over the next 12 months concentrating on building elements such as kitchens, heating renewals, roofs and windows, and further improvements to external estate environments. The work programmes for 2024/25 until 2028/29 continued to be prioritised in line with the level of investment needed according to the 2022 stock condition survey, and the amount of recent expenditure on repairs and maintenance.

Investment in blocks would continue through the block refurbishment programme, with the next scheme to be Loundsley Green commencing in 2024/25.

The investment proposed in the Programme would make a significant contribution to improving the energy efficiency of the Council's housing stock whilst also contributing to the Council's decarbonisation targets. A decarbonisation feasibility study had been undertaken for a pilot scheme at one of the sheltered schemes, Brocklehurst Court, to work towards meeting the 2030 Council Climate Change target and a feasibility study was planned for 2024/25 to identify options available to enable Housing Services to meet the 2050 target.

The Council's new build programme would continue with Middlecroft and Westwood Avenue due to complete in 2024/25. An additional new site at Mastin Moor had been identified and the designs submitted to planning. Development was planned to start in 2024/25. All existing and proposed new build schemes were shown in the table at paragraph 4.14 of the officer's report.

It was also proposed that the council's successful programme of strategic housing acquisitions would continue, to allow the purchase of properties which met housing need, thus increasing the Council's housing stock.

The table shown at paragraph 6.1 of the officer's report showed the level of planned investment in the council's housing stock, over the 5-year

Programme to 2028/29. This had been informed by the stock condition survey carried out in 2022 by Savills.

Members discussed the fantastic work that had already been delivered at Aston Court and Pullman Close. The need for more bungalows was emphasised and members were happy to hear of the significant numbers of bungalows in the forward plan that would be EPC Band A and of a lifetime standard.

Questions were raised over the inclusion of money for fencing in the budget. It was reported that this would be for the boundaries of estates rather than individual properties. The Service Director – Housing would check that the tenancy agreement stated that the upkeep of boundary fences of individual properties was the responsibility of the tenant.

Members questioned whether there was a possibility of a contingency for the budget. The Service Director - Housing reported that there is already a working balance of £5m in the HRA. The Head of Finance and Accountancy clarified that a contingency was not a usual way to operate the HRA or general fund as having a contingency would have meant cutting some of the Capital programme out.

The Chair thanked the officers for providing the reports and acknowledged the hard work being done by all involved.

RESOLVED -

1. That the Housing Capital Programme be noted.
2. That the Service Director – Housing would return in September with an update of how the budgets for the HRA account and Capital are progressing.

34

SCRUTINY PROJECT GROUPS PROGRESS UPDATES

The Chair shared feedback with Members of the Committee around a discussion held with The Service Director – Corporate, The Head of Policy and Partnerships, The Climate Change Officer, and the Chair of the Scrutiny Select Committee – Economic Growth & Communities, that had taken place the previous evening about the plan for Climate Change Scrutiny going forward. Exact plans and timescales would be shared with Members in the coming weeks.

35 **SCRUTINY MONITORING**

It was noted that the items discussed at the last meeting of this Committee had been added to the Work Programme.

The Housing Updates requested following the reports received tonight would be added on for September.

RESOLVED –

That the Scrutiny Monitoring schedule be noted.

36 **FORWARD PLAN**

The Committee considered the Forward Plan for the period 1 April to 31 July 2024. Items of interest for future meetings included:

- Sale of CBC land
- Sale of Tapton House
- Staveley 21 – the procurement of a main contractor
- Market fees and charges

These would be scheduled into the work programme where appropriate.

37 **WORK PROGRAMME FOR THE SCRUTINY SELECT COMMITTEE - RESILIENT COUNCIL**

The Work Programme for the Scrutiny Select Committee – Resilient Council was considered. Members were asked for any specific questions relevant to the reports scheduled for May be forwarded to enable officers to prepare responses.

It was suggested that the Lighting Strategy Update be scheduled to return to this Committee before the end of the year, enabling monitoring of progress to be carried out.

RESOLVED –

That the Work Programme be noted.

38 **MINUTES**

RESOLVED –

That the Minutes of the Scrutiny Select Committee – Resilient Council on 25th January 2024 be approved as a correct record and signed by the Chair.