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Date: 18 August 2016

Dear Councillor,

**Housing and Community Services Committee**

A Meeting of the **Housing and Community Services Committee** will be held in the **Council Chamber**, on **Thursday, 25 August 2016** at **18:00**. You are requested to attend.

Yours faithfully,

Chief Executive

To:- **Conservative Group**  
Councillor Hewlett (Chairman), Councillor Smith (Vice-Chairman) and Councillors Billings, Coe, Mrs Coyle, Grant, Muller, Swann and Mrs Wyatt.

**Labour Group**  
Councillors Rhind, Richards, Mrs Stuart and Taylor.



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## **AGENDA**

### **Open to Public and Press**

- 1** Apologies and to note any substitutes appointed for the Meeting.
- 2** To receive the Open Minutes of the Meeting held on 9th June 2016.  
  
Housing and Community Services Committee 9th June 2016 Open Minutes **4 - 9**
- 3** To note any declarations of interest arising from any items on the Agenda
- 4** To receive any questions by members of the public pursuant to Council Procedure Rule No.10.
- 5** To receive any questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 6** Reports of Overview and Scrutiny Committee
- 7** CORPORATE PLAN 2016-21 PERFORMANCE REPORT (1 APRIL – 30 JUNE 2016) **10 - 42**
- 8** OPEN SPACE, SPORT AND COMMUNITY FACILITY DEVELOPMENT UPDATE **43 - 45**
- 9** COMMITTEE WORK PROGRAMME REPORT **46 - 51**

### **Exclusion of the Public and Press:**

- 10** The Chairman may therefore move:-  
That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.
- 11** To receive the Exempt Minutes of the Meeting held on 9th June 2016.  
Housing and Community Services Committee 9th June 2016 Exempt Minutes
- 12** To receive any Exempt questions by Members of the Council pursuant to

Council procedure Rule No. 11.

**13** DIRECT OFFERS OF ACCOMMODATION AND OFFERS MADE TO MEMBERS OF STAFF 2015-16



INVESTOR IN PEOPLE



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HOUSING AND COMMUNITY SERVICES COMMITTEE

9<sup>th</sup> June 2016

**PRESENT:-**

**Conservative Group**

Councillor Hewlett (Chairman), Councillor Smith (Vice-Chairman) and Councillors Coe, Ford, Grant, Mrs Hall (substituting for Councillor Mrs Coyle), Muller and Mrs Wyatt.

**Labour Group**

Councillors Rhind, Richards, Mrs Stuart and Taylor.

**In attendance**

Councillor Mrs Farrington (Conservative Group).

HCS/1 **APOLOGIES**

Apologies for absence were received from Councillors Billings and Mrs Coyle (Conservative Group).

HCS/2 **MINUTES**

The Open Minutes of the Meeting held on 21<sup>st</sup> April 2016 were noted and approved as a true record and signed by the Chairman.

HCS/3 **DECLARATION OF INTEREST**

The Committee was informed that no declarations of interest had been received.

HCS/4 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

The Committee was informed that no questions from members of the public had been received.

HCS/5 **QUESTIONS FROM MEMBERS OF COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

The Committee was informed that no questions from Members of the Council had been received.

HCS/6 **REPORTS OF THE OVERVIEW AND SCRUTINY COMMITTEE**

There were no Overview and Scrutiny Reports to be submitted.

**MATTERS DELEGATED TO COMMITTEE****HCS/7 SERVICE PLANS 2016/17**

The Director of Housing and Environmental Services and the Director of Community and Planning Services ran through the achievements for 2015/16 and the key plans and projects for 2016/17.

Councillor Mrs Farrington, having visited the new Council homes, commended them to the Committee. It was confirmed that the official opening of the new homes on Lullington Road, Swadlincote would take place on 7<sup>th</sup> July 2016 at 2.00pm.

**RESOLVED:-**

***That the Service Plans for Community and Planning Services and Housing and Environmental Services were approved as a basis for service delivery over the period 1 April 2016 to 31 March 2017.***

**HCS/8 CORPORATE PLAN 2009-16: PERFORMANCE MANAGEMENT REPORT (1 JANUARY – 31 MARCH 2016)**

The Director of Housing and Environmental Services reported on the current situation, principally housing lets, fly tipping, Care-Line and the new tenancy agreement. The Director of Community and Planning Services did likewise, highlighting burglaries, play-scheme and cultural events participation.

Councillor Ford queried the fly tipping situation, his perception being that the issue appears to be worsening. The Director of Housing and Environmental Services referred to current activities regarding this issue, with a joint operation with neighbouring authorities being one option, also highlighting recent conviction successes and their associated publicity. Councillor Richards commented that a recent change in Derby City Council's recycling policy may have contributed to an increase in incidents within the District, but felt that a policy of zero tolerance was required.

Councillor Taylor commented on the bed and breakfast figures quoted in the report. The Housing Operations Manager clarified the figures quoted, emphasising an aim to reduce reliance on this particular option, looking to meet demand more with the Council's own housing resource.

Councillor Richards queried the delay in opening the Grove Hall leisure facility. The Director of Community and Planning Services confirmed the current situation and predicted that the opening was imminent.

Councillor Richards, referring to the Government's cessation of the Green Deal, requested an update on the assistance now available to those in fuel poverty. The Director of Housing and Environmental Services clarified the position, stating that new heating systems were still being installed into council homes.

**RESOLVED:-**

***Members considered and approved the progress against performance targets.***

HCS/9 **PHYSICAL ACTIVITY, SPORT AND RECREATION STRATEGY**

The Sport and Health Partnership Manager presented the report to the Committee, confirming that revisions are currently being made to the clubs directory, for distribution after the Olympics.

Councillor Ford queried why shooting sports were not better signposted. The Director of Community and Planning Services pointed to evidence of Council support, in terms of funding and bid support, but as it is not a mass participation activity, other options that involved greater numbers received more attention.

Councillor Mrs Farrington raised the issue of exercise for those in their later years, given the ageing population. The Sport and Health Partnership Manager referred to dementia friendly activities and other age related options. The Health Partnership Manager also referred to the Ageing Well programme.

**RESOLVED:-**

- 1) Members approved the process for the development of the new Physical Activity, Sport and Recreation Strategy.***
- 2) Members approved the use of this strategy to maximize resource in the District and to apply for relevant funding streams as appropriate to deliver the outcomes that are set out within it.***

HCS/10 **RESIDENT INVOLVEMENT ARRANGEMENTS**

The Performance and Policy Manager presented the report to Committee.

Councillor Richards outlined his concerns regarding what appeared to be a lessening involvement of Members in this process, particularly in relation to scrutiny. The Director of Housing and Environmental Services clarified the statutory requirement for a Housing Scrutiny Panel, separate to the Overview and Scrutiny function. He commented that changes were often tenant driven, but fully accepted that Members need to be kept informed of the process.

**RESOLVED:-**

***Members noted the changes made to the resident involvement arrangements, along with the achievements set out in the report and the plans for 2016/17, as also set out in the report.***

HCS/11 **SOUTH DERBYSHIRE DISTRICT COUNCIL DEMENTIA ACTION PLAN**

The Health Partnership Manager presented the report to Committee.

Members fully supported the proposals being made and Councillor Mrs Farrington commented that, having attended a meeting in Erewash, how well received the work in South Derbyshire was being taken. In relation to how queries from a resident with dementia had recently been dealt with by Council staff, Councillor Ford also praised the scheme's effectiveness.

**RESOLVED:-**

***Members approved South Derbyshire District Council's Dementia Action Plan that will support the district in becoming dementia friendly.***

HCS/12 **SAFER SOUTH DERBYSHIRE PARTNERSHIP PLAN 2014-17 (2016 REFRESH)**

The Safer Communities Manager presented the report to Committee.

**RESOLVED:-**

***Members approved the adoption of the Safer South Derbyshire Partnership's new Partnership Plan 2014-17 (2016 Refresh).***

HCS/13 **HOUSING REVENUE ACCOUNT BUSINESS PLAN 2016-46**

The Strategic Housing Project Officer presented the report to Committee.

Councillor Richards raised the issue of pending legislation in relation to the provision made for the under 35 group and whether this had been taken into account. The Director of Housing and Environmental Services stated that Housing always attempted to meet fluctuating demands as dictated by changing legislation and were aware that it was proposed that the under 35 group would only meet single room allocation.

