

Please ask for Democratic Services

Phone (01283) 595722/ 595848

Typetalk 18001

DX 23912 Swadlincote

Democratic.services@southderbyshire.gov.uk

Our Ref

Your Ref

Date: 29th September 2021

Dear Councillor,

Finance and Management Committee

A Meeting of the **Finance and Management Committee** will be held at **Grove Hall**, Greenbank Leisure Centre, Civic Way, Swadlincote, DE11 0AD on **Thursday, 07 October 2021 at 18:00**. You are requested to attend.

Yours faithfully,



Chief Executive

To:- **Labour Group**

Councillor Pearson (Chair), Councillor Tilley (Vice-Chair) and
Councillors Rhind, Richards, Singh, Southerd and Taylor.

Conservative Group

Councillors Ackroyd, Bridgen, Lemmon, Redfern and Watson.

Independent Group

Councillor Fitzpatrick.

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 following Meetings:

7th January 2021	4 - 8
11th February 2021	9 - 14
18th March 2021	15 - 19
29th April 2021	20 - 24
- 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** FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME **25 - 45**
- 8** DECARBONISATION OF THE COUNCIL'S HOUSING STOCK **46 - 83**
- 9** COMMITTEE WORK PROGRAMME **84 - 89**

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 following Meetings:
 - 7th January 2021
 - 11th February 2021
 - 18th March 2021
 - 29th April 2021
- 12** To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 13** PROVISION OF LOW CARBON HOUSING
- 14** EAST MIDLANDS FREEPORT FINANCIAL UPDATE

FINANCE AND MANAGEMENT COMMITTEE

7th January 2021

PRESENT:

Conservative Group

Councillor Watson (Chairman), Angliss (Vice-Chairman) and Councillors, Mrs. Bridgen (substituting for Councillor Pegg), Fitzpatrick, Ford, Mrs. Haines (substituting for Councillor Roberts), MacPherson and Dr Perry (substituting for Mrs. Brown).

Labour Group

Councillors Dr Pearson, Rhind, Richards, Southerd and Taylor.

In Attendance

Councillors Atkin, Dunn, Tilley and Mrs. Wheelton.

FM/100 **APOLOGIES**

Apologies for absence were received from Councillor Mrs. Brown, Pegg and Roberts.

FM/101 **TO RECEIVE THE OPEN MINUTES OF THE FOLLOWING MEETING**

The minutes of the Audit Sub-Committee meeting held on 13th July 2020 were read and approved as a true record.

FM/102 **DECLARATIONS OF INTEREST**

The Committee was informed that no declarations of interest received.

FM/103 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

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

FM/104 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

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

FM/105 **REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE**

The Committee was informed that no reports of Overview and Scrutiny Committee had been received.

MATTERS DELEGATED TO COMMITTEE**FM/106 ANNUAL STATEMENT OF ACCOUNT 2019-20**

The Strategic Director (Corporate Resources) presented the report to the Committee and gave the context regarding the late submission of the audited accounts and sought approval from the Committee for the Chairman to sign off the accounts.

RESOLVED:

The Council's Annual Statement of Accounts for 2019/20 (as detailed in Appendix 1 of the report) were approved by the Committee and signed by the Chairman of the Committee for publication.

FM/107 SERVICE BASE BUDGETS 2021-22

The Head of Finance delivered the Report to the Committee highlighting the recommendations, key points covered in the report and variants compared to previous budgets.

Members raised a queries regarding projected savings in relation to Members' expenses and the collection of debts and sought clarity regarding contributions to Parish Councils. The Head of Finance agreed to share information regarding Members' expenses before the next Committee Meeting and confirmed that due to the economic impact of Covid-19 actions to recover debts were reduced. It was also noted that the Head of Finance would add further detail regarding the contributions for Parish Councils. The Service Director (Corporate Resources) clarified that Parish Councils were asked to demonstrate how funding is spent in accordance with the Council's Corporate Plan.

RESOLVED:

- 1.1 *The Committee considered the Committee's proposed revenue income and expenditure for 2021/22 as detailed in Appendix 1 of the report and approved that they be included in the consolidated proposals for the General Fund.***
- 1.2 *The Committee considered and approved the proposed fees and charges for 2021/22 as detailed in Appendix 2 of the report.***
- 1.3 *The Committee considered the level of any increase in contributions to Parish Councils in 2021/22 for Concurrent Functions and agreed that a 2% increase be implemented for 2021/22.***

FM/108 COUNCIL TAX PREMIUM ON LONG-TERM EMPTY PROPERTIES

The Strategic Director (Corporate Resources) presented the report to the Committee and sought approval for the increase of Council Tax for long term empty properties.

RESOLVED:

The Committee agreed to increase the Council Tax Premium to 300% on properties empty beyond 10 years from 1 April 2021.

FM/109 DISCRETIONARY BUSINESS RATES RELIEF

The Strategic Director (Corporate Resources) addressed the Committee regarding the key points within the report and highlighted the continued request for Active Nation to demonstrate how the discretionary relief was to be reinvested to benefit local facilities. Members were asked to consider and approve the recommendations within the report.

Councillor Pearson proposed that Active Nation regularly reported to the Housing and Community Services Committee regarding performance at Greenbank Leisure Centre

RESOLVED:

- 1.1 The Committee agreed granting Discretionary Relief for Charitable and Rural organisations for a period of two years to cover the financial years 2021/22 and 2022/23 to those organisations detailed in Appendix 1 of the report.***
- 1.2 The Committee recommended that Active Nation provides Housing and Community Services Committee with a regular update regarding overall performance at Greenbank Leisure Centre and demonstrate how the 20% discretionary relief will be reinvested back into the facilities.***

FM/110 REFUSE COLLECTION ROUTE OPTIMISATION

The Head of Operational Services presented the Report to the Committee and sought approval to commence a transformation project to optimise refuse collection routes and highlighted the benefits of route optimisation for the service. Members were informed that all Trade Unions had been made aware of the project and that an outline of the proposals had been shared with the refuse workforce.

RESOLVED:

- 1.1 The Committee endorsed the Business Case as per Appendix 1 of the report, which set out the basis for the requirement to***

implement a route optimisation project and purchase the necessary consultancy and software.

1.2 *The Committee approved a contribution of £65,000 from the Growth provision for the implementation.*

1.3 *The Committee approved the additional £7,000 per annum annual licence costs to be offset by reductions in the fuel budget.*

1.4 *The Committee approved procurement through the most appropriate technology framework currently available.*

FM/111 **COMMITTEE WORK PROGRAMME**

The Strategic Director (Corporate Resources) presented the report to the Committee and confirmed that other reports were to be added and that a Consolidated Budget report and a report concerning the Council Tax Reduction Scheme would be brought to the Committee in February.

RESOLVED:

The Committee considered and approved the updated work programme noting that it be updated for the February and March meetings.

FM/112 **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.

TO RECEIVE THE EXEMPT MINUTES OF THE FOLLOWING MEETING

The Committee approved the exempt minutes.

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

The Committee was informed no questions had been received.

COLLECTION RATES, DEBT RECOVERY AND WRITE OFFS

The Committee approved the recommendation in the report.

The meeting terminated at 19:02 hours.

COUNCILLOR P WATSON

CHAIRMAN

FINANCE AND MANAGEMENT COMMITTEE

11th February 2021

PRESENT:

Labour Group

Councillor Dr. Pearson (Chairman), Councillor Richards (Vice-Chairman) and Councillors Rhind, Southerd, Taylor and Tilley

Conservative Group

Councillors Mrs. Brown, Churchill, Corbin (substituting for Councillor Ford) and Watson.

Independent Group

Councillors Angliss and Fitzpatrick

In Attendance

Councillors Atkin, Bambrick, Dunn, Hewlett and Mrs. Wheelton.

FM/115 **APOLOGIES**

Apologies for absence were received from Councillor Ford.

FM/116 **TO RECEIVE THE OPEN MINUTES OF THE FOLLOWING MEETING**

The Open Minutes of the following Meetings were reviewed, considered as a true record and approved by the Chairman.

<u>Committee</u>	<u>Date</u>	<u>Minutes No's</u>
Finance and Management Committee	30.07.20	FM/32 – FM/45
Finance and Management Committee	27.08.20	FM/48 – FM/58

FM/117 **DECLARATIONS OF INTEREST**

The Committee was informed that Councillor Richards declared a personal interest in item FM/131 by virtue that the person was known to him.

FM/118 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

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

FM/119 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

The Committee was informed a question had been received from

FM/120 **REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE**

The Committee was informed that no reports of Overview and Scrutiny Committee had been received.

MATTERS DELEGATED TO COMMITTEE

FM/121 INTRODUCTION OF PRE-PLANNING APPLICATION CHARGING

The Head of Planning and Strategic Housing presented the report to the Committee. Members were informed that the report had been approved by E&DS Committee in January 2021 and that another report was to be brought before E&DS and F&M Committees in March 2021 to demonstrate how income generated could be reinvested into the Planning Service. The Head of Planning and Strategic Housing highlighted the preferred model to be adopted and those applications that would be excluded from the charge.

RESOLVED:

- 1.1 *The Committee noted the support in principle from Environment and Development Services Committee to introduce the proposed Model 2 scheme in the Appendix of the report, for charging for planning pre-application advice to be provided by the Planning Service.***
- 1.2 *The Committee approved the financial implications contained in the report.***
- 1.3 *The Committee agreed that the proposals for how the potential income generated by the adoption of pre-application charging could be reinvested in the Planning Service, be the subject of separate reports to Environment and Development Services and Finance and Management Committee.***

FM/122 PROPOSED LOCAL COUNCIL TAX REDUCTION SCHEME 2021-22

The Strategic Director (Corporate Resources) delivered the Report to the Committee highlighting the need to extend the scheme for a further year.

RESOLVED:

- 1.1 *The Committee approved the existing Local Council Tax Reduction Scheme currently in place and that it be continued for 2021/22.***
- 1.2 *The Committee agreed that the detailed parameters be submitted to Full Council on 24 February 2021 for formal adoption.***

FM/123 **GENERAL FUND CONSOLIDATED BUDGET REPORT 2021-22**

The Head of Finance presented the Report to the Committee explaining that recommendations 1.2 and 1.3 would separate consideration. The Head of Finance highlighted the Council's financial position, Council Tax, Local Government Settlements, Business Rates and the proposed Budget for 2021-22.

Councillor Churchill supported the increase of 1.95% and raised a query regarding South Derbyshire District Councils proportion as a percentage of the total Council Tax bill and how the 1.95% increase compared to increase for other elements of the bill. The Head of Finance informed Members that the Council retained 10.4% of the Council Tax bill and the element for Parish Council within the District was about 11%. The Strategic Director (Corporate Resources) added that the only known approximate increases were 6% for the Police and Crime Commission and 2% for County Council.

Councillors Southerd supported by Councillor Richards proposed a 1% increase.

Cllr Brown enquired how a 1% increase would impact on the Councils green initiatives and other services for our residents – The Strategic Director (Corporate Resources) the current financial position of the council was sustainable at the current time but the potential impact of the Fair Funding Review would need to be considered and that going below 1.95% could in the future put added pressure on the commitments of the Corporate Plan. The Strategic Director (Service Delivery) informed Members that the proposals within the Climate and Environment Plan under review had no allocated funding and alternative income streams were to be considered.

Cllr Fitzpatrick supported by Councillor Angliss proposed an increase of 1.5%

RESOLVED:

- 1.1 *The Committee considered and approved the estimates of revenue income and expenditure on the General Fund for 2021/22.***
- 1.2 *The Committee approved a 2% increase on grants to voluntary bodies and Parish Councils for concurrent functions for 2021/22***
- 1.3 *The Committee recommended to Full Council that the rate of Council Tax for 2021/22 should be increased by 1%.***
- 1.4 *The Committee approved the updated five-year financial projection for the General Fund to 2025/26 as detailed in Appendix 1 of the report, and all the associated assumptions and risks as included in the report.***
- 1.5 *The Committee noted the Council's National Non-Domestic Rates return (NNDR1) for 2020/21 showing retained business rates of £8,874,194 for 2021/22.***

- 1.6 *The Committee noted that efficiencies and budget savings continue to be pursued to improve the current financial projection.***

FM/124 HOUSING REVENUE ACCOUNT BUDGET 2021-22 AND FINANCIAL PLAN TO 2030

The Head of Finance presented the Report to the Committee and provided a summary of the key points and highlighted the Housing Revenue Account reserves and the annual rent increase.

RESOLVED:

- 1.1 *The Committee approved the proposed revenue income and expenditure for 2021/22, together with the 10-year Financial Plan for the Housing Revenue Account (HRA) as detailed in Appendix 1 of the report.***
- 1.2 *The Committee agreed that that the HRA be kept under review and measures identified to mitigate the financial risks detailed in the report and to maintain a sustainable financial position.***

FM/125 CAPITAL BUDGET TO 2026

The Head of Finance presented the Report to the Committee providing a summary of the General Fund, the Housing Revenue Account, Capital Reserves and Housing Revenue Account Reserves.

Members thanked the Head of Finance for a detailed report that gave the Council hope for the future.

