

Overview and Performance Scrutiny Forum

Scrutiny Project Group (Scope / Brief)

Group Members :	Cllr Jeannie Barr (Lead Member) Cllr Ray Catt Cllr Kate Caulfield Cllr Kate Sarvent Cllr Andy Slack
Subject to be reviewed:	Concessions on Fees and Charges
Reason for the Review / Terms of Reference: (why are we doing this)	<p>This issue was originally raised by Russell Sinclair, Environmental Health Manager as an area for Scrutiny to look at in 2012. The issue was again raised as an area for Scrutiny work in 2015 by Executive Director, James Drury and the Deputy Leader, Cllr Terry Gilby</p> <p>There is currently no corporate policy on the application of reduced rates (subsidies) for chargeable services regarding the rate of discount or eligibility criteria. There is also no guidance available on when it is appropriate to apply concessions.</p> <p>Services have historically developed their own rates. It is opportune to review these (a) in light of need to raise income / reduced service costs and (b) provide clear and appropriate concessions to those considered most in need, having regard to equalities</p>
How the review aligns with the Council's priorities and vision:	<p>The review links into the following priorities in the Chesterfield Borough Council Corporate Plan 2015 – 2019</p> <ul style="list-style-type: none">• Our priority: to improve the quality of life for local people (To reduce inequality and support the more vulnerable members of our communities)• Our priority: to provide value for money services. To deliver this, we will focus on a single objective: To become financially self-sufficient by 2020, so we can continue to deliver the services our communities need.

<p>Aims and Objectives of the Review: (what do we want to achieve / what will success look like) - consider Equalities issues)</p>	<ul style="list-style-type: none"> • To produce recommendations and guidance that will contribute to the development of a clear corporate policy on setting concessions that ensures equality of access to services but which also does not harm the financial position of the Council. • To ensure that services use a consistent approach to setting concessions on fees and charges. • To ensure equality of access to Council services to all residents and visitors. • For the policy on concessions and fees and charges to be informed by, and to reflect the changes to benefits happening with the introduction of Universal Credit in Chesterfield.
<p>Method of Review: (how the work will be undertaken)</p>	<ul style="list-style-type: none"> • Member and Officer interviews • Desktop research • Project Group meetings • Benchmarking against other comparable authorities.

Research & Evidence: (information that needs to be gathered)	The SPG needs to establish what services the Council charges for, what concessions (if any) are offered, what basis these are offered on and if these concessions are related to other benefit entitlements. Benchmarking against other comparable authorities can then take place.
Witnesses : (who to invite, information and answers needed)	Russell Sinclair, Environmental Health Manager (who raised the issue in 2012) Fran Rodway, Customer Services and Revenues Manager and Colin Hampton, Derbyshire Unemployed Workers Centre (guidance on universal credit) Cabinet Member for Health and Wellbeing Cabinet Member for Governance (equalities implications) Service Managers for areas that offer chargeable services and concessions. Cabinet Member for Town Centre and Visitor Economy James Drury, Executive Director
Review Group Meetings & Site Visits:	9 July and then fortnightly.
Resource Requirements: (what resources will be used)	Councillor and officer time including administrative support for meetings arrangement and note taking. Technical support for research, information gathering and report writing.
Project Start Date:	July, 2015
Scrutiny Project / Report Completion Date (Group to agree final report)	02/11/15
Scrutiny Report to Scrutiny Committee on: (allow for public notice period)	10/11/15
Cabinet (or other body) Reporting Deadlines (ie, WBR / Executive Member)	WBR: w/c 16/11
Scrutiny Report to Cabinet (or other body) on : (allow for Public notice period)	01/12/15

Cabinet Member(s) / Service Manager Consulted on project brief :	Date :
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Scrutiny Project Group Agreed project brief on :	Date :
Project brief signed off at Scrutiny Business Meeting on :	Date :