Councillor Richards also referred to an external report that highlighted the growing number of Universal Credit recipients falling into arrears and queried how prepared South Derbyshire was as the national Universal Credit programme continued to roll out. The Director of Housing and Environmental Services confirmed that the proposed restructure of Housing aimed to address this issue. The Strategic Housing Project Officer also referred to the risk management element of the proposals dealt with the less predictable issues in this area.

**RESOLVED:-**

- 1) Members approved the adoption of the Housing Revenue Account (HRA) Business Plan 2016 – 2046.***
- 2) Members granted authority to the Director of Housing and Environmental Services, in consultation with the Chair of this Committee, to agree any minor amendments to the Housing Revenue Account Business Plan.***

**3) That the Committee review the Housing Revenue Account Business Plan every three years, or more frequently if there are significant changes.**

HCS/14 **COMMITTEE WORK PROGRAMME**

**RESOLVED:-**

***Members considered and approved the updated work programme.***

HCS/15 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

**RESOLVED:-**

***That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.***

**MINUTES**

***The Exempt Minutes of the Meeting held on 21<sup>st</sup> April 2016 were received.***

**TO RECEIVE QUESTIONS FROM MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO. 11**

***The Committee was informed that no questions had been received.***

**DEBTS SUBMITTED FOR WRITE-OFF: FORMER TENANT ARREARS**

***The Committee approved the recommendations made in the report.***

**HOUSING NEW BUILD: UPDATE AND PROPOSALS**

***The Committee approved the recommendations made in the report.***

**RESTRUCTURE OF THE HOUSING SERVICES OPERATION WITHIN THE HOUSING AND ENVIRONMENTAL SERVICES (H&ES) DIRECTORATE**

***The Committee approved the recommendations made in the report.***

**LAND IN MELBOURNE**

***The Committee approved the recommendations made in the report.***

COUNCILLOR J HEWLETT

CHAIRMAN

<b>REPORT TO:</b>	<b>HOUSING AND COMMUNITY SERVICES</b>	<b>AGENDA ITEM: 7</b>
<b>DATE OF MEETING:</b>	<b>25th AUGUST 2016</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>CORPORATE MANAGEMENT TEAM</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>MIKE HAYNES (EXT. 5775) STUART BATCHELOR (EXT. 5820)</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>CORPORATE PLAN 2016-21: PERFORMANCE REPORT (1 APRIL – 30 JUNE 2016)</b>	
<b>WARD (S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: G</b>

## 1.0 Recommendations

1.1 That progress against performance targets is considered.

## 2.0 Purpose of Report

2.1 To report progress against the Corporate Plan for the period 1 April to 30 June under the themes of People, Place, Progress and Outcomes.

## 3.0 Detail

3.1 The Corporate Plan 2016 – 2021 was approved following extensive consultation into South Derbyshire's needs, categorising them under four key themes: People, Place, Progress and Outcomes. The Corporate Plan is central to our work – it sets out our values and vision for South Derbyshire and defines our priorities for delivering high-quality services.

3.2 This Committee is responsible for overseeing the delivery of the following key aims:

### **People**

- *Enable people to live independently*
- *Protect and support the most vulnerable, including those affected by financial challenges.*
- *Use existing tools and powers and take appropriate enforcement action*
- *Increase levels of participation in sport, health, environmental and physical activities*
- *Develop the workforce of South Derbyshire to support growth*

### **Place**

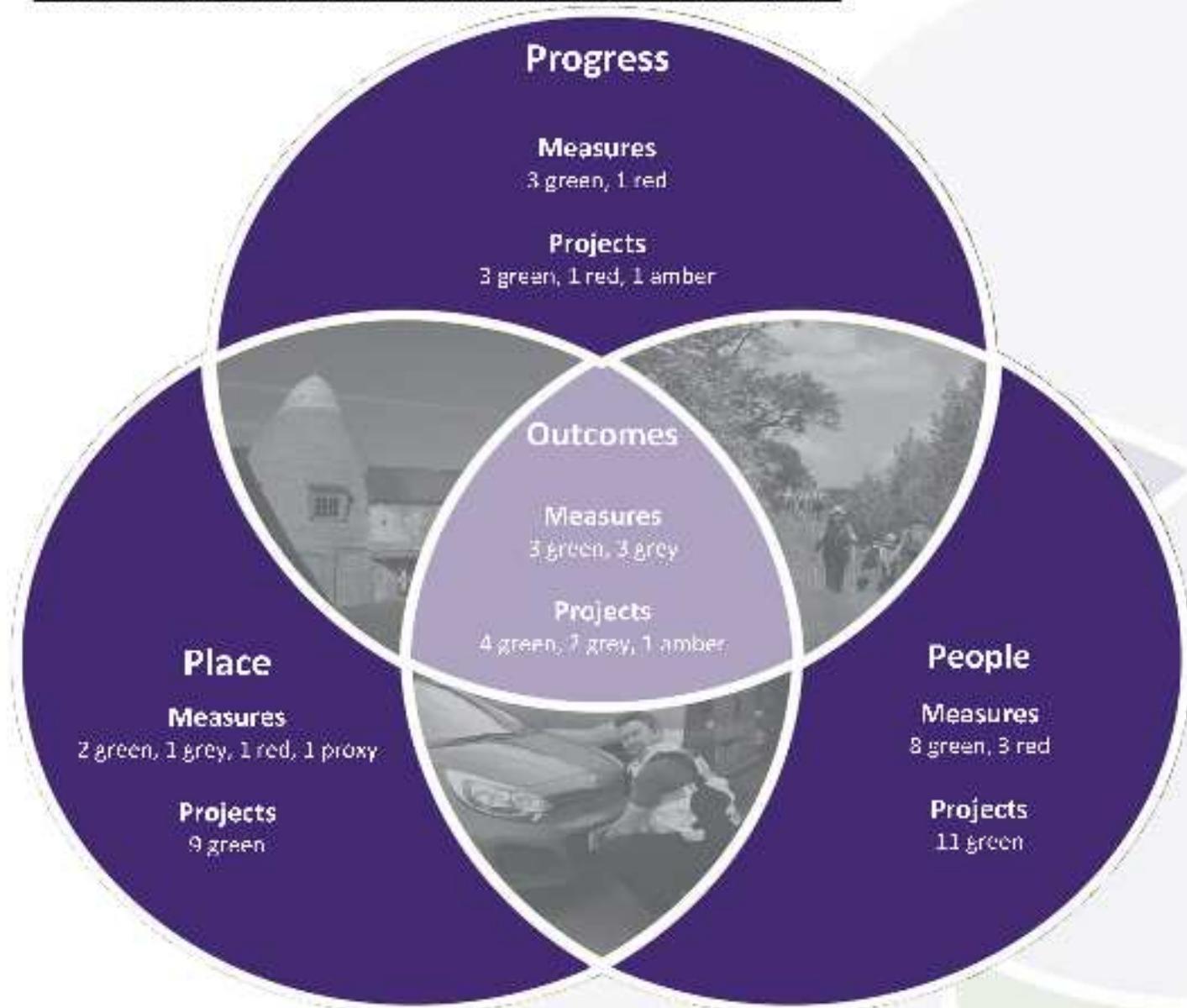
- *Facilitate and deliver integrated and sustainable housing and community infrastructure*
- *Help maintain low crime and anti-social behaviour levels in the District*
- *Support provision of cultural facilities and activities*

These aims are underpinned by outcomes including financial health, improved customer focus, good governance, enhanced environmental standards and maintaining a skilled workforce.

3.3 Of the 25 measures and projects under the jurisdiction of the Housing and Community Services Committee, 23 are showing green and one is red. One is a proxy measure.

3.4 More information can be found in the Performance Board in **Appendix A**. A detailed breakdown of performance for Housing and Community is available in the Success Areas and Performance Action Plan documents (**Appendices B and C respectively**), while associated risks are contained in the risk registers in **Appendix D**.

**4.0 Overall Council performance – Quarter one (April 1 to June 30, 2016)**



**5.0 Financial and Corporate Implications**

5.1 None directly.

**6.0 Community Implications**

6.1 The Council aspires to be an 'excellent' Council in order to deliver the services expectations to local communities. This report demonstrates how priorities under the People, Place and Progress and Outcomes themes contribute to that aspiration.