RESOLVED:

- 1.1 *The Committee considered and approved the capital programme expenditure and funding to 2026.***
- 1.2 *The Committee agreed that the current Fleet Management Strategy and Vehicle Replacement Plan be reviewed in 2021/22 and be realigned to the level of resources currently available and that the outcome be reported back to this Committee.***
- 1.3 *The Committee agreed that £600,000 be earmarked in the Capital Receipts Reserve to replace vehicles, plant and equipment in 2025/26, pending the above review.***

FM/126 ANNUAL REPORT OF THE SECTION 151 OFFICER

The Strategic Director (Corporate Resources) presented the report to the Committee which would also be presented to Full Council on the 24th February 2021 with an amendment regarding the 1% Council Tax increase, as approved.

Members were asked in particular to consider the recommendation to add nothing further to the Base Budget until the outcome of the Fair Funding Review was known.

Members noted the importance of no new spending commitments until the outcome of the Fair Funding Review expected in the Autumn 2021.

RESOLVED:

- 1.1 *The Committee noted and considered the Annual Report of the Section 151 Officer.***
- 1.2 *The Committee noted that the Council has due regard to the Annual Report when approving the Budget for 2021/22 at Full Council on 24 February 2021 and when considering future proposals for new spending and the utilisation of resources.***
- 1.3 *The Committee noted that no new spending commitments will be added to the Base Budget and Medium-Term Financial Plan approved by the Finance and Management Committee on 11 February 2021, pending the outcome of the Government's Fair Funding Review.***
- 1.4 *The Committee noted that the Medium-Term Financial Plan will be reviewed and updated following details emerging from the Government's Fair Funding Review which is expected in autumn 2021.***

FM/127 COMMITTEE WORK PROGRAMME

The Strategic Director (Corporate Resources) presented the report to the Committee.

RESOLVED:

The Committee considered and approved the updated work programme.

FM/128 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.

TO RECEIVE THE EXEMPT MINUTES OF THE FOLLOWING MEETINGS

The Committee approved the exempt minutes.

<u>Committee</u>	<u>Date</u>	<u>Minutes No's</u>
Finance and Management Committee	30.07.20	FM/46 – FM/47
Finance and Management Committee	27.08.20	FM/59 – FM/65

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

The Committee was informed no questions had been received.

LAND AT ALBERT VILLAGE

The Committee approved the recommendation in the report.

The meeting terminated at 19:40 hours.

COUNCILLOR Dr PEARSON

CHAIRMAN

FINANCE AND MANAGEMENT COMMITTEE

18th March 2021

PRESENT:

Labour Group

Councillor Dr. Pearson (Chairman), Councillor Pegg (Vice-Chairman)
Councillors Rhind, Richards, Southerd and Taylor

Conservative Group

Councillors Mrs. Brown, Churchill, Mrs. Haines (substituting for
Councillor Ford) and Watson

Independent Group

Councillors Angliss and Fitzpatrick

In Attendance

Councillors Mulgrew, Tilley and Mrs. Wheelton.

FM/132 **APOLOGIES**

Apologies for absence were received from Councillors Ford.

FM/133 **DECLARATIONS OF INTEREST**

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

FM/134 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL
PROCEDURE RULE NO 10**

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

FM/135 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL
PROCEDURE RULE NO 11**

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

FM/136 **REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE**

The Committee was informed that no reports of Overview and Scrutiny Committee had been received.

MATTERS DELEGATED TO COMMITTEE**FM/137 CORPORATE PLAN 2020-24 PERFORMANCE REPORT (2020-21 QUARTER 3 – 1 OCTOBER TO 31 DECEMBER)**

The Head of Organisational Development and Performance presented the report to the Committee noting the overall progress of measures and highlighted areas of concern which included apprenticeships, days lost due to sickness and rateable values. The Head of Organisational Development and Performance outlined the updates within the Risk Registers and the Head of Finance gave a brief summary of additional risks added to the Register regarding the financial management system, payroll service, banking counterparty limits and interfacing external systems.

Members raised queries regarding the social mobility action plan and Sharpe's Pottery Museum. The Chief Executive assured Members that whilst the social mobility action plan's progress was affected by Covid-19 it remained a key objective of the Council and outlined new initiatives and investments that would create new job opportunities within the District. The Chief Executive informed the Committee that the Sharpe's Pottery risk related to the changes to the Board of Trustees.

RESOLVED:

- 1.1 That the Committee considered progress against performance targets set out in the Corporate Plan 2020 - 2024.***
- 1.2 The Committee reviewed the Risk Register for the Committee's services.***

FM/138 STANDBY AND CALLOUT PROCEDURE

The Human Resources Manager delivered the report to the Committee and gave an overview regarding the proposed payment charges.

RESOLVED:

The Committee approved the Standby and Callout Procedure with effect from 1st April 2021 as per Appendix 1 of the report.

FM/139 EXTENSION TO THE COMMUNITY AND ENVIRONMENTAL PARTNERSHIP SCHEME

The Communities Manager outlined details of the report to the Committee and highlighted how Covid 19 had resulted in fewer applications and that the extension would provide the opportunity for local organisations and groups in the community to apply for capital grants post March 2021.

RESOLVED:

The Committee approved the extension of the Council's Community and Environment Partnership Scheme (CEPS) for an additional two-year period until the end of March 2023.

FM/140 **REVENUE FINANCIAL MONITORING 2020-21**

The Head of Finance delivered the Report to the Committee and outlined the Housing Revenue Account, the General Fund, the Collection Fund and the allocation of Covid funding across the Council.

Councillor Churchill sought clarity regarding a fall in the minimum projected balance below the statutory minimum. The Head of Finance informed the Committee of potential additional pressures facing the Council and explained that the position would become clearer later in the year.

RESOLVED:

The Committee considered and approved the latest revenue financial position for 2020/21 as detailed in the report.

FM/141 **CAPITAL FINANCIAL MONITORING 2021-21**

The Head of Finance presented the report to the Committee highlighting the new appendix that related to Section 106 Funding, projected underspends and the amounts to be carry forward due the impact of Covid-19.

RESOLVED:

1.1 The Committee considered and approved the latest capital financial position for 2020/21 as detailed in the report.

1.2 The Committee noted the balance of S106 available for use by the Council for capital projects as detailed in Appendix 2 of the report.

FM/142 **CAPITAL STRATEGY 2021-21 TO 2024-25**

The Head of Finance presented the annual report to the Committee and outlined the changes with regard to Capital Funding.

Members thanked the Head of Finance for a detailed report.

RESOLVED:

The Committee approved the proposed Capital Strategy 2020/21 to 2024/25 as detailed in Appendix 1 of the report.

FM/143 TREASURY MANAGEMENT UPDATE 20-21

The Head of Finance delivered the Report to the Committee and summarised the key points within the Report. The Head of Finance highlighted breaches of County Party Limits due to Covid grants received from the Government and outlined measures but in place to prevent any future breaches.

RESOLVED:

- 1.1 The Committee considered and approved the latest Treasury Management Update for quarter 3 2020/21 as detailed in Appendix 1 of the report.***
- 1.2 The Committee approved the updated Counterparty List for investments and bank deposits as detailed in Appendix 2 of the report.***

FM/144 COMMITTEE WORK PROGRAMME

The Strategic Director (Corporate Resources) presented the report to the Committee.

RESOLVED:

That the Committee considered and approved the updated work programme.

FM/145 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.

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

The Committee was informed no questions had been received.

SUNDRY DEBTOR WRITE OFFS

The Committee approved the recommendation in the report.

SWADLINCOTE TOWN CENTRE

The Committee approved the recommendation in the report.

KERBSIDE RECYCLING SERVICE

The Committee approved the recommendation in the report.

REVIEW OF HOUSING SERVICE

The Committee approved the recommendation in the report.

The meeting terminated at 19:55 hours.

COUNCILLOR Dr PEARSON

CHAIRMAN

FINANCE AND MANAGEMENT COMMITTEE

29th April 2021

PRESENT:

Labour Group

Councillor Pearson (Chairman), Councillor Pegg (Vice-Chairman)
Councillors Rhind, Richards, Southerd and Taylor

Conservative Group

Councillors Brown, Churchill, Haines (substituting for Councillor Ford)
and Watson

Independent Group

Councillors Angliss and Fitzpatrick

In Attendance

Councillors Bambrick, Tilley and Wheelton.

FM/151 **APOLOGIES**

Apologies for absence were received from Councillor Ford.

FM/152 **DECLARATIONS OF INTEREST**

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

FM/153 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL
PROCEDURE RULE NO 10**

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

FM/154 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL
PROCEDURE RULE NO 11**

The Committee was informed no questions from Members had been received.

FM/155 **REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE**

The Committee was informed that no reports of Overview and Scrutiny
Committee had been received.

MATTERS DELEGATED TO COMMITTEE**FM/156 COUNCIL TAX HARDSHIP FUND & SECTION 13A POLICY 2021-22**

The Head of Customer Services presented the Report to the Committee and requested approval for the recommendations within the Report. The Head of Customer Services summarised how the Hardship Fund had been used in 2020 and how the Council intended to support families in 2021

Members requested that ad hoc payments be considered for families when young people were in apprenticeships which would reflect the same consideration given to those in higher education.

RESOLVED:

- 1.1 The Committee approved that the balance on the 2020/2021 Covid Hardship Fund of £141,800.13 be carried forward to the 2021/2022 financial year.***
- 1.2 The Committee approved that £59,093 of the carry forward be used to support new claims from residents in 2021/2022, and that £40,000 be held back to support changes/new claims that date back to 2020/2021.***
- 1.3 The Committee approved the proposals to support residents in 2021/2022 using combined funds (totalling £99,093) through the variety of local Hardship measures as detailed in the report.***
- 1.4 The Committee delegated authority to approve the Section 13A policy that provides the Council with the framework to make the awards/deliver the Council Tax reduction schemes as detailed in the report to the Strategic Director (Corporate Resources).***

FM/157 DISCRETIONARY HOUSING PAYMENT FUND 2021-22

The Head of Customer Services presented the Report to the Committee and highlighted the reasons for the transfer of monies from the Council's Covid-19 Fund to the Discretionary Housing Payment Fund. The Head of Customer Services informed Members how the Fund would help vulnerable residents within the District.

RESOLVED:

The Committee approved the sum of £40,000 be transferred from the Council's COVID-19 fund to top up the Council's Discretionary Housing budget for 2021/2022. This was due to the fact that this year's allocation from the Government was 44.7% lower than 2020/2021's allocation, which was fully spent in year to support local residents in need.

FM/158 TRANSFORMATION AND BUSINESS CHANGE PLAN FINANCING AND MILESTONES

The Head of Business Change and ICT presented the Report and updated the Committee on the progress of the Business Change Plan. The Head of Business Change and ICT highlighted key milestones achieved until March 2021 and outlined the Housing Modernisation Programme and the changes proposed regarding the Vacancy Management Process.

Members proposed that Councillor Pegg be appointed as the Committee's Representative on the Transformation Steering Group and that the tablets replaced by laptops be donated to local schools within the District.

Members requested that future reports contain more detail about how the transformation projects deliver benefits for the residents of South Derbyshire.

RESOLVED:

- 1.1 The Committee considered progress as set out in the Transformation and Business Change Plan 2020 to 2024 and Annual Work Programme 2020-21.***
- 1.2 The Committee approved the funding of Business Change and Transformation projects, agreed by the Transformation Steering Group and outlined in the report.***
- 1.3 The Committee approved that the General Fund capital costs associated with implementing new systems be financed from the ICT/Business Change and Transformation Earmarked Reserves.***
- 1.4 The Committee approved that the HRA capital costs associated with implementing the upgrade to the Housing systems be funded from a specific Earmarked Reserve and the HRA General Reserve.***
- 1.5 The Committee approved that on-going license and maintenance costs be funded from within existing budgets in the General Fund as detailed in the report.***
- 1.6 The Committee approved an increase to the HRA revenue expenditure for on-going license and maintenance costs.***
- 1.7 The Committee approved that a fixed term post be recruited to help support the Housing system upgrades and be funded from the HRA General Reserve.***
- 1.8 The Committee approved that the recruitment to vacant posts, in services where investment in transformation was being implemented, be subject to the consideration of the Senior Leadership Team in accordance with the Vacancy Management***

Procedure. Opportunities would be considered on a case by case basis, as they arise.

1.9 The Committee agreed that subsequent efficiencies and budget savings from transformation projects be recorded and reported to Committee as part of quarterly performance reporting.

1.10 The Committee agreed the appointment of Councillor Dan Pegg as the Committee's Representative to sit on the Transformation Steering Group.

1.11 The Committee agreed that following the roll out of Laptops to all Councillors that the tablets being replaced be donated to local authority schools in the District.

FM/159 **COMMITTEE WORK PROGRAMME**

The Strategic Director (Corporate Resources) presented the report to the Committee.

RESOLVED:

The Committee considered and approved the updated work programme.

FM/160 **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.

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

The Committee was informed no questions had been received.

COLLECTION RATES, DEBT RECOVERY AND WRITE-OFFS

The Committee approved the recommendation in the report.

REVIEW OF PLANNING SERVICES STRUCTURE

The Committee approved the recommendation in the report.

ROSLISTON FORESTRY CENTRE STAFFING

The Committee approved the recommendation in the report.

The meeting terminated at 19:40 hours.

COUNCILLOR PEARSON

CHAIRMAN

REPORT TO:	FINANCE and MANAGEMENT COMMITTEE	AGENDA ITEM: 7
DATE OF MEETING:	7th OCTOBER 2021	CATEGORY: DELEGATED
REPORT FROM:	STRATEGIC DIRECTOR CORPOARTE RESOURCES	OPEN
MEMBERS' CONTACT POINT:	KEVIN STACKHOUSE (01283 595811) Kevin.stackhouse@southderbyshire.gov.uk	DOC: h/KS/FOI/FOI policy and procedure F&M October21
SUBJECT:	FREEDOM OF INFORMATION: POLICY and PUBLICATION SCHEME	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: FM 11

1.0 Recommendations

- 1.1 That the Freedom of Information Policy and Publication Scheme are approved.

2.0 Purpose of Report

- 2.1 To consider a Policy for dealing with Freedom of Information requests, together with an updated Publication Scheme.
- 2.2 This follows an Internal Audit review of the Council's procedures for dealing with requests for information under the Freedom of Information Act (FOIA) 2000 and the Environmental Information Regulations (EIR) 2004.

3.0 Detail

- 3.1 The Council's procedures for dealing with requests for information are well established and generally remain fit for purpose. As part of Internal Audit's work programme for 2021/22, a review of the Council's procedures for dealing with and responding to requests, was undertaken.
- 3.2 The Audit report made several recommendations for improving the Council's procedures. These mainly concerned having a specific Policy in place in order to document arrangements and to make it clearer to Council Officers and requestors of information, how a request should/would be dealt with.
- 3.3 This is considered good practice and has now been adopted by many authorities to demonstrate transparency in accessing information, together with making as much information more easily available in a timely and cost-effective manner.

- 3.4 The Audit report also recommended that the Council's Publication Scheme be updated to reflect the latest Model document produced by the Government's Information Commissioner.
- 3.5 Other recommendations related to training/briefing sessions being made available to Officers involved in the process and those regularly dealing with requests.
- 3.6 All recommendations are currently being implemented and monitored by the Audit Sub-Committee.
- 3.7 A draft Policy and an updated Publication Scheme are attached alongside this report for consideration by the Committee.

4.0 Financial Implications

- 4.1 None.

5.0 Corporate Implications

Employment Implications

- 5.1 None

Legal Implications

- 5.2 None

Corporate Plan Implications

- 5.3 None directly. The Policy and Publication Scheme are part of ensuring sound Governance at the Council.

Risk Impact

- 5.4 None

6.0 Community Impact

Consultation

- 6.1 None required

Equality and Diversity Impact

- 6.2 None

Social Value Impact

- 6.3 None

Environmental Sustainability

- 6.4 None

7.0 **Background Papers**

7.1 None

Freedom of Information Policy

**Team: Corporate
Resources**

Date: October 2021

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Version Control

Version	Description of version	Effective Date
1.0	Initial Policy Document	October 2021

Approvals

Approved by	Date
Finance and Management Committee	7 October 2021

Associated Documentation

Description of Documentation
Freedom of Information Publication Scheme
Available on the Council's website



1.0 Introduction

- 1.1 Information is a key asset for any organisation. As a local authority, the Council relies on information to undertake its statutory duties and to deliver services. However, holding information imposes legal obligations which the Council must be aware of and adhere to. The main legislation that this Policy focuses on is the Freedom of Information Act (FOIA) 2000 and the Environmental Information Regulations (EIR) 2004.
- 1.2 This Policy provides a framework to enable the Council to meet legal and its own corporate requirements regarding information requests that fall within the scope of the FOIA and the EIR.
- 1.3 The Policy covers all information held by the Council regardless of its format or when it came into the possession of the Council. In addition, the information does not have to originate from within the Council. The only criteria is that the Council, at the time of a request, holds the information or it is held on the Council's behalf by a third party.

2.0 Policy Objectives

- 2.1 These are to:
 - Assist the Council to comply with the FOIA and the EIR
 - Ensure free and reasonable access to information
 - Promote transparency in decision-making
- 2.2 These aims will sometimes be balanced against the need to ensure the confidentiality of information relating to areas such as personal privacy, commerciality, health and safety, together with the security of council resources, where disclosure would not be in the public interest at the time of a request.

3.0 Roles and Responsibilities

- 3.1 Under its terms of reference regarding customer access, the Council's Finance and Management Committee is responsible for this Policy. Within this, the co-ordination of requests for information rests with the Strategic Director (Corporate Resources) who has oversight of the process and resources for dealing with requests.
- 3.2 This is supported by the Council's Business Change and ICT Manager in their role as the Council's Data Protection Officer, together with the Council's Monitoring Officer.
- 3.3 Together with the Strategic Director, they are responsible for advising on compliance with the Legislation and in the application of exemptions or the consideration of vexatious requests etc, where this applies.



- 3.4 The application of the Section 36 Exemption contained in the FOIA regarding “legal privilege”, can only be sanctioned by the Monitoring Officer.
- 3.5 The co-ordination of the day-to-day processing of requests is undertaken by the Secretarial Support Team, under the guidance of the Strategic Director. However, the responsibility for supplying the actual information rests with staff in individual services
- 3.6 The Council’s response to any cases forwarded to, or issues raised by, the Information Commissioner’s Office (ICO) are co-ordinated by the Strategic Director.
- 3.7 Periodically, the Council’s Internal Audit Service will review the Council’s approach to freedom of information requests. Any recommended actions to strengthen processes are reported to, and monitored by, the Audit Sub-Committee who have oversight of the Council’s governance and control environments for dealing with access to information.

4.0 Training and Awareness

- 4.1 Mandatory training is provided for all staff regarding security and management of data. Heads of Service, together with staff regularly involved in dealing with information requests, should also attend specific briefing sessions arranged on FOI.
- 4.2 All staff should seek advice as necessary when dealing with requests on a day-to-day basis.

5.0 Handling Requests for Information

- 5.1 Not all requests for information are handled under the FOIA and EIR. For example, requests for personal information belonging to the applicant themselves, are governed by access rights under the Data Protection Act 2018.
- 5.2 In addition, where information requested is of a routine nature, these can be handled as “business as usual requests” and dealt with separately. Requests for information that often fall within this scope are set out in the Council’s Publication Scheme (*Outlined in Section 11 of this Policy*) and include such information as:
 - Organisation Charts
 - The Council’s Accounts
 - The Corporate Plan
 - Committee Reports
 - Procedural Rules
 - Public Registers and Rating Lists
- 5.3 Requestors should first be directed to such information as this will probably satisfy their request. This information is readily available on the Council’s web site.



- 5.4 The Council encourages that all requests should be made on the Council's web site using an [on-line form](#).
- 5.5 As this captures all relevant information and is then logged into a central system, it reduces the risk of the request being mislaid or lost and is the most efficient method of getting the request to the appropriate Officer.
- 5.6 However, legislation does not require the requestor to use this method, and the request should be accepted by other means such as by post, or within a separate e-mail.
- 5.7 Under the FOIA, the Council has 20 days to respond, and this starts as soon as the request is received in the Council. Secretarial Support acknowledge all requests and inform the relevant Service of the deadline to respond.
- 5.8 It should be noted that the 20-day limit is the maximum and requests should be responded to as soon as practical; this will depend on the nature/complexity of the request and available resources.
- 5.9 Although requests cannot be made verbally under the FOIA, requests under the EIR can be made over the phone or in person. However, wherever possible, the requestor should be encouraged to do so in writing for the reasons set out above.
- 5.10 Where a request needs to be clarified by the Council or additional information is sought, the waiting period is not counted towards the 20 days allowed. This also applies where a charge is being proposed, and this is being agreed with the requestor.
- 5.11 In addition, where a request is transferred from another public body, the 20-day period starts on the first working day after the Council receives such a request.
- 5.12 It should be noted that information requests should always be treated as "motive blind". This means that it is important that the requestor is never challenged as to the reason why the information is being requested.
- 5.13 The only relevant factors are whether the Council holds the information and whether any circumstances exist that classify the information as being Exempt under the FOIA.

6.0 Charging For Information and Administrative Limits

- 6.1 The Council aims to make the maximum amount of information readily available at minimum inconvenience and cost to the Public. Information published and accessed on the Council's website is provided free of charge.
- 6.2 Charges may be made for information subject to a charging regime specified by the Government or by law, although none are known at this time. Charges may also be made for making datasets that are relevant copyright works available for re-use.



- 6.3 These charges will be in accordance with the terms of the *Re-use of Public Sector Information Regulations 2015*, where they apply, or with regulations made under Section 118 of the FOIA.
- 6.4 It is not the Council's intention to charge for information requests and it is rare to do so. Most requests are now dealt with electronically and this avoids costs previously associated with paper format.
- 6.5 However, where the costs associated with photocopying, printing, postage or any other costs associated with retrieving the information, **exceed £25**, then the Council reserves the right to recover these costs. This should be made clear to a requestor before the request is dealt with and the appropriate charge will need to be paid before the information is provided.
- 6.6 In addition, where the administrative burden is considered to be excessive in order to answer a request, then the Council reserves the right to refuse the request under Section 12 of the FOIA.
- 6.7 In determining whether a request is excessive, the Council applies a limit of £450 (18 hours of staff time) as set out in Section 12. If the Council considers that this limit will be breached, it will liaise with the requestor to determine what information can be provided within the limit.
- 6.8 It should be noted that in accordance with the FOIA, no charge can be made for staff time in answering requests whether they breach the limit or not.

7.0 Third Party Requests

- 7.1 Some requests for information may require consultation with third parties such as contractors and partner organisations. A refusal to consent to disclosure by a third party does not bind the Council to refuse or exempt a request; the final decision rests with the Council who will consider its compliance with the FOIA and EIR.
- 7.2 Contractors of the Council should be made aware of the Council's obligations under this Legislation and that all information held may be disclosable unless an Exemption applies.
- 7.3 A request can only be transferred to another public body where the Council does not hold the information requested. This normally applies where the Council is not the responsible body for a particular service.
- 7.4 Before transferring the request, the Council should satisfy itself that it is not the data holder and confirm which public body is likely to hold the information requested.
- 7.5 The requestor should be informed as soon as possible and given the contact details of the data holder. This process is co-ordinated by the Secretarial Support team.



8.0 Right of Appeal

- 8.1 A requestor has the right of appeal if they feel that their request has not been dealt with in a timely manner, if they consider that all relevant information has not been supplied, or they have been refused a request for which they wish to challenge.
- 8.2 An internal review will be conducted by the Chief Executive within 20 days of receiving an appeal.
- 8.3 If the requestor is still not satisfied with the outcome of an appeal, they can ask the ICO to review the Council's decision.

9.0 Re-use of Public Sector Information

- 9.1 From time-to-time, requests are made to the Council to re-use information provided under the FOIA, for example, for commercial, research or publicity use. This raises copyright and licensing issues which would generally require specific permission by the copyright owner.
- 9.2 Although the FOIA provides access rights to information, it confers no rights whatsoever to a requestor as to the subsequent use of information. Should a requestor wish to use information that extends beyond their individual use, they are bound by conditions of the copyright owner.
- 9.3 Unless otherwise stated, the copyright owner is the Council. In addition, the Council must have due regard to information it holds, for example, in public registers where company and sole details may be properly disclosed under a FOI request.
- 9.4 However most information is capable of being re-used under an Open Government Licence (OGL). There are exemptions to what type and how information can be used, and it places obligations on a requestor on how they use the information.
- 9.5 If a requestor wishes to re-use Council information, they should be referred to the [Details of the Licence](#) when contacting the Council and provide reasons why and how they wish to apply the OGL. The advice of Legal Services should also be obtained before granting the re-use of the information.

10.0 Disposal and Destruction of Information

- 10.1 The FOIA only applies to information that a public body holds. Where information has been disposed under local procedures as it is no longer required, there is nothing to prevent this occurring as part of the Council's records management responsibilities.
- 10.2 However, it is illegal under Section 77 of the FOIA to wilfully destroy or alter any original documents in order to avoid releasing information.



10.3 It is important to note that it is the individual that is responsible in these instances and not the Council; the offence carries a fine of up to £5,000.

10.4 Anyone found guilty of this offence, will be subject to the Council's Disciplinary Procedure.

11.0 Publication Scheme

11.1 The FOIA requires that the Council's adopts the ICO's Model Publication Scheme. setting out:

- The method by which information published under the Scheme will be made available.
- Charges which may be made for information published under this scheme.
- The classes of information it publishes.

The aim of the Scheme is to set out what information is automatically or routinely published by the Council. This is to ensure that as much information as possible which may be of interest to the Public, is available without the need for specific requests to be made. The [Council's Scheme](#) is available on its web site.

12.0 Retention Periods for FOIA Related Documents

12.1 These are detailed in the Council's Document Retention Schedule, the periods for which are based on best practice recommended by the National Archives. This is summarised below.