**7.0 Appendices**

- Appendix A – Performance Board
- Appendix B – Housing and Community Services: Success Areas
- Appendix C – Housing and Community Services: Performance Action Plan
- Appendix D – Risk Registers

# Appendix A - Performance Board

## Quarter 1 (April 1 to June 30 2016)

People Measures						
Action	Measure	Q1 target	Q1 actual	2016/17 target	Last quarter	Detail
<b>PE1: Enable people to live independently</b>						
Provide an efficient and well-targeted adaptation service	% of adapted properties allocated on a needs basis <b>PE1.1</b>	>90%	88.24%	>90%	N/A	See Action Plan. <b>H&amp;CS</b>
	% of residents very or fairly satisfied with the quality of their new home <b>PE1.2</b>	>88%	90%	>88%	N/A	67 surveys returned. 43 from re-let properties and 24 from new builds. <b>H&amp;CS</b>
<b>PE2: Protect and help support the most vulnerable, including those affected by financial challenges</b>						
Maintain regular contact with tenants, with a focus on those identified as 'vulnerable'	Total number of tenancy audits completed <b>PE2.1</b>	250	298	1,000	N/A	The tenancy audit visits have identified that 203 tenants are deemed to be 'low risk', 78 are 'medium risk', 6 are 'high risk' and 11 are at 'acute risk'. Action plans are completed for all medium, high and acute risk tenants and referrals are made to the relevant support agencies. <b>H&amp;CS</b>

	Number of successful introductory tenancies <b>PE2.2</b>	>85%	98%	>85%	N/A	50 tenancy visits due to be carried out during Q1, 49 successfully completed and transferred to secure tenancies. One tenancy was terminated during Q1 due to arrears/ASB.  <b>H&amp;CS</b>
<b>Process benefit claims efficiently</b>	Average time for processing new Benefit claims <b>PE2.3</b>	<18 Days	33 days	<18 days	N/A	See Action Plan.  <b>F&amp;M</b>
	Average time for processing notifications of changes in circumstances <b>PE2.4</b>	<8 Days	7.8 Days	<8 Days	N/A	Although new claims were over target, the automation of changes notified to the Council continues to help performance in this area.  <b>F&amp;M</b>
<b>PE4: Increase levels of participation in sport, health, environmental and physical activities</b>						
<b>Delivery of sport, health and physical and environmental activity opportunities</b>	Number of sport, health, physical activity and play scheme participations <b>PE4.1</b>	5,450	10,445	27,400	N/A	Target numbers were initially reduced for 2016/17 due to externally funded projects coming to an end. However, with delivery partners continuing with provision and the successful introduction of parkrun, increased participation has been achieved.  <b>H&amp;CS</b>

	Number of Environmental Education participations <b>PE4.2</b>	1,250	4,103	5,250	N/A	The Waste less, Save more project has added more than 1,400 participations to the totals for this quarter.  <b>H&amp;CS</b>
	Number of Parklife opportunities <b>PE4.3</b>	100	780	500	N/A	A wide variety of activities have been delivered on the parks including wildlife surveys, the Queen's 90th birthday beacon lighting, Newhall Park activity day, the weekly senior tennis group and the outdoor table tennis launch.  <b>H&amp;CS</b>
<b>PE5: Reduce the amount of waste sent to landfill</b>						
<b>Minimise waste sent to landfill</b>	Household waste collected per head of population <b>PE5.1</b>	<125 kgs	120kgs	<510 kgs	N/A	We need to average less than 127.5kgs per quarter to achieve annual target.  <b>E&amp;DS</b>
	% of all collected waste recycled and composted <b>PE5.2</b>	>55%	52.9%	>50%	N/A	See Action Plan.  <b>E&amp;DS</b>

## People Projects

Action	Q1 target	Q1 actual	2016/17 target	Last quarter	Detail
<b>PE1: Enable people to live independently</b>					
<b>Support the voluntary and community sector to enable people to maintain living independently</b>	Support promotion of voluntary and community sector to Elected Members	On track. See Detail column.	Maintain SDDC grant funding to the voluntary and community sector <b>PE1.3</b>	N/A	Members appointed to voluntary sector bodies and officer attending meetings. Citizens Advice presented project at Parish Liaison Group.  <b>F&amp;M</b>
<b>Continue to contribute to the county wide review of Disabled Facilities Grants (DFGs)</b>	Implementation of appropriate recommendations	On track. See Detail column.	All recommendations implemented by April 1, 2017 <b>PE1.4</b>	N/A	Final confirmation from Derbyshire County Council of the 2016/17 budget commitment is pending. Estimated budget requirement submitted to DCC is £350K. Once the budget has been confirmed and the restructure of the Housing department has taken place this project can be progressed further.  <b>H&amp;CS</b>
<b>Expand the use of Telecare services to increase independence</b>	Conduct a full review of our current supported housing products and services	On track. See Detail column.	Provide a value for money Supported Housing product. <b>PE1.5</b>	N/A	Local GP services mapped to assess localities covered. Meetings held with GP groups to discuss referral routes to Careline.  <b>H&amp;CS</b>
<b>PE2: Protect and help support the most vulnerable, including those affected by financial challenges</b>					
<b>Approval and implementation of South Derbyshire as a Dementia friendly District</b>	Develop SDDC DAA (Dementia Action Alliance) action plan	On track. See Detail column.	Work progressed towards Dementia Friendly Community status <b>PE2.5</b>	N/A	SDDC Dementia Action Plan developed and approved at Committee.  <b>H&amp;CS</b>

<b>Provide a service for homeless applicants which is nationally recognised as delivering 'best practice'</b>	Conduct peer reviews of neighbouring authorities	On track. See Detail column.	To attain NPSS Standard for Homelessness <b>PE2.6</b>	N/A	North East Derbyshire visited and assessed. Learning disseminated to SDDC action plan for National Practitioner Support Service (NPSS) accreditation.  <b>H&amp;CS</b>
<b>Develop a Community Champion Scheme through volunteer development</b>	Review council and voluntary sector volunteering structure	On track. See Detail column.	Establish approved scheme <b>PE2.7</b>	N/A	Draft SDDC volunteering policy and action plan produced. Meetings held with CVS to discuss future of volunteering.  <b>H&amp;CS</b>

**PE3: Use existing tools and powers to take appropriate enforcement action**

<b>Publish and annually review a single Enforcement Policy covering all SDDC regulatory activity</b>	Identification of all services which fall within scope. Quarterly report on enforcement activity to Overview and Scrutiny Committee	On track. See Detail column.	Develop and publish a Corporate Enforcement Policy <b>PE3.1</b>	N/A	All services relevant to the project have been scoped and contacted. A draft Enforcement Policy has been issued for internal consultation. All services deemed likely to make a contribution have been contacted and a draft Committee report format circulated for consultation.  <b>H&amp;CS/E&amp;DS</b>
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**PE4: Increase levels of participation in sport, health, environmental and physical activities**

<b>Develop a Healthy Communities approach for SD</b>	Submit SDDC application	On track. See Detail column.	Work towards Healthy Communities Accreditation <b>PE4.4</b>	N/A	SDDC successfully awarded Healthy Communities Status and is now a full member of the Healthy Cities network <a href="http://healthycities.org.uk">http://healthycities.org.uk</a> Key priorities for the year are: <ul style="list-style-type: none"> <li>• Physical activity</li> <li>• Urban planning and growth</li> </ul> <b>H&amp;CS</b>
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<p><b>Develop a Sport, Health and Physical Activity Strategy</b></p>	<p>Agree strategy framework</p>	<p>On track. See Detail column.</p>	<p>Strategy developed and implemented <b>PE4.5</b></p>	<p>N/A</p>	<p>Strategy timeline and framework agreed at H&amp;CS Committee in June and at South Derbyshire Sport. On track at quarter one - research to be conducted behind the scenes to help inform strategy direction.</p> <p><b>H&amp;CS</b></p>
<p><b>PE6: Develop the workforce of South Derbyshire to support growth</b></p>					
<p><b>Stage a careers fair for young people and jobseekers</b></p>	<p>Stage Jobs and Skills Fair 2016 Minimum of 50 exhibitors to attend Minimum of 100 attendees</p>	<p>On track. See Detail column.</p>	<p>Deliver event, review and plan for 2017 fair <b>PE6.1</b></p>	<p>N/A</p>	<p>Fair staged with 50 exhibitors. 644 adults and 238 young people attended. Exhibitors offered job opportunities, plus a range of apprenticeships, training courses, volunteering places and self-employment support. The early part of the day was reserved for school pupils to 'have a go' at new skills, explore future education and training opportunities and learn about local employers.</p> <p><b>E&amp;DS</b></p>
<p><b>Increasing school engagement to raise aspirations</b></p>	<p>Project to report to South Derbyshire Partnership Board</p>	<p>On track. See Detail column.</p>	<p>Schools agree to work with SDDC <b>PE6.2</b></p>	<p>N/A</p>	<p>Work ongoing with SDDC supporting both strategic and operational working groups. Progress update scheduled for the next South Derbyshire Partnership Board meeting.</p> <p><b>H&amp;CS</b></p>