Document	Retention Period
FOIA Policy and Procedures	10 years after being superseded
Individual FOIA Case Files	3 years after creation

13.0 Requests to and from other Local Authorities

13.1 The Legislation allows any person or organisation to make a FOI request. The FOIA is not normally used between local authorities, as they usually rely on informal or network arrangements to gather information. In this spirit, the Council will avoid using the FOIA to gather information from other authorities.



13.2 If the Council receives a FOIA request from another authority, the less formal route should be encouraged. However, if the requesting authority do not withdraw their request, then it must be handled under the Council's FOIA procedures.

14.0 Datasets

14.1 The Legislation requires that the Council provides certain information in a format that is compatible with industry standards and is capable of being re-used (*subject to the OGL as detailed in Section 9, above*).

14.2 Such information, known as a Dataset, has the following attributes:

- It was collected in connection with the provision of a service.
- It is factual and not the product of interpretation or analysis.
- Has not been altered or manipulated since it was collected.

14.3 There is not a definitive list of what constitutes a Dataset, but examples of the type of information that usually falls into this category are:

- Property postcodes
- A list of Council assets
- Income and expenditure
- Number of parking spaces in an area

14.4 Where possible, Datasets should be published in the Council's Publication Scheme (*as outlined in Section 11, above*) or readily available elsewhere in electronic format.



Freedom of Information Publication Scheme

October 2021

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Version Control

Version	Description of version	Effective Date
1.0	Publication of original scheme	December 2011
2.0	Review and update	February 2016
3.0	Put into new template	March 2017
4.0	Website links updated	January 2018
5.0	Put into new template and website links updated	April 2020
6.0	Review following Audit	September 2021

Approvals

Approved by	Date
Finance and Management Committee	December 2011
Director of Finance and Corporate Services	February 2016
Director of Finance and Corporate Services	March 2017
Strategic Director (Corporate Resources)	April 2020
Finance and Management Committee	October 2021



1. Introduction

Under the Freedom of Information Act 2000 (*the Act*) the Council has a duty to adopt and maintain a Publication Scheme (*the Scheme*) setting out:

- The method by which information published under the Scheme will be made available
- Charges which may be made for information published under this scheme
- The classes of information it publishes

The aim of the Scheme is to set out what information is automatically or routinely published by the Council. This is to ensure that as much information as possible which may be of interest to the Public, is available without the need for specific requests to be made.

Obtaining Information: General Points

The information listed in this Scheme is supplied free of charge and can be accessed from the Council's website at: www.southderbyshire.gov.uk

Where applicable, the appropriate link is highlighted in this Scheme to the category of information listed. Where this is not the case, the Scheme sets out where and how the information can be accessed.

Information held by the Council that is not published directly under this Scheme can be requested in writing, when its provision will be considered in accordance with the FOI Act.

Freedom of Information Requests to the Council should be made to:
FOI@southderbyshire.gov.uk

Exemptions

Although the Act creates a general right of access to information, it also sets out exemptions. The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or is exempt under the Act, or is otherwise properly considered to be protected from disclosure as it could for example, prejudice the health, safety or security of the Council, its staff, IT systems, services and property.
- Information in draft form.
- Information that is no longer available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.



If the Council feels that information prevented by law is exempt, it will rely on one of the provisions in the Act to decline a request for information.

The requester has the right of appeal under the Council's internal procedure for FOIs, details of which are available at: [FOI Process and Procedure](#)

If after the appeal, the information is still not disclosed to the satisfaction of the requester, they can ask the Information Commissioner's Office (ICO) to review the decision. The ICO is the Government department that oversees and enforces FOI and can be contacted at: <https://ico.org.uk/>

Data Protection

A significant amount of information that the Council holds is personal and confidential to individuals. This information is not generally available under a FOI request.

Under the Data Protection Act 2018, the Council has a duty to safeguard such information. Individuals have a right to see what information the Council holds on them personally through a *Subject Access Request (SAR)*.

Details on how to request this information is available at: [Data Protection and SAR Application](#)

Management of the Scheme

The Council Officer responsible for maintaining the Scheme is the Strategic Director (Corporate Resources). The Council's nominated Data Protection Officer is the Head of Business Change and ICT.

Further information regarding FOI and Data Protection can be accessed at the links below. This includes contact points and sources of information.

[About FOI](#)

[About Data Protection](#)

2. How Information Published Under the Scheme is made available

Information is generally available on the Council's website. Where it is impracticable to make information available on the website or where a requester does not wish to access the information by that means, the Council will indicate how information can be obtained and provided by other means.



In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided and an appointment made to view the information within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats, will be adhered to when providing information in accordance with this Scheme.

3. Charges which may be made for Information Provided

The purpose of this Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the Public. Information published and accessed on the Council's website is clearly provided free of charge.

Charges may be made for information subject to a charging regime specified by the Government or by law, although none are known at this time.

Charges may also be made for making datasets that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the *Re-use of Public Sector Information Regulations 2015*, where they apply, or with regulations made under Section 118 of the FOI Act.

Outside of this, **it is not** the Council's intention to charge for information requests and it is rare to do so. Most requests are now dealt with electronically and this avoids costs previously associated with paper format.

However, where the costs associated with photocopying, printing, postage or any other costs associated with retrieving the information, **exceed £25**, then the Council reserves the right to recover these costs. This will be made clear to a requestor before the request is dealt with and the appropriate charge will need to be paid before the information is provided.

In addition, where the administrative burden is considered to be excessive in order to answer a request, then the Council reserves the right to refuse the request under Section 12 of the Freedom of information Act.

In determining whether a request is excessive, the Council applies a limit of £450 (18 hours of staff time) as set out in Section 12. If the Council considers that this limit will be breached, it will liaise with the requestor to determine what information can be provided



within the limit.

It should be noted that in accordance with the Freedom of Information Act, no charge can be made for staff time in answering requests whether they breach the limit or not.

4. Classes of Information

This Scheme details information that can be readily accessed; this covers the categories summarised below, with further details contained in the sections which follow.

Who we are and what we do (Section A)

- Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it (Section B)

- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing (Section C)

- Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions (Section D)

- Policy proposals and decisions, decision making processes, internal criteria and procedures, consultations

Our policies and procedures (Section E)

- Current written protocols for delivering functions and responsibilities

Lists and registers (Section F)

- Information held in registers required by law and other lists and registers relating to the functions of the Council

The services we offer (Section G)

- Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.



The Council also receives many repeat requests for the same information. Therefore, to save time and resources, these datasets are published at set times during the year and relate to:

- **Business Rates Rating List**
- **Organisations receiving Business Rates Relief**
- **Business Rates - Credit Balances**
- **Private Hire Vehicle Register.**

These data sets can be accessed at [FAQs and Common Datasets](#)



A. Who we are and what we do

A significant amount of information about the Council can be accessed from the Council's main web page: <http://www.southderbyshire.gov.uk/>

A variety of information can then be accessed by following the menus and associated links.

[About the District](#)

[About the Council](#)

Organisational Chart: The Leadership Team and Heads of Service

[How to Contact us and Social Media Channels](#)

[The Democratic Process and Elected Members](#)

[Elections and Voting](#)

B. What we spend and how we spend it

[Accounts and Financial Statements](#)

[Budgets and Medium-term Financial Plans](#)

[Fees and Charges](#)

[The Contracts Register and Tenders](#)

[Pay Policy and Member's Allowances](#)

[Detailed Transactions](#)

C. What are our priorities and how we are doing

[The Corporate Plan](#)

[Service Plans by Directorate](#)

[The Annual Report](#)

[Performance Monitoring](#)

[Annual Governance Statement](#)



D. How we make decisions

[Committee Meetings, Reports, Minutes and Decision Notices](#)

[Timetable of Meetings](#)

[Become involved, Consultations, Comments and Complaints](#)

[Safer Neighbourhood and Area Forums](#)

E. Our Policies and Procedures

[The Council's Constitution, Rules of Procedure and Regulations](#)

F. Lists and Registers

[Public Registers](#)

[Assets of Community Value](#)

G. The services we offer

[A list and summary of services](#)



REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 8
DATE OF MEETING:	7th OCTOBER 2021	CATEGORY: DELEGATED or RECOMMENDED
REPORT FROM:	STRATEGIC DIRECTOR - SERVICE DELIVERY	OPEN
MEMBERS' CONTACT POINT:	PAUL WHITTINGHAM Paul.Whittingham@southderbyshire.gov.uk	DOC:
SUBJECT:	DECARBONISATION OF THE COUNCIL'S HOUSING STOCK	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: HCS02

1.0 Recommendations

- 1.1 That the Committee approves the following recommendations which were agreed by the Housing and Community Services Committee on 30 September 2021.
- 1.2 That the outcome of a project which the Council commissioned Nottingham City Council to undertake to assess the energy performance of the Council's housing stock informs future reviews of the Council's Asset Management Strategy and is reflected within future programmes for investment in the improvement of the Council's Housing Stock
- 1.3 That the Committee endorses the Council bidding for funding of £1million from "Wave 1" of the Government's Social Housing Decarbonisation Grant fund informed by the Nottingham City report findings and in the event the bid is successful agrees to the Council contributing the required landlord contribution of 33% of the total cost of improvements that would be delivered by this scheme (approximately £500,000).

2.0 Purpose of the Report

- 2.1 The purpose of this report is to inform the Committee of the results of the project undertaken by Nottingham City Council which was commissioned with this and the Finance and Management Committees' approval to support the delivery of the Council's Climate Emergency commitment, assess the specific baseline position of the Council's housing stock and identify the most appropriate action and investment that is required". A presentation showing a summary of the outcomes of the project is at Appendix A and B.
- 2.2 The report also outlines the use of the data from the project to inform a bid for funding from the first wave of the Government's Social Housing Decarbonisation Fund. Guidance for the fund is found at Appendix C.

3.0 Executive Summary

- 3.1 Nottingham City Council was commissioned by the Council with the support of this Committee to conduct six hundred Energy Performance Certificate surveys of Council homes and provide an indication of their condition and the investment necessary to improve their energy efficiency and reduce their carbon footprint.
- 3.2 Additional funding was awarded to Nottingham City Council by the Department for Business Energy and Industrial Strategy (BEIS) which allowed for an additional one hundred properties to be added to the survey.
- 3.3 The survey work has been completed despite some issues with regard to gaining access to tenant's homes during the various lockdown periods associated with the Covid-19 pandemic, and a detailed report with recommendations and cost implications has been provided. A summary of the report is attached at Appendix A.
- 3.4 In August 2021, the Government published the funding regime and guidance for "Wave One" of its Social Housing Decarbonisation Fund (SHDF). The data provided by Nottingham City Council will be used to inform a bid to this fund.

4.0 Detail

- 4.1 Energy Performance Certificates (EPC) were completed for 700 Council-owned homes. The high-level results are shown in the table below.

EPC	NUMBER	% OF SAMPLE
A	0	0
B	1	0.2
C	468	67
D	205	29
E	24	3
F	2	0.4
TOTAL	700	100

- 4.2 The majority of homes within the sample were found to be at EPC Level C or above which is testimony to the investment by the Council in elemental works such as insulation, double glazing and efficient boiler systems in recent years.
- 4.3 Within the sample there are, however, marked differences in the ratings of different types of properties as shown in the table below.

Property	SAMPLE	EPC D	EPC E	EPC F	% Below C
Bungalows	176	95	12	0	61
Flats	359	21	1	0	6
Detached Houses	1	1	0	0	100
Semi-detached Houses	107	70	10	1	76
Terraced Houses	45	15	1	1	38
Maisonettes	12	2	0	0	25

TOTAL	700	205	24	2	
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- 4.4 Generally, the sample shows that houses and bungalows have a lower energy efficiency rating than flats. This is likely to be due to their relative age and in some cases due to their non-traditional or system-built construction.
- 4.5 The survey identified a number of other key points regarding the overall condition of the stock which will impact current and future investment in retrofit measures to improve their energy efficiency:
- 78% cavity wall construction
 - 67% pitched roof,
 - 699 double glazed properties (of varying conditions and ages)
 - 89% A-rated boilers, 5% storage heaters, 2% heat pumps
 - 94% gas fuelled, 5 % electricity, 1% other
- 4.6 A more detailed summary of the data is provided at Appendix A. This confirms that improvement work to lower rated (EPC Level D or Below) does have the potential to increase the rating of these properties to Level C or above.
- 4.7 Discussions with Nottingham City Council during the project and also the recently released SHDF Guidance have confirmed that whilst alternative sources of heating do provide a means of improving energy efficiency, the increase in investment in the fabric of buildings should be improved first. There is a risk, otherwise, that heating efficiencies will be lost through poorly insulated roofs, doors and windows, with the potential cost of increased fuel bills being borne by tenants. In addition, the market for the provision and maintenance of new and alternative source of heating does not yet have the capacity to deliver these works.
- 4.8 Consequently a “fabric first” approach is proposed to be followed at the outset, and this will be the basis of a bid for funding from the SHDF. The guidance for bids for this fund is attached at Appendix C. A preliminary self-assessment exercise has already been completed. This identifies the key requirements which must be addressed within the bid:
- Stock data, analysis and selection of appropriate stock.
 - Project Team and expertise in delivering the bid and programme
 - Procurement and supply chain
 - Qualified and Accredited Team Members
 - Monitoring and evaluation methods post installation
 - Occupant engagement.
- 4.9 Preliminary work is being undertaken by the Housing Service with the Government’s Social Housing Retrofit Accelerator Team, Turner Townsend. Once this work is complete then a bid must be submitted by 15 October 2021 with successful bids being awarded in January 2022. The project closes in January 2023 with the requirement that all works are complete by this date
- 4.10 Appendix A to this report contains an elemental and cost estimate of the type of works that are included within the “Fabric First Approach”. The provision of improved insulation to roofs and floors has already been recognised. Of equal significance for

the Council will be the replacement of double glazing in council homes with either triple glazed units or higher-grade double glazing.

- 4.11 The estimated average cost of the improvements necessary to achieve EPC Level C is c£15,000 per property and reflects the enhanced need for fabric first in advance of widescale changes in sources of heating.
- 4.12 The individual properties with the lowest EPC grading will be identified from the data provided by Nottingham City Council. This data will be extrapolated across the rest of the housing stock to identify properties of the same type. From this, one hundred of the lowest graded properties will be used to form the basis of the funding bid and subsequent improvement programme.

5.0 Financial Implications

- 5.1 If successful, the bid for SHDF support will obtain 66% funding for the overall programme. The bid will be for £1million which will therefore require £500,000 landlord contribution to be provided by the Council.
- 5.2 This contribution would need to be met from the Housing Revenue Account Planned External Maintenance Budgets and major repair reserves subject to the approval of the Finance And Management Committee.

6.0 Corporate Implications

Employment Implications

- 6.1 An allowance is made within the SHDF funding for the administration of the scheme. This allowance will be used to extend the role of the Green Homes Grant project coordinator already employed by the Council to assist in the delivery of the Green Homes Grant – Local Authority Delivery Phases 1b and 2. If the Council is successful in also winning further funding under Green Homes Grant – Local Authority Delivery Phase 3 then additional project coordinator capacity will be employed.

Legal Implications

- 6.2 The current “Whole House” contract with NOVUS already has scope for the delivery of major improvement works to Council properties. However, the initial term of this contract expires in July 2022 part way through the duration of the SHDF programme. This contract does include an extension clause. Any consideration regarding the potential to extend this would be the subject of a further report.

Corporate Plan Implications

- 6.3 The contents of this report make a direct contribution to the aims of the Council's Corporate Plan to:
- Tackle climate change - Strive to make South Derbyshire District Council carbon neutral by 2030.
 - Work with residents, businesses and partners to reduce their carbon footprint
 - Promote health and wellbeing across the District.

- Improve the condition of housing stock and public buildings.

Risk Impact

- 6.4 The contents of this report make a direct contribution to mitigating the risk identified within the Corporate Risk register: Climate Emergency – The failure of the Council to achieve carbon neutrality for its operations by 2030 and carbon neutrality for the District by 2050.

7.0 Community Impact

Consultation

- 7.1 Council tenants have already been engaged in the project through their participation and cooperation with Nottingham City and Council staff in arranging surveys in their homes. A requirement of the bid is that there is a robust plan for customer engagement in the delivery of improvement works. It is anticipated that this duty will be shared between the Council and the contractor delivering the works.

Equality and Diversity Impact

- 7.2 The contents of this report will assist in ensuring that homes for tenants including those with Protected Characteristics will be more energy efficient, improving their health and wellbeing.

7.3 Social Value Impact

- 7.4 The potential outcomes of the successful delivery of insulation and improvement plans could have a positive effect on the health and well being of tenants through the provision of homes that are affordable to manage for tenants.

Environmental Sustainability

- 7.5 The provision of homes that reduce the amount of energy required to heat them and consequently the carbon footprint of these homes provides an environmentally sustainable housing stock for the future.

8.0 Conclusions

- 8.1 The work completed by Nottingham City Council has successfully provided the foundation on which the Council can build the future investment plans to deliver more energy and carbon efficient homes for the future.
- 8.2 Delivering this work without external funding would be difficult and the Council should pursue funding bids either individually or in partnership with other providers to achieve its ambitions where available.

9.0 Background Papers

- 9.1 Housing Environmental Impact Project. Report to the Housing and community Services Committee on 21st November 2019 and to the Finance and Management Committee on 28th November 2019

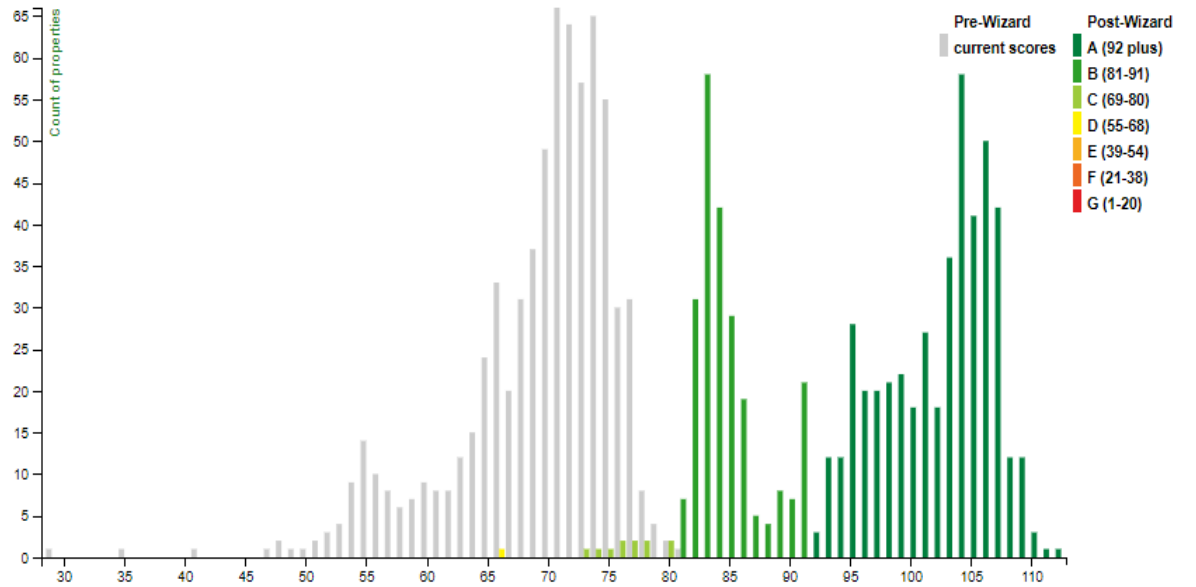
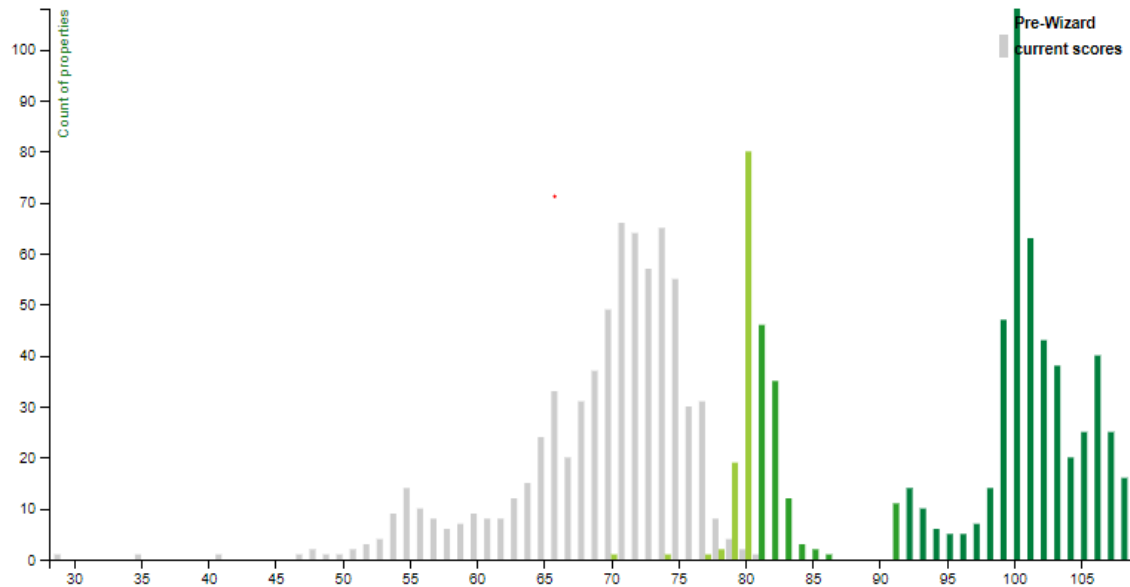
Notes:

- * Category – Please see the Committee Terms Of Reference in Responsibility for Functions - Committees. This shows which committee is responsible for each function and whether it has delegated authority to make a decision, or needs to refer it elsewhere with a recommendation.
- ** Open/Exempt - All reports should be considered in the open section of the meeting, unless it is likely that exempt information would be disclosed. Please see the Access to Information Procedure Rules for more guidance.
- *** Committee Terms Of Reference in Responsibility for Functions - Committees.

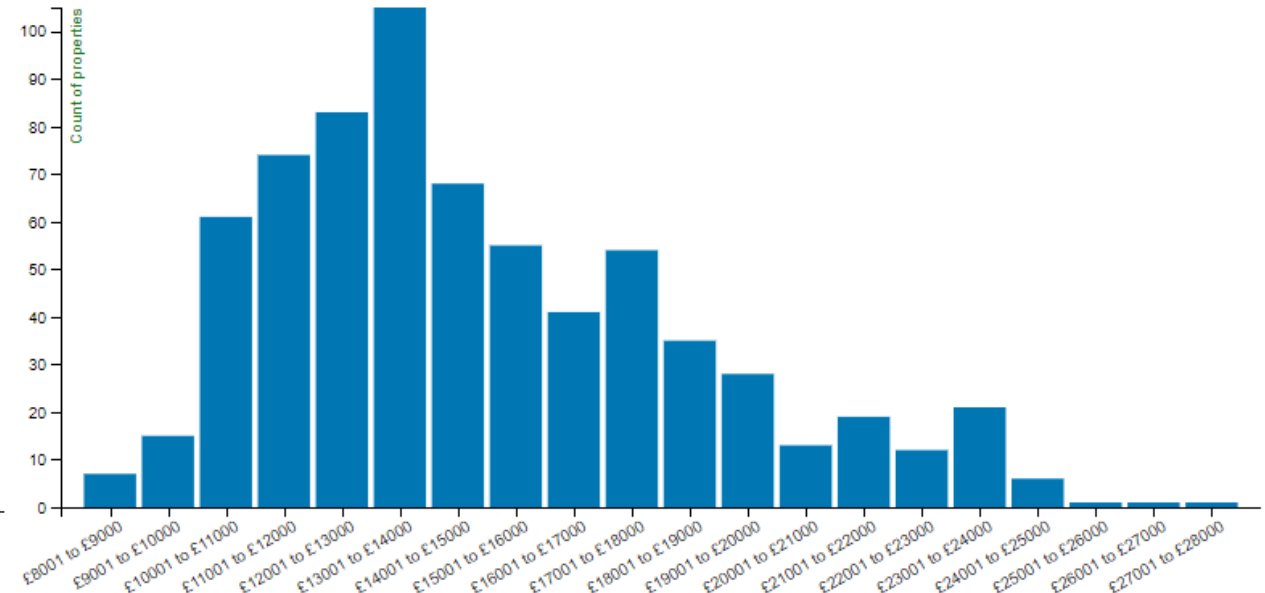
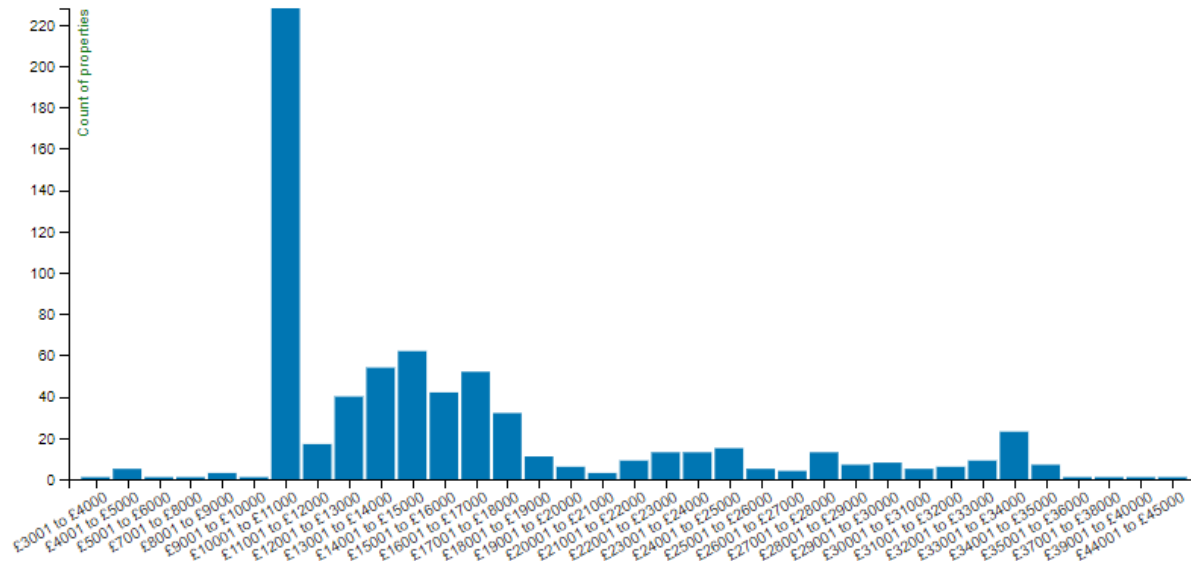
South Derbyshire EPCs Portfolio results Session 2