## Place Measures

Action	Measure	Q1 target	Q1 actual	2016/17 target	Last quarter	Detail
<b>PL1: Facilitate and deliver a range of integrated and sustainable housing and community infrastructure</b>						
<b>Increase the supply and range for all affordable housing provision</b>	Increased supply of affordable homes <b>PL1.1</b>	Proxy	45	Proxy	N/A	<p>Work is now complete at three sites in the District, including the 23 affordable home development in Coton Park, Linton; eight semi-detached houses and two semi-detached bungalows in Pennine Way, Swadlincote and 12 semi-detached family homes in Lullington Road, Overseal.</p> <p><b>H&amp;CS/E&amp;DS</b></p>
<b>Deliver Housing Asset Management Strategy</b>	Deliver against targets set out in the Asset Management Strategy Action Plan <b>PL1.2</b>	Targets to be finalised once strategy is adopted at the end of Q1.	Not possible to set targets in Q1.	Targets to be finalised once strategy is adopted in Q3	N/A	<p>The Asset Management Strategy, with the action plan, is due to be completed in October and presented to H&amp;CS. Consultation with tenants and Members has taken place and priorities agreed. Progress against the objectives and measures will be reported in Q3.</p> <p><b>H&amp;CS</b></p>

**PL3: Help maintain low crime and anti social behaviour levels in the District**

<b>Deliver a programme of proactive interventions to reduce environmental crime and anti-social behaviour</b>	Downward trend in fly-tipping incidents <b>PL3.1</b>	<168	142	<673	N/A	20% reduction in fly-tipping compared to the same period last year. Four prosecutions in the last 12 months, extensive local and national media coverage plus recent adoption of the use of Fixed Penalty Notices for rapid case conclusions in lower level offences.  <b>E&amp;DS</b>
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**PL4: Connect with our communities, helping them to feel safe and secure**

<b>Reduce number of noise complaints</b>	Reduce number of noise complaints. <b>PL4.1</b>	<5.2 complaints per 1,000 people	5.7	Q2 <5.5 Q3 <4.8 Q4 <4.6	N/A	See Action Plan.  <b>E&amp;DS</b>
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**PL6: Deliver services that keep the District clean and healthy**

<b>Reduce contaminated risk rating of land</b>	Number of contaminated land assessments <b>PL6.1</b>	One contaminated land assessment completed	1	Four contaminated land assessments completed	N/A	Assessment completed for the Rowley Court development in Swadlincote. This identified a 'medium' risk of the presence of contaminants from its former use as a railway and pipeworks. Further assessment and mitigation will be undertaken proportionate to the risk.  <b>E&amp;DS</b>
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## Place Projects

Action	Q1 target	Q1 actual	2016/17 target	Last quarter	Detail
<b>PL1: Facilitate and deliver integrated and sustainable housing and community infrastructure</b>					
<b>Deliver an adopted South Derbyshire Local Plan, Parts 1 and 2</b>	Complete Part 1. Main modifications/consultation. Adoption of Part 1.	On track. See Detail column.	Plan adopted <b>PL1.3</b>	N/A	Main modifications consultation completed and Local Plan Part 1 adopted.  <b>E&amp;DS</b>
<b>Increase the supply and range of affordable housing provision</b>	Preparatory work on Supplementary Planning Document (SPD).	On track. See Detail column.	Framework to review rural housing needs developed. Develop affordable housing SPD. <b>PL1.4</b>	N/A	Draft Supplementary Planning Document completed and subject to due diligence.  <b>H&amp;CS</b>
<b>Consider the introduction of a Community Infrastructure Levy</b>	Review of action plan	On track. See Detail column.	Informed decision made <b>PL1.5</b>	N/A	Research being undertaken to enable completion of report. Draft report to committee commenced.  <b>E&amp;DS/F&amp;M</b>
<b>PL2: Enhance understanding of the planning process</b>					
<b>Support the development of Neighbourhood Plans</b>	Assistance promoted via Parish Briefings	On track. See Detail column.	Level of support provided to interested parties <b>PL2.1</b>	N/A	Meetings held with Neighbourhood Plan groups. Draft plans being considered for Repton and Melbourne.  <b>E&amp;DS</b>
<b>PL3: Help maintain low crime and anti-social behaviour levels</b>					
<b>Review, publish and deliver the Safer South Derbyshire Community Safety Partnership Plan</b>	Deliver the actions and objectives within the Partnership Plan	On track. See Detail column.	Plan published. Actions within the plan delivered. <b>PL3.2</b>	N/A	Plan adopted. Delivery underway including: hate crime awareness sessions, domestic violence campaign and leaflet drops to combat acquisitive crime.  <b>H&amp;CS</b>

**PL5: Support provision of cultural facilities and activities**

<b>Introduce and progress the Sport, Recreation and Open Space Facility Strategy</b>	Adopt strategy	On track. See Detail column.	Number of facilities enhanced <b>PL5.1</b>	N/A	Key strategy principles established and priority actions for open space, sports and community facilities approved.  <b>H&amp;CS</b>
<b>Implement and manage the leisure facility capital build programme</b>	Open Grove Hall Active Zone	On track. See Detail column.	Facilities completed.  External investment and grants brought to district <b>PL5.2</b>	N/A	Grove Hall Active Zone fully operational with Apex Climbing Centre opened in June.  <b>H&amp;CS/F&amp;M</b>
<b>Introduce and progress the District Cycle Plan, including an annual cycle event</b>	Produce cycling promotional plan	On track. See Detail column.	Develop and implement action plan. Number of opportunities offered <b>PL5.3</b>	N/A	Promotional plan and activity programme for Women's Tour produced. Event saw significant public support along the route.  <b>H&amp;CS</b>

**PL6: Deliver services that keep the District clean and healthy**

<b>Ensure that food, water, housing, land and air all meet designated standards for human health</b>	Publish an air quality progress report for 2015	On track. See Detail column.	Air Quality meets Directive 2008/50/EC and the Air Quality Strategy standard <b>PL6.2</b>	N/A	Annual Status Report approved by E&DS on June 2. The report evidenced air quality across South Derbyshire met all statutory standards in 2015.  <b>E&amp;DS</b>
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## Progress Measures

Action	Measure	Q1 target	Q1 actual	2016/17 target	Last quarter	Detail
<b>PR2: Unlock development potential and ensure the continuing growth of vibrant town centres</b>						
<b>Delivery of Swadlincote Townscape project</b>	Number of target buildings offered grants. Number of shops improved. <b>PR2.1</b>	1	0	2	N/A	See Action Plan. <b>E&amp;DS</b>
<b>PR3: Work to maximise the employment, training and leisure uses of The National Forest by residents and increase the visitor spend to tourists</b>						
<b>Support the development of the tourism sector</b>	Tourist centre enquiries handled. <b>PR3.1</b>	>5,000	12,303 enquiries handled.	>20,000	N/A	The TIC has supported a range of Council events and initiatives, including handling enquiries and bookings for The National Forest Walking Festival, assisting the organisers of the Maker's Market at Mercia Marina and working with partners to develop new walking and cycling routes. <b>E&amp;DS</b>
<b>PR5: Provide business support and promote innovation and access to finance, including in rural areas</b>						
<b>Maximise the prosperity of businesses in South Derbyshire through the delivery of the Better Business Regulation Partnership action plan</b>	Number of food businesses which have a Food Hygiene Rating score of 5 <b>PR5.1</b>	>75%	80.6%	>75%	N/A	Continued improvement in businesses meeting the highest standards as we continue to develop positive relationships with retail food businesses. <b>E&amp;DS</b>

	<p>Number of registered food businesses active in the District</p> <p><b>PR5.2</b></p>	>790	803	>790	N/A	<p>Food and drink is one of the eight regional priority business sectors for growth. Through our food hygiene inspection service we support business sustainability as well as enforce the law.</p> <p><b>E&amp;DS</b></p>
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## Progress Projects