Zero Carbon SAP 994 (Current Carbon Factors)



Investment breakdown



	Complete Stock	Complete Stock	Complete Stock
Homes	700 🏠	700 🏠	700 🏠
Mean SAP	69.28 C (+0.00)	95.18 A (+25.90)	95.89 A (+26.61)
Mean EI	69.35 C (+0.00)	96.58 A (+27.23)	96.09 A (+26.75)
Mean Fuel Bills	£550.29 (+0.00)	£77.78 (-472.51)	£67.59 (-482.70)
Mean Fuel Bill (realistic)	£595.55 (+0.00)	£207.57 (-387.98)	£147.7 (-447.85)
Mean tCO ₂	2.435 (+0.000)	0.232 (-2.203)	0.289 (-2.146)
Mean 2017 tCO ₂	1.962 (+0.000)	0.999 (-0.963)	1.302 (-0.660)
Mean 2019 tCO ₂	2.027 (+0.000)	0.112 (-1.915)	0.737 (-1.290)
Mean 2025 tCO ₂	1.868 (+0.000)	0.057 (-1.810)	0.953 (-0.915)
Mean 2030 tCO ₂	1.840 (+0.000)	0.048 (-1.792)	0.990 (-0.850)
Mean 2038 tCO ₂	1.788 (+0.000)	0.030 (-1.758)	1.061 (-0.727)
Mean 2050 tCO ₂	1.772 (+0.000)	0.025 (-1.747)	1.082 (-0.689)
Mean Heating Bill	£506.11 (+0.00)	£357.21 (-148.90)	£371.07 (-135.04)
Mean TThreshold	18.47°C (minimal) (+0.00)	18.83°C (minimal) (+0.36)	18.71°C (minimal) (+0.24)
Mean kWh per M2	161.69 (+0.000)	9.73 (-151.960)	62.61 (-99.090)
kWh	9,509.73 (+0.000)	553.05 (-8956.680)	3,690.66 (-5819.070)

Stock comparison
pre/post measures
- inclusive of renewables
(PV) C+Bs.
- carbon emissions – vary
hugely due to gas
consumption. Highlights
requirement to move to
electric heating

Fabric measures

Fabric 1739 £4,221,269	Walls 523 £1,814,694	Cavity 373 £1,332,577	Cavity Insulation 1 £530
			Internal to Cavity 284 £1,244,047
			Insulate Party Wall 88 £88,000
		Solid 17 £67,063	Internal to Solid 17 £67,063
		Timber 32 £236,865	Internal to Timber 32 £236,865
		Other 101 £178,189	Alternate Wall 101 £178,189
	Roofs 222 £116,520	Loft Insulation 189 £75,148	Virgin 3 £1,673
			Top Up 160 £58,152
			Unknown, No Access to Loft 19 £11,008
			Unknown, Access to Loft 7 £4,315
		Flat Roof Insulation 32 £41,048	
		Rafter or Ceiling Insulation 1 £324	
	Floors 450 £743,978	Solid Floors 343 £589,079	
		Suspended Timber Floor 98 £141,178	
		Suspended Not Timber Floor 1 £1,471	
		Exposed Floor 8 £12,250	
	Glazing 538 £1,544,577	Double 317 £1,256,317	A+ rated 5 £27,376
			A++ rated 312 £1,225,346
		Triple (A++ rated) 1 £10,660	
		Doors 220 £277,600	
	Draughts 6 £1,500	Chimneys 6 £1,500	

Fabric 3349 £7,776,987	Walls 1012 £3,180,971	Cavity 750 £2,472,259	Cavity Insulation 7 £3,917
			Internal to Cavity 555 £2,280,342
			Insulate Party Wall 188 £188,000
		Solid 18 £70,085	Internal to Solid 18 £70,085
		Timber 56 £306,608	Internal to Timber 56 £306,608
		Other 188 £332,019	Alternate Wall 188 £332,019
	Roofs 505 £241,056	Loft Insulation 457 £185,307	Virgin 3 £1,673
			Top Up 427 £167,974
			Unknown, No Access to Loft 20 £11,345
			Unknown, Access to Loft 7 £4,315
		Flat Roof Insulation 47 £55,425	
		Rafter or Ceiling Insulation 1 £324	
	Floors 577 £960,363	Solid Floors 453 £783,198	
		Suspended Timber Floor 101 £145,664	
		Suspended Not Timber Floor 7 £11,794	
		Exposed Floor 16 £19,707	
	Glazing 1248 £3,391,097	Double 700 £2,759,097	A++ rated 700 £2,759,097
		Doors 548 £632,000	
	Draughts 6 £1,500	Chimneys 6 £1,500	
		Conservatory 1 £2,000	
	Lighting 349 £11,820		
	Photovoltaics 700 £2,658,900		



Zero Carbon Investment Costs

Total Scenario Cost: **£11,640,081**

Cost per Home Affected: **£16,629**

Mean 2017 tCO ₂	0.999 (-0.963)	0.999 (-0.963)	0.999 (-0.963)
Mean 2019 tCO ₂	0.112 (-1.915)	0.112 (-1.915)	0.112 (-1.915)
Mean 2025 tCO ₂	0.057 (-1.810)	0.057 (-1.810)	0.057 (-1.810)
Mean 2030 tCO ₂	0.048 (-1.792)	0.048 (-1.792)	0.048 (-1.792)
Mean 2038 tCO ₂	0.03 (-1.758)	0.030 (-1.758)	0.030 (-1.758)
Mean 2050 tCO ₂	0.025 (-1.747)	0.025 (-1.747)	0.025 (-1.747)

Total Scenario Cost: **£10,447,707**

Cost per Home Affected: **£14,925**

Mean tCO ₂	0.289 (-2.146)
Mean 2017 tCO ₂	1.302 (-0.660)
Mean 2019 tCO ₂	0.737 (-1.290)
Mean 2025 tCO ₂	0.953 (-0.915)
Mean 2030 tCO ₂	0.99 (-0.850)
Mean 2038 tCO ₂	1.061 (-0.727)
Mean 2050 tCO ₂	1.082 (-0.689)

Next steps

- Provide:
 - Base data
 - Cleansed data
 - EPCs
 - XML
 - Potentially LIG XML dependant upon payment



Any Questions?



South Derbyshire EPCs

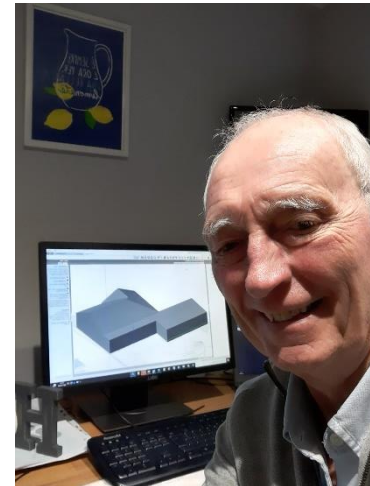
Portfolio results

Session 1



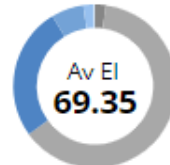
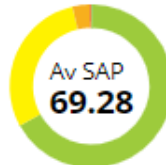
Our journey

- Original contract – 600 EPCs
- XML files and RdSAP generated results
- BEIS:
 - customer liaison
 - 100 additional EPCs
 - Trial of manual versus software approach
 - Report produced with SDDC highlighted as partner organisation
- Overview of portfolio assessed
- “as is” system generated results
- Our recommendations
- Ability to adapt results
- Final results session



Portfolio overview

Homes:
700 of 700

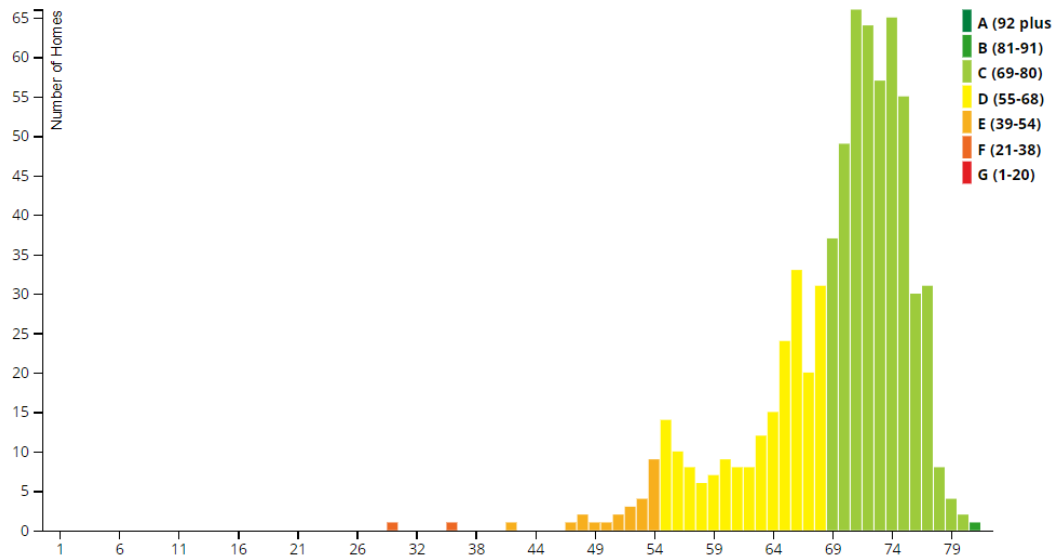
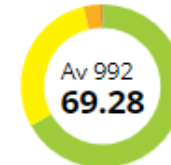


Av tCO₂ per
home:
2.435

Av bill (2012
prices):
£550.29

Av heating
(2012 prices):
£506.11

Overheating risk
Slight **2**
Med **3**
High **0**

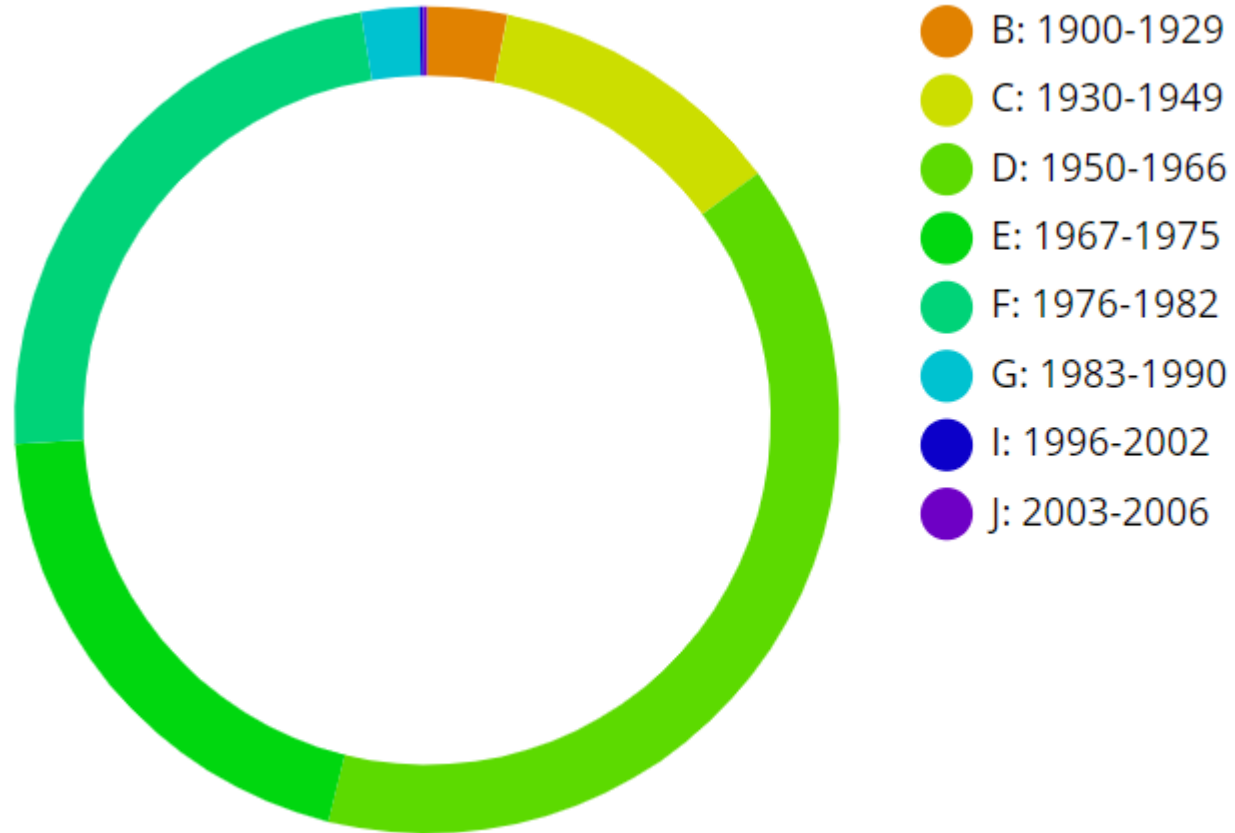


A	0
B	1
C	468
D	205
E	24
F	2
G	0

Batch	total	b	c	d	e	f	g
1	90		87	3			
2	63		52	10	1		
3	63		62	1			
4	55	1	48	6			
5	52		50	2			
6	49		47	2			
7	75		25	44	4	2	
8	105		52	40	13		
9	58		24	30	4		
10	51		17	34			
11	39		7	30	2		
TOTALS	700	1	471	202	24	2	0



Age band



- 80% are 1950-1980 build

Property types

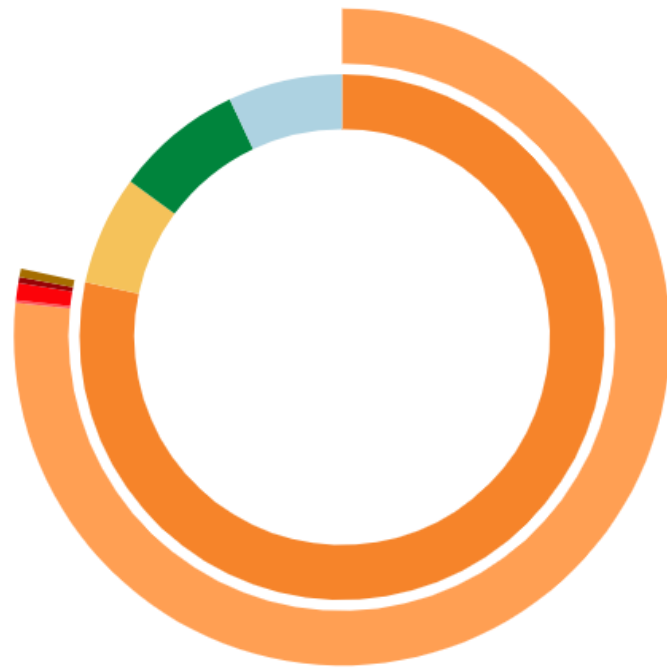


● Houses
● Bungalows
● Flats
● Maisonettes

● Detached
● Semi Detached
● End Terrace
● Mid Terrace

- 22% houses
- 25% bungalows
- 51% flats
- 2% maisonettes

Wall type

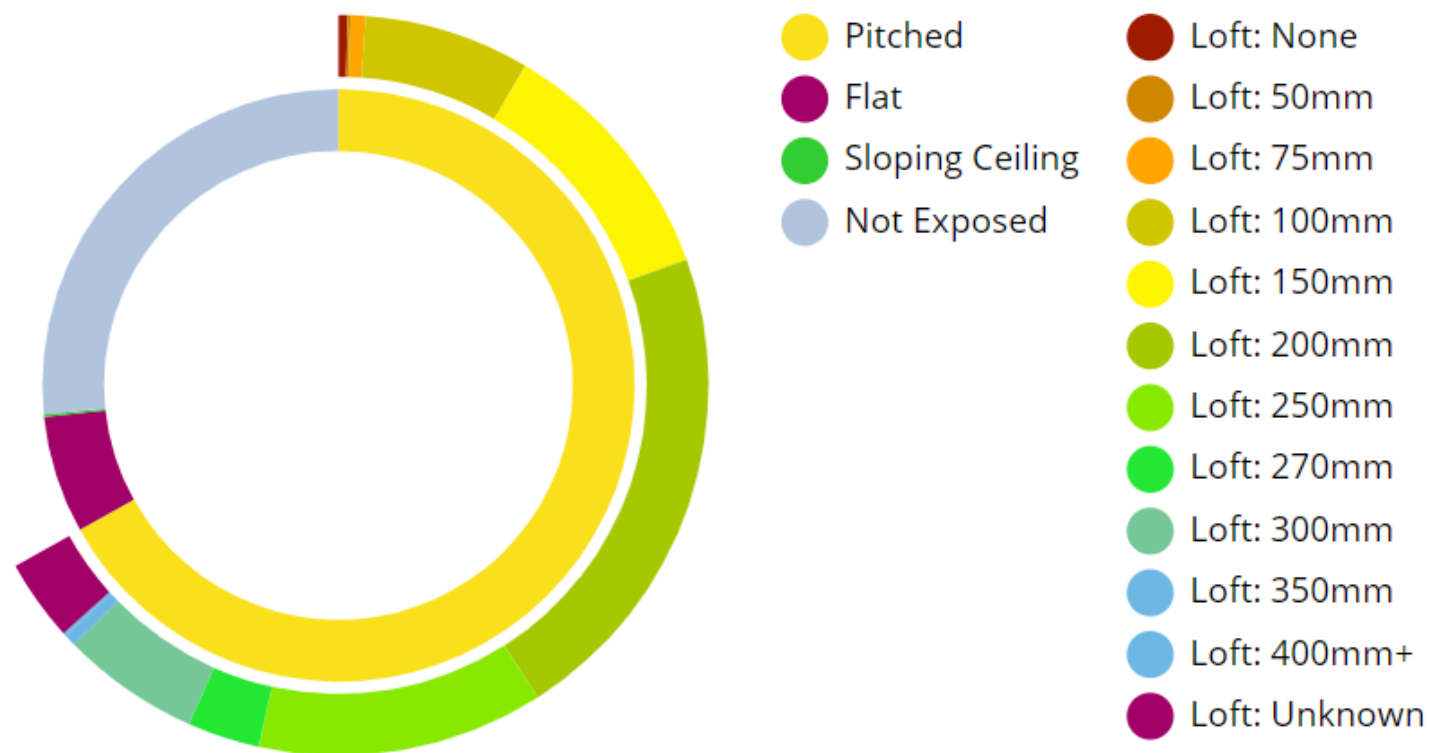


- Cavity
- Solid Wall
- Timber Frame
- System Built

- Cavity: CWI
- Cavity: As Built Pre 1976
- Cavity: As Built 1983-1995 (CWI possible)
- Cavity: As Built Post 1995
- Cavity: External only

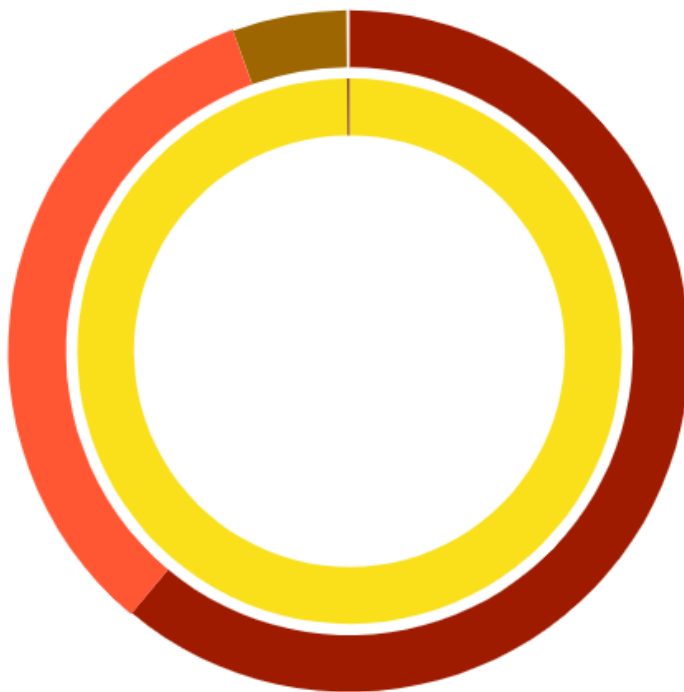
- 78% cavity walls

Roof type



- 67% pitched
- 3 homes with no insulation
- 27 homes with unknown amounts

Glazing

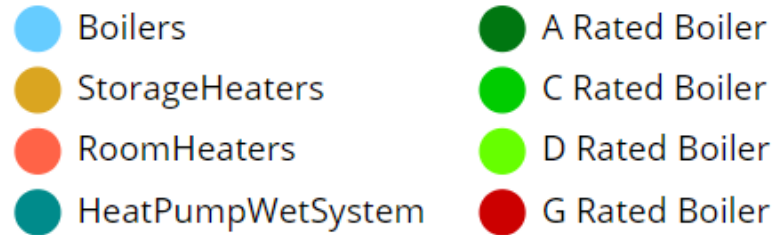
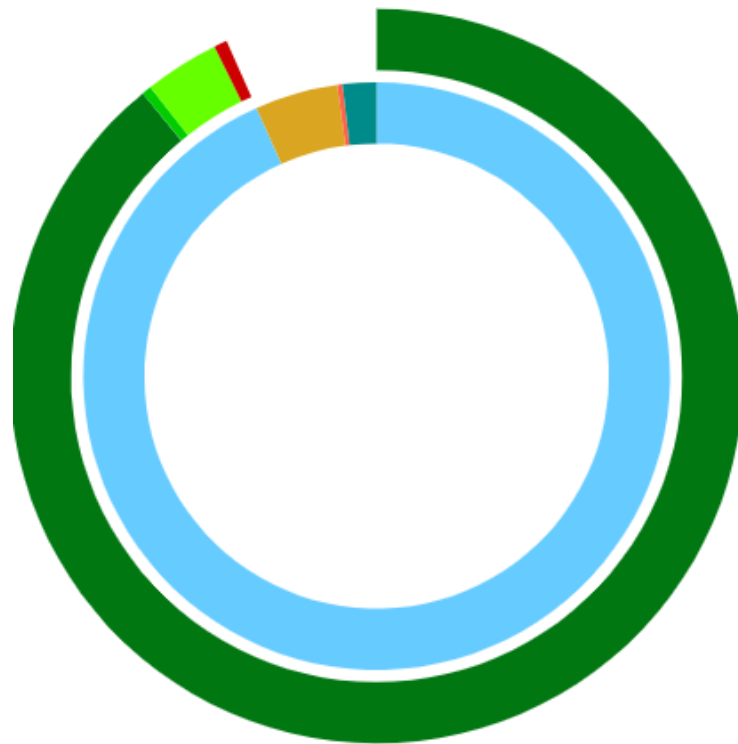


● Double Glazing
● Single Glazing

● Double Glazing Pre 2002
● Double Glazing 2002 or Later
● Double Glazing Unknown Age

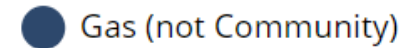
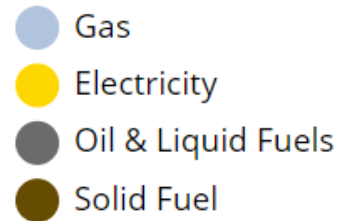
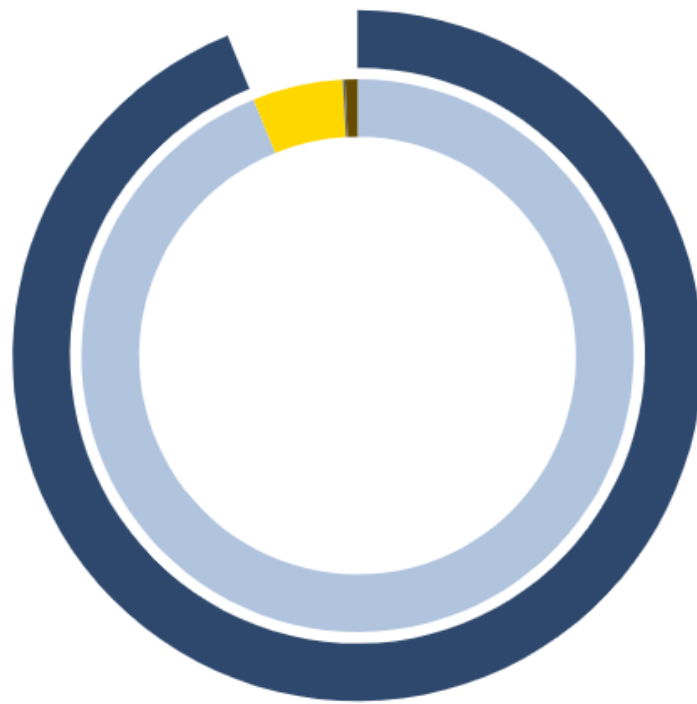
- 1 home with single & double
- 38 double with an unknown age