Action	Q1 target	Q1 actual	2016/17 target	Last quarter	Detail
<b>PR1: Work to attract further inward investment</b>					
<b>Launch new Economic Development Strategy</b>	Strategy preparation complete	See Action Plan.	New five-year strategy launched and actions from it delivered <b>PR1.1</b>	N/A	See Action Plan.  <b>E&amp;DS</b>
<b>PR2: Unlock development potential and ensure the continuing growth of vibrant town centres</b>					
<b>Delivery of Swadlincote Townscape Project</b>	Recruit Town Crier.	See Action Plan.	Delivery of Activity Plan <b>PR2.2</b>	N/A	See Action Plan.  <b>E&amp;DS</b>
	Initiate tender process	On track. See Detail column.	Enhancement of Diana Memorial Garden <b>PR2.2</b>	N/A	Consideration of tenders pending.  <b>E&amp;DS</b>
<b>Organise and/or support town centre events</b>	Wedding Fair  Farmers' Market  Festival of Transport  Mercia Market	On track. See Detail column.	Events delivered and/or supported <b>PR2.3</b>	N/A	All events held. A town centre Wedding Fair was staged for the first time and saw 50+ wedding-related businesses, from florists to travel agents. open on the Sunday. The Town Hall staged a catwalk display of wedding outfits and suppliers took stalls at the Ski Centre and Sharpe's Pottery.  <b>E&amp;DS</b>

**PR4: Help to influence and develop the infrastructure for economic growth**

<p><b>Review and update the Infrastructure Delivery Plan</b></p>	<p>Review the current plan.</p>	<p>On track. See Detail column.</p>	<p>Plan published. <b>PR4.1</b></p>	<p>N/A</p>	<p>Review is underway. Assessment of amendment requirements for Part 2 to be reviewed.</p> <p><b>E&amp;DS</b></p>
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## Outcomes Measures

Action	Measure	Q1 target	Q1 actual	2016/17 target	Last quarter	Detail
<b>O1: Maintain financial health</b>						
<b>Deliver a balanced general fund</b>	5-year General Fund reserve balance is minimum of £1m by 2021. <b>O1.1</b>	Annual target	Annual target	General Fund Reserve Balance at £6.2m as at 31 <sup>st</sup> March 2017.	N/A	Target as per the Financial Strategy. The longer-term target will be regularly monitored as part of the MTFP. <b>F&amp;M</b>
	A balanced General Fund budget by 2018/19. <b>O1.2</b>	Annual target	Annual target	A strategy and savings plan agreed by the Council.	N/A	Target as per the Financial Strategy. The longer-term target will be regularly monitored as part of the MTFP. <b>F&amp;M</b>
<b>Maximising income</b>	Generate income from New Homes Bonus, Business Rates and sweating of assets. <b>O1.3</b>	Annual target	Annual target	Income from Business Rates and New Homes Bonus is £6m at March 2017.	N/A	Target included in the MTFP. <b>F&amp;M</b>
<b>Maximise rental income to help the Council achieve its aim of doing more with less</b>	Rent collected from current and former tenants as % rent due (excluding arrears b/f) <b>O1.4</b>	99.9%	101.44%	99.9%	N/A	Rent and service charges due for Q1 was £3,123,304.32. Total rent and service charges collected from current and former tenants including housing benefit overpayments is £3,133,897.95.

						This does not include current and former tenants arrears brought forward from previous year. <b>H&amp;CS/F&amp;M</b>
<b>O3: Enhance environmental standards</b>						
<b>Strive to be more energy efficient.</b>	Annual improvements in the energy consumption of public buildings <b>O3.1</b>	3%	5.89%	3%	N/A	63.30 MWh reduction on Q1 2015/16. Continues positive performance at the Civic Offices and Etwall LC. Etwall realised a 23% reduction in gas consumption. <b>E&amp;DS</b>
<b>O4: Maintain a skilled workforce</b>						
<b>To strengthen measures and support employees to reduce absence due to sickness/ill-health and to promote a healthy workforce.</b>	The average working days lost per employee is less than 8 days per year (2 days per quarter) <b>O4.1</b>	<2 days	1.55 days	<8 days	N/A	Based on performance to date, the out-turn for the year is projected at 6.2 days and would be better than the 2015/16 figure of 7.9 days. Although this is early in the year, performance continues the positive trend in reducing absence across the Council. <b>F&amp;M</b>

## Outcomes Projects

Action	Q1 target	Q1 actual	2016/17 target	Last quarter	Details
<b>O1: Maintain financial health</b>					
<b>Keep under review priorities into which available funds may be invested in communities</b>	Annual target	Annual target	Key priority areas evaluated and agreed by Finance and Management Committee. To be considered as part of 2017/18 Budget round. <b>O1.5</b>	N/A	To be considered as part of 2017/18 Budget Round in Q3.  <b>F&amp;M</b>
<b>Explore potential commercialisation opportunities and identify areas for competing with the private sector</b>	Establish Business Improvement team within Community and Planning	On track. See Detail column.	Deliver process reviews <b>O1.6</b>	N/A	Committee approval secured to establish team. Recruitment underway for Business Improvement Assistant.  <b>All Committees</b>
<b>O2: Achieve proper corporate governance</b>					
<b>Maintain a proper Risk Management Framework</b>	Update Risk Registers in accordance with new Corporate and Service Plans	On track. See Detail column.	Strategic and service risk registers reviewed, updated and reported to Committees on a quarterly basis <b>O2.1</b>	N/A	Updated registers shown as appendices to the Performance Board.  <b>All Committees</b>
<b>O3: Enhance environmental standards</b>					
<b>Maintain ISO 14001 certification in environmental management</b>	Hold annual senior environmental management review	See Action Plan.	Achieve ISO 14001 certification <b>O3.2</b>	N/A	See Action Plan.  <b>E&amp;DS</b>

O4: Maintain a skilled workforce					
Maintain a skilled workforce	Annual target	Annual target	Investors in People standard for staff development maintained <b>O4.2</b>	N/A	Job competencies to be reviewed during Q2 and Q3 following review of current training and development programme <b>F&amp;M</b>
O5: Maintain customer focus					
Design and deliver a new website that allows customers to search and find information easily and quickly	Specification drawn up, tender process started.	On track. See Detail column.	New website launched <b>O5.1</b>	N/A	Soft market testing undertaken. Formal procurement exercise in progress with tenders currently being evaluated. <b>F&amp;M</b>
O6: Be aware of and plan for financial, legal and environmental risks					
Improve resilience to the local impacts of climate change and emergency responses.	Continue to monitor and evaluate opportunities for proactive climate change mitigation and adaptation across the District and internally.	On track. See Detail column.	Deliver campaigns to mitigate and aid adaptation of climate change and flooding <b>O6.1</b>	N/A	Programme of internal (departmental) evaluation underway, timeframes established for a proposed climate change mitigation and adaptation strategy across SDDC. <b>E&amp;DS</b>

Measures and projects outlined in green are on track.

Measures and projects outlined in grey have a single, annual target and are not measured on a quarterly basis.

Measures and projects outlined in purple are proxy.

Actions being taken on indicators currently not on target (coloured in red and amber) are outlined in the Action Plan in Appendix C.

# Housing and Community Services Strategic Service Success Areas Quarter 1 2016

## Appendix B



**90%**

88% target residents very or fairly satisfied with the quality of their new home.



**780**

100 target people have attended events in our parks.



**160**

people (per week) attend parkrun at Rosliston Forestry Centre.



**45**

new Council homes built in Overseal, Linton and Swadlincote.



**1,394**

1,000 target people took part in The National Forest Walking Festival.

## H+CS Performance Overview



**Healthy**

SDDC was awarded Healthy Communities Status and is now a member of the Healthy Cities Network.



**Grove Hall**

The Grove Hall Active Zone in Swadlincote is fully operational, with the climbing centre open to the public.



Red (4.00%) Green (92.00%) Proxy (4.00%)



**7**

young people causing anti-social behaviour in Hilton and Etwall have been signed up to Acceptable Behaviour Contracts.



**NPSS**

Peer reviews of neighbouring authorities undertaken as we seek to attain NPSS Standard for Homelessness.



**298**

250 target tenancy audits completed, with 203 deemed to be low risk, 78 medium risk, six high risk and 11 at acute risk.



**Cycling**

The Aviva Women's Tour 2016 – one of the most high-profile races in international female cycling – came to South Derbyshire on June 18.



**4.61**

10 target days to complete tenant repairs - well below target.

## Appendix C



**88.24%**

adapted  
properties  
allocated on a  
needs basis

**Target 90%**

**Theme – People**

**Action – PE1.1 - % of adapted properties allocated on a needs basis.**

**Target vs performance – Q1 target > 90%. Q1 actual - 88.24%.**

**Trend (compared to last quarter) - N/A**

**Background -** 78 sign ups during Q1. 17 properties with adaptations, 15 let to tenants with the need of adaptation. Two where no medial requirement for adaptation was present. One of these was a hard to let property which was advertised six times and one where the details of the adaptation were not recorded and were only picked up at the time of viewing. This has now been resolved.

**Key actions underway –** Systems will be updated on a timely basis to account for all adaptations. Inspectors will also review properties as part of the inspection process and update/amend adaptation information as appropriate. Our allocations team is identifying potential tenants in need of adaptations prior to offer as part of the lettings process, thus enabling us to match with appropriate adapted properties.

**Opportunities/risks –** Risks include the increased cost in carrying out unnecessary adaptations, not making the best use of our stock and increased void loss due to letting difficulties.

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**There is ONE action for Housing and Community Services.**

## Community and Planning Risk Register 2016-2017

Theme/aim	Risk description	Likelihood	Impact	Risk Treatment	Mitigating action	Responsible officer
Outcomes/ Maintain Financial Health	Reduced Planning Fees (DM1)	Low	High	Treat	Careful attention to forecasts/setting budgets and budget monitoring - Forecast for 2016/17 is continued high levels of income.	Tony Sylvester
Outcomes/ Maintain Financial Health	Judicial review of Planning decisions (DM2)	Low	High	Treat	Weekly case review with all case officers for early identification of high-risk cases, legal opinion sought when necessary.  On-going review of new statutory procedures, continued advice from legal when required.  New planning officer structure in place 1/7/15 provides better capacity to monitor cases.	Tony Sylvester
Outcomes/ Maintain Financial Health	Maladministration leading to injustice via LGO (DM3/BC4/PP2)	Low	Low	Treat	Some documented process of procedures  Training in processes  Close monitoring of report recommendations	Tony Sylvester

Outcomes/ Maintain Financial Health	Judicial Review of Building Control Decision (BC1)	Med	Med	Treat	Ongoing review of new statutory procedures, continued advice from counsel when required.	Tony Sylvester
Outcomes/ Maintain Financial Health	Loss of Market share below sustainable level (BC2)	Med	High	Treat	Frequent monitoring of market share, app numbers, fee income.  Frequent marketing events /direct mail.	Tony Sylvester
Outcomes/ Maintain Financial Health	Negligence resulting in loss to personal property (BC3/DM4)	Low	High	Treat	Insurance  Professional training  Maintain sound procedures and act speedily to recover ground when mistakes are made.	Tony Sylvester
Outcomes/ Maintain Financial Health	Failure to collect financial contributions or to enforce the delivery of obligations within Section Agreements (DM5)	High	Very High	Treat	Committee approval to replace Section 106 monitoring software	Helen Frazer
Outcomes/ Maintain Financial Health	Appeal against refusal of major planning applications (DM6)	High	High	Treat	Careful consideration of all major application refusals.  Legal opinions where necessary  Members training  Employ consultants	Tony Sylvester
Outcomes/ Maintain Financial Health	High volume of planning applications (DM7)	High	Med	Treat	New planning officer structure in place 1/7/15 provides better capacity to monitor cases =	Tony Sylvester

					optimum use of resources  Closely monitor inward investment related applications	
Outcomes/ Maintain Financial Health	Loss of knowledge in department relating to specialist IT solutions, GIS and others (DM8)	High	Medium		Specialist GIS knowledge outside of service e.g. specialist knowledge within IT/Corporately	Tony Sylvester
Outcomes/ Maintain Financial Health	Loss of public access to PA on website (DM9)	High	Medium	Treat	Reduce reliance on single contractor  Ensure Central IT can administer  Seek alternative solution	Tony Sylvester
Place/ Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Technical and Legal problems/threats leading to delays in the adoption of the Local Plan Documents (PP1)	High	High	Treat	Early liaison with Planning Inspectorate  Maintaining an up-to-date evidence base  Maintaining cross boundary communication  Taking legal advice  On-going political engagement in process	Tony Sylvester
Place/Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Judicial review of any aspect of the Local Plan affecting adoption (PP3)	High	High	Treat	Up-to-date evidence base  Continued cross boundary communication  Obtain legal opinion when required	Tony Sylvester

<p>People/ Increase levels of participation in sport, health, environmental and physical activities</p>	<p>Reduction of council funding into Sport and Health Service Unable to source external funding to service Reserve fund being depleted for other sources other than the sport and health service delivery. (SP1)</p>	High	High	Treat	<p>Forward Budget Planning over a number of years.</p> <p>Lobby to maintain current funding contribution that the council makes towards the service and for an increased contribution if members want the current levels of service to be maintained.</p> <p>Continually seek external funding options</p>	Hannah Peate
<p>Place/ Support provision of cultural facilities and activities throughout the District</p>	<p>Managing large Capital projects (CS1)</p>	Med	V High	Treat	<p>Ongoing dialogue with funders</p> <p>Support from internal and external specialists re legal and financial issues</p> <p>Financial monitoring/attendance of CPAM meetings</p>	Malcolm Roseburgh
<p>Place/ Support provision of cultural facilities and activities throughout the District</p>	<p>Failure of Contracts e.g. leisure centres (CS2)</p>	Med	High	Treat	<p>Contracts in place or held over.</p> <p>Regular (monthly) contract monitoring meetings for main contracts</p>	Malcolm Roseburgh
<p>Place/ Support provision of cultural facilities and activities throughout the District</p>	<p>Memorial monuments falling causing injury (CS3)</p>	Low	Med	Treat	<p>Informal checks undertaken and programme of rolling checks reintroduced</p>	Malcolm Roseburgh

Outcomes/ Maintain Financial Health	Accidents at Play Areas (CS4)	Med	High	Treat	<p>Inspections carried out by dedicated member of staff.</p> <p>Insurance company inspect annually</p> <p>Park keepers on some sites</p> <p>New play areas are designed to meet current standards. Need to arrange further back-up cover for inspections when Inspector is absent.</p>	Malcolm Roseburgh
Place/ Support provision of cultural facilities and activities throughout the District	Dilapidation of Leisure/Community Facilities (CS5)	Med	High	Treat	Control measure in place: - securing internal and external funding, supporting VCS and parish councils with funding, improving planned preventative maintenance, transferring assets where possible, improved monitoring	Malcolm Roseburgh
Place/ Support provision of cultural facilities and activities throughout the District	Failure of Business Plan for Rosliston Forestry Centre (CS6)	High	High	Treat	<p>Monthly performance meetings</p> <p>Annual Review of Business Plan</p> <p>Development and implementation of new strategy</p> <p>Increase involvement of Forestry Commission in business planning</p>	Malcolm Roseburgh

Place/ Support provision of cultural facilities and activities throughout the District	Urban Core Cemetery Space running out (CS7)	V High	Med	Treat	Continued internal meetings with Planning and Property Services to identify land opportunities	Malcolm Roseburgh
Place/ Support provision of cultural facilities and activities throughout the District	Failing infrastructure at Rosliston Forestry Centre. (CS8)	V High	High	Treat	Complete condition survey Seek estimates for priority work. Alert senior management team Six monthly review of risk	Malcolm Roseburgh
People/Prote ct and help support the most vulnerable, including those affected by financial challenges	Sustainability of the voluntary sector (CM1)	V High	Med	Treat	Service Development proposal to continue community partnership scheme in future years. Continue partnership working with CVS and rest of VCS	Chris Smith
Place/ Support provision of cultural facilities and activities throughout the District	Failure of Sharpe's Pottery Museum (CM2)	Med	Med	Treat	Councillor representation on board  Attendance on board meetings by Officers  Support from Community Partnership Officer when required	Chris Smith

# Housing and Environmental Services Risk Register

Risk Code	Theme/aim	Risk description	Likelihood	Impact	Risk Treatment	Mitigating action	Responsible officer
HES1	Maintain Financial Health	Loss of income to the Housing Revenue Account through 1% rent reduction for general needs tenancies	High	Major	Treat	<p>Restructure housing service to ensure resources deployed appropriately</p> <p>Revise all income policies and procedures to ensure they are fit for purpose</p> <p>Invest in I.T. solutions to maximise opportunities to collect income and support those in financial difficulty</p> <p>Review 'back office' functions to ensure frontline staff are able to work effectively</p>	Chris Holloway
HES2	To protect the most vulnerable including those affected by anti-social behaviour and domestic abuse.	Loss of income to the Housing Revenue Account through roll out of Universal Credit	High	Major	Treat	<p>Restructure housing service to ensure resources deployed appropriately</p> <p>Revise all income policies and procedures to ensure they are fit for purpose</p> <p>Invest in I.T. solutions to maximise opportunities to collect income and support those in financial difficulty</p> <p>Review 'back office' functions to ensure frontline staff are able to work effectively</p>	Chris Holloway