Heating type

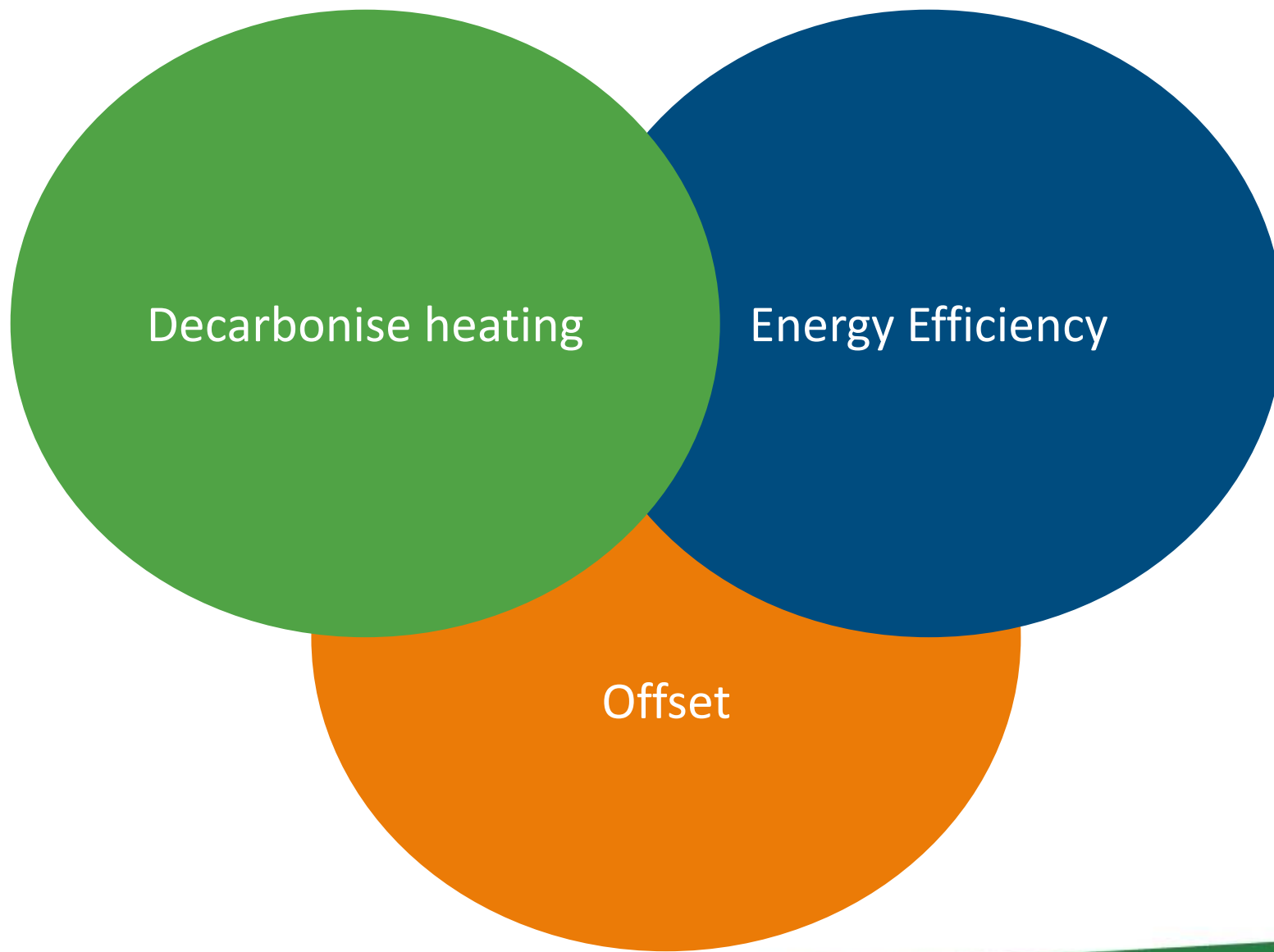


- 89% A-rated boilers
- 5% storage heaters
- 2% heat pumps
- 0.3% room heaters

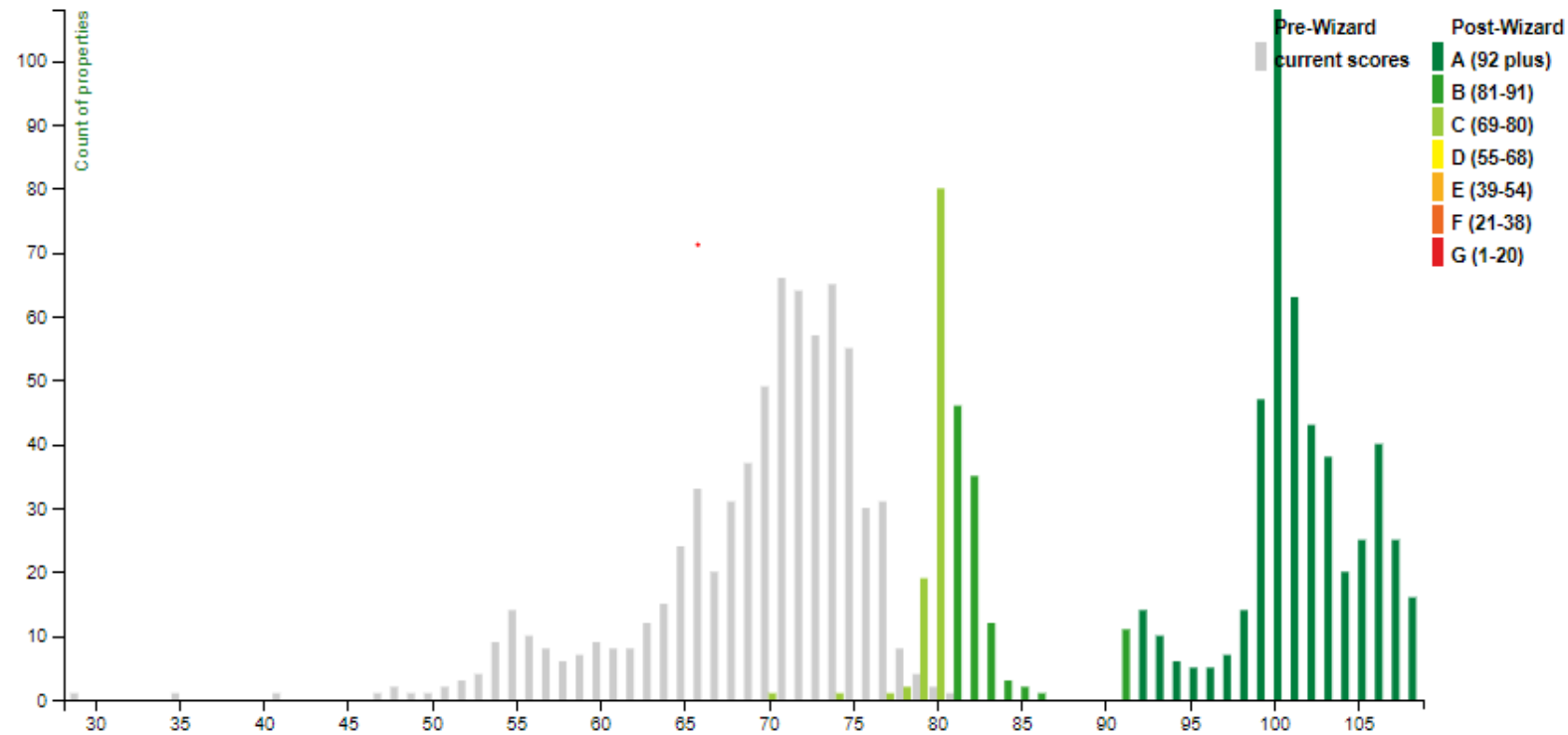
Main fuel



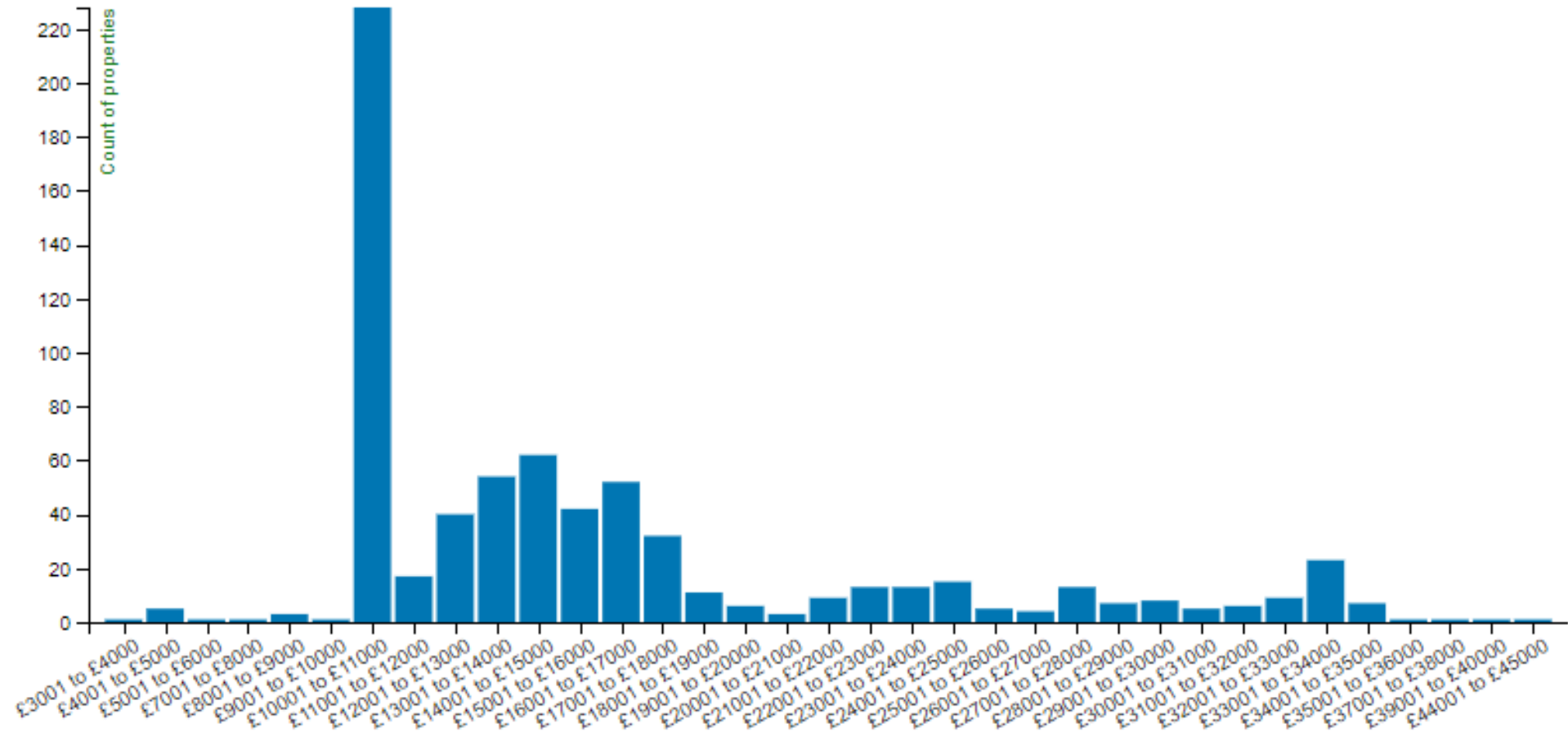
- 94% gas
- 5% electricity



Zero Carbon SAP 994 (Current Carbon Factors)



Investment breakdown



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kWh	9,509.73 (+0.000)	553.05 (-8956.680)

Stock comparison pre/post measures

Fabric measures

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		Solid 17 £67,063	Internal to Solid 17 £67,063	
		Timber 32 £236,865	Internal to Timber 32 £236,865	
		Other 101 £178,189	Alternate Wall 101 £178,189	Internal to Alternate Wall 81 £166,696 Cavity Insulation to Alternate Wall 20 £11,493
	Roofs 222 £116,520	Loft Insulation 189 £75,148	Virgin 3 £1,673 Top Up 160 £58,152 Unknown, No Access to Loft 19 £11,008 Unknown, Access to Loft 7 £4,315	
		Flat Roof Insulation 32 £41,048		
		Rafter or Ceiling Insulation 1 £324		
	Floors 450 £743,978	Solid Floors 343 £589,079		
		Suspended Timber Floor 98 £141,178		
		Suspended Not Timber Floor 1 £1,471		
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		Triple (A++ rated) 1 £10,660		
		Doors 220 £277,600		
	Draughts 6 £1,500	Chimneys 6 £1,500		

- Wall/roof insulation
- Floor insulation
- Glazing improvements

Building Services and Renewables

Heating and Hot Water 831 £4,648,000	Individual Heating and Hot Water 831 £4,648,000	Heating System 693 £4,081,950	Radiator System 4 £3,600	Gas with FGHRs 4 £3,600	
			Heat Pump System 689 £4,078,350	55 Degree ASHP 23 £126,500	
				45 Degree ASHP 579 £3,217,350	
				35 Degree ASHP 23 £158,500	
				55 Degree GSHP 2 £18,000	
				45 Degree GSHP 62 £558,000	
		Secondary Heating 2 £400		Remove Secondary Heating 2 £400	
		WWHRS 12 £8,150			
		Solar Thermal 124 £557,500			
		Lighting 349 £11,820			
Photovoltaics 501 £2,340,500					

- Change of heating system – 689 heat pump system
- Lighting upgrades
- Solar PV 500+ properties

Zero Carbon Investment Costs

Total Scenario Cost: **£11,640,081**

Cost per Home Affected: **£16,629**

Mean 2017 tCO ₂	0.999 (-0.963)	0.999 (-0.963)	0.999 (-0.963)
Mean 2019 tCO ₂	0.112 (-1.915)	0.112 (-1.915)	0.112 (-1.915)
Mean 