HES3	Keep residents happy, healthy and safe	Loss of Supporting People funding for the supported housing service	High	Severe	Treat	<p>Conduct full review of supported housing service to ensure financial viability</p> <p>Increase service delivery to private customers</p> <p>Explore new income streams working in collaboration with healthcare partners</p>	Chris Holloway
HES4	Enable people to live Independently	Loss of Supporting People funding for the sheltered housing service	High	Severe	Treat	<p>Conduct full review of supported housing service to ensure financial viability</p> <p>Increase service delivery to private customers</p> <p>Explore new income streams working in collaboration with healthcare partners</p>	Chris Holloway
HES5	To protect the most vulnerable including those affected by anti-social behaviour and domestic abuse.	Increase in homeless applications / presentations as Universal Credit rolls out	Low	Significant	Treat	<p>Restructure housing service to ensure resources deployed appropriately</p> <p>Attain National Practitioner Support Service (NPSS) standard for Homeless Service</p>	Chris Holloway
HES6	To protect the most vulnerable including those affected by anti-social behaviour and domestic abuse.	Failure to fulfil statutory homeless duty	Very Low	Significant	Tolerate	<p>Ensure policies and procedures are compliant with statute</p> <p>Ensure staff are well trained and briefed on changes to the Council's statutory obligations</p>	Chris Holloway
HES7	Maintain Financial Health	Failure to follow	Very Low	Significant	Tolerate	<p>Ensure procedures are reviewed regularly and staff are well trained</p>	Chris Holloway

		Council procedures / policies leading to Ombudsman finding of 'maladministration'					
HES8	Achieve proper Corporate Governance	Failure to fulfil Resident Scrutiny statutory duty	Very Low	Significant	Treat	Ensure Resident Scrutiny Panel in place and undertakes regular reviews of services	Martin Guest
HES9	Achieve proper Corporate Governance	Failure to meet statutory deadlines when reporting performance and statutory information to Government agencies	Very Low	Significant	Treat	Ensure deadlines are met and that ownership for each reporting deadline is identified and project managed	Martin Guest
HES10	Maintain a skilled workforce	Loss of IT Systems and lack of specialist IT knowledge in department	Very Low	Significant	Treat	Ensure IT disaster recovery plan is in place Have alternative options available with suppliers Restructure services to ensure required resources in place	Martin Guest
HES11	Maintain financial health	Failure to deliver the planned maintenance and new build programme	Medium	Significant	Treat	Ensure income team is suitably resourced to ensure maximum income. Continually review asset management data to target programme effectively.	Lee Carter
HES12	Maintain financial health	Increase in the cost of contracts	Medium	Severe	Treat	Ensure procurement of goods and services are as lucrative as possible to potential suppliers so they can see the longevity of potential contracts	Lee Carter
HES13	Maintain a skilled workforce	Failure to retain staff	Low	Significant	Treat	Ensure pay and grading review accurately remunerates staff and ensure training and development opportunities are maximised	DMT

HES14	Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Lack of funding for development and regeneration programme.	Medium	Significant	Treat	Investigate all avenues for funding new build and regeneration via differing routes to ensure stock levels are maintained or increased	Mike Haynes/Lee Carter
HES15	Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Insufficient supply of affordable homes Increase use in temporary accommodation/ increased homelessness/ loss of new homes bonus	High	Significant	Treat	Up-to-date housing needs data/ ensure maximise delivery through planning gain/ support Registered Providers with building new homes/ increase a supply through Council House building	Martin Guest/Tony Sylvester
HES16	Deliver services that keep the District clean and healthy	Major incident (disease outbreak, pollution, severe weather)	Low	Significant	Tolerate	Backfill the staff resources with agency staff	Matt Holford/ Adrian Lowery
HES17	Maintain financial health	Loss of revenue	Low	Severe	Tolerate	Main income streams are from export certificates. Volumes are entirely outside our control	Matt Holford
HES18	Achieve proper Corporate Governance	Legal challenge over statutory function	Medium	Significant	Treat	Effective governance and review of officer decisions	Matt Holford
HES19	Deliver services that keep the District clean and healthy	Failure to deliver minimum statutory service duties	Low	Minor	Tolerate	Continuously keep under review and deploy available resources based on areas of highest potential failure	Matt Holford
HES20	Deliver services that keep the District clean and healthy	Temporary loss of fuel supply at depot	Medium	Minor	Treat	Contingency suppliers in place	Adrian Lowery

HES21	Deliver services that keep the District clean and healthy	National loss of fuel supply	Low	Significant	Treat	Business continuity plan, comply with emergency planning guidance	Adrian Lowery
HES22	Deliver services that keep the District clean and healthy	Loss of vehicle fleet through theft or fire	Low	Significant	Treat	Local and national vehicle hire companies on list of suppliers	Adrian Lowery
HES23	Deliver services that keep the District clean and healthy	Loss of service delivery from contractors	Medium	Significant	Treat	Contingency plans in place to deliver service internally or back-up contractors available	Adrian Lowery
HES24	Maintain financial health	Loss of revenue	Low	Severe	Tolerate	Main income from commercial waste collections cannot compel customers to use our service	Adrian Lowery
HES25	Deliver services that keep the District clean and healthy	Loss of depot operating centre	Low	Significant	Treat	Temporary base for depot Build a new modern depot	Adrian Lowery

<b>REPORT TO:</b>	<b>HOUSING AND COMMUNITY SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 7</b>
<b>DATE OF MEETING:</b>	<b>25<sup>th</sup> AUGUST 2016</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>DIRECTOR OF COMMUNITY &amp; PLANNING SERVICES</b>	
<b>MEMBERS' CONTACT POINT:</b>	<b>STUART BATCHELOR, ext 5820, <a href="mailto:batchelors@south-derbys.gov.uk">batchelors@south-derbys.gov.uk</a></b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>OPEN SPACE, SPORT AND COMMUNITY FACILITY DEVELOPMENT UPDATE</b>	<b>REF: SB</b>
<b>WARD (S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: HCS07</b>

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## **1.0 Recommendation**

- 1.1 To note progress on facility development.
- 1.2 To recommend to Finance and Management Committee the allocation of up to £50,000 from the Sport and Health/Youth Engagement Reserve towards the Melbourne Sporting Partnership project to complete the fitting out prior to its transfer to the Melbourne Sporting Partnership.
- 1.3 To recommend to Finance and Management Committee to enter into a loan agreement that the Melbourne Sporting Partnership to repay the reserve fund allocation back to the Council with the loan secured against the freehold reversion of the land.
- 1.4 To progress negotiations with Sport England to secure £5,000 towards a Playing Pitch Strategy.

## **2.0 Purpose of the Report**

- 2.1 To update Members on the progress with the build on community and sport capital projects and gain approval for the use of reserves towards these projects.

## **3.0 Detail**

### **Grove Active Project**

- 3.1 This project included a number of elements within the £1million allocation. The refurbishment of the Grove Hall, renewal of the Green Bank sports hall floor and resurfacing of the swimming pool surrounds were completed last Autumn. The conversion of the Grove Hall squash courts into the Apex Climbing Centre was completed last year and opened for operation this year after the management contract extension was completed with Active Nation. The Newhall Park Skate has also been a successful element of the project. The project was mainly funded with £500,000 from Sport England, £185,000 borrowing from the Council and £204,000

from the Youth Engagement, Community Safety, Cultural Partnership and Get Active reserves. Plus £100k capital from the 2015 bids capital funds.

### **Facility Development Fund**

- 3.2 At the Housing and Community Services Committee of 9 June 2016, Members approved the establishment of a fund to enable the development of facility plans for priority sites and projects.
- 3.3 It is proposed to use some of this fund to undertake a Play Pitch Strategy, which will be used as an important tool in the planning process, particularly around the provision of playing pitches around the new developments on the edge of the District. It is hoped to undertake this in partnership with neighbouring authorities, particularly Derby City and with financial support of £5,000 from Sport England.
- 3.4 Facility Development Plans are also to be developed for Rosliston Forestry Centre so that plans for an improved play offer and income generating activity can be progressed and for Etwall Leisure Centre in terms of further swimming pool provision.

### **Cockshut Lane Recreation Ground, Melbourne**

- 3.5 The Melbourne Sporting Partnership project to build a modern multisport club outdoor facility has almost completed its second phase. This is the £1.8m contract to build a 6 changing room pavilion, artificial grass training pitch and floodlit multi-use games area.
- 3.6 During the process of acquiring the funding for those works and procuring a building contractor, there had to be a significant value engineering exercise to achieve a project affordable with the contract sum. The build contract has progressed well and the facility has now been handed over to SDDC ready for a final transfer to the Melbourne Sporting Partnership.
- 3.7 This transfer is based upon the building being furnished and ready for operational use so that it is sustainable to operate. To enable the transfer a number of items are still required, these include furnishings and white goods.
- 3.8 The proposal is to allocate £50,000 from the Sport and Health/Youth Engagement Reserve to fund these items and then complete the transfer of the facility from the District Council to the Melbourne Sporting Partnership. The Melbourne Sporting Partnership would commit to paying this fund back over the period of the 25 year lease.
- 3.9 The Sporting Partnership has also submitted bids for fitting out other aspects of the building and for feasibility works for pitch improvements.
- 3.10 In terms of expanding the use of the facility wider than football, rugby and cricket, there has been good progress with establishing a community tennis club and netball development.

### **Chestnut Avenue Community Centre**

- 3.11 The build of this impressive facility is now complete and was handed over to the Council in July for fitting out. The Centre is being initially managed by the District Council and a caretaker has been appointed and an official launch is planned for October.

#### **4.0 Financial Implications**

4.1 In view of the proposal in 3.8 £50,000 will be taken from the Youth Engagement/Sport and Health Reserve to support the completion of the Melbourne Sporting Partnership project. This will be repaid by the Melbourne Sporting Partnership over the period of their lease from Council and the loan secured against the freehold reversion of the land.

#### **5.0 Corporate Implications**

5.1 The projects identified above contribute to the Councils Corporate Plan in the priority areas of People and Places and in particular the provision of new facilities for sport and recreation and increased participation in physical activity. The completion of these high profile facilities also represent a successful 'Igniting the Legacy' project which the Council embarked upon in 2012.

#### **6.0 Community Implications**

6.1 The capital and revenue investment in built and outreach physical activity provision is proving to be of great benefit to the health and well-being of the local community. The proposals within this report will continue to maintain that progress and give more people more opportunity engage in activity.

#### **7.0 Conclusions**

7.1 The ongoing programme of facility provision and improvement is progressing successfully and will result in the provision of quality leisure facilities across the District.

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<b>REPORT TO:</b>	<b>HOUSING AND COMMUNITY SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 9</b>
<b>DATE OF MEETING:</b>	<b>25<sup>th</sup> AUGUST 2016</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>DIRECTOR OF COMMUNITY AND PLANNING SERVICES / DIRECTOR OF HOUSING AND ENVIRONMENTAL SERVICES</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>STUART BATCHELOR (EXT. 5820) / MIKE HAYNES (EXT.5775)</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>COMMITTEE WORK PROGRAMME</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: G</b>

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## **1.0 Recommendations**

1.1 That the Committee considers and approves the updated work programme.

## **2.0 Purpose of Report**

2.1 The Committee is asked to consider the updated work programme.

## **3.0 Detail**

3.1 Attached at Annexe 'A' is an updated work programme document. The Committee is asked to consider and review the content of this document.

## **4.0 Financial Implications**

4.1 None arising directly from this report.

## **5.0 Background Papers**

5.1 Work Programme.

**Housing and Community Services Committee – 25<sup>th</sup> August 2016  
Work Programme 2016 onwards**

<b>Work Programme Area</b>	<b>Date of Committee meetings</b>	<b>Contact Officer (Contact details)</b>
<b>Reports Previously Considered By Last 3 Committees</b>		
Review of Tenancy Agreement	10 <sup>th</sup> March 2016	Martin Guest Performance & Policy Manager (01283) 595940
South Derbyshire Dementia Friendly Community	10 <sup>th</sup> March 2016	Vicky Smyth Health Partnership Manager (01283 595776)
Corporate Plan 2009-15: Performance Management Report (1 <sup>st</sup> October - 31 <sup>st</sup> December 2015)	10 <sup>th</sup> March 2016	Keith Bull Head of Communications (01283 228705)
Open Space, Sport and Community Facility Strategy	21 <sup>st</sup> April 2016	Zoe Sewter Open Space and Facility Development Manager (01283) 5955753
Aviva Women's Tour of Britain Bike Race	21 <sup>st</sup> April 2016	Stuart Batchelor Director of Community & Planning Services (01283 595820)
Proposed Changes To The Delivery of Housing Services	21 <sup>st</sup> April 2016	Mike Haynes Director of Housing & Environmental Services (01283 595775)

Directorate Service Plans	9 <sup>th</sup> June 2016	Mike Haynes Director of Housing & Environmental Services (01283 595775)  Stuart Batchelor Director of Community & Planning Services (01283 595820)
Corporate Plan 2009-16: Performance Management Report (1 January – 31 March 2016)	9 <sup>th</sup> June 2016	Mike Haynes Director of Housing & Environmental Services (01283 595775)  Stuart Batchelor Director of Community & Planning Services (01283 595820)
Physical Activity, Sport and Recreation Strategy Framework	9 <sup>th</sup> June 2016	Hannah Peate Sport and Health Partnership Manager (01283) 595973
Dementia Friendly Action Plan	9 <sup>th</sup> June 2016	Vicky Smyth Health Partnership manager (01283) 595776
Safer South Derbyshire Partnership Plan 2016/17	9 <sup>th</sup> June 2016	Chris Smith Communities Manager (01283) 595924
HRA Business Plan	9 <sup>th</sup> June 2016	Mike Haynes Director of Housing & Environmental Services (01283) 595775
Resident Involvement Arrangements	9 <sup>th</sup> June 2016	Martin Guest Performance & Policy Manager (01283) 595940

<b>Provisional Programme of Reports To Be Considered by Committee</b>		
Corporate Plan 2016-21: Performance Report (1 April – June 2016)	25 <sup>th</sup> August 2016	Keith Bull Head of Communications (01283 228705)
Open Space, Sport and Community Facility Action Plan and Update	25 <sup>th</sup> August 2016	Zoe Sewter Open Space and Facility Development Manager (01283) 5955753
Maintenance of Public Car Parks	6 <sup>th</sup> October 2016	Mike Haynes Director of Housing & Environmental Services (01283) 595775
Housing Asset Management Strategy	6 <sup>th</sup> October 2016	Lee Carter Housing Asset Manager (01283) 595797
South Derbyshire Cycle Action Plan	6 <sup>th</sup> October 2016	Stuart Batchelor Director of Community and Planning (01283) 595820
Derbyshire Healthy Workplaces approach	6 <sup>th</sup> October 2016	Vicky Smyth Health Partnership manager (01283) 595776
Stenson Fields Community Centre	6 <sup>th</sup> October 2016	Malcolm Roseburgh Cultural Services Manager (01283) 595774
School Sport Partnership Review	6 <sup>th</sup> October 2016	Ian Gee School Sport Manager

Private Sector Renewal Policy	6 <sup>th</sup> October 2016	Matt Holford Environmental Health Manager (01283) 595856
Universal Credit Update	6 <sup>th</sup> October 2016	Chris Holloway Housing Operations Manager (01283 595957)
Rosliston Forestry Centre – Future Strategy	24 <sup>th</sup> November 2016	Malcolm Roseburgh Cultural Services Manager (01283) 595774
Activity Programme to Support Independent Living	24 <sup>th</sup> November 2016	Hannah Peate Sport and Health Partnership Manager (01283) 595973
Draft Physical Activity, Sport and Recreation Strategy	24 <sup>th</sup> November 2016	Hannah Peate Sport and Health Partnership Manager (01283) 595973
Business Improvement Programme	24 <sup>th</sup> November 2016	Martin Guest Performance & Policy Manager (01283) 595940
Update to Tenancy Policy	2 <sup>nd</sup> February 2017	Chris Holloway Housing Operations Manager (01283 595957)
Review of Supported Housing Service	2 <sup>nd</sup> February 2017	Chris Holloway Housing Operations Manager (01283 595957)

Revised Tenancy Policy	2nd February 2017	Chris Holloway Housing Operations Manager (01283 595957)
Swadlincote Woodlands Management Plan	9 <sup>th</sup> March 2017	Zoe Sewter Open Space and Facility Development Manager (01283) 5955753
Active Nation Annual Report	20 <sup>th</sup> April 2017	Malcolm Roseburgh Cultural Services Manager (01283) 595774
Housing Tenancy Strategy Review (provisional)	20 <sup>th</sup> April 2017	Beverly Wagstaffe Strategic Housing Manager (01283) 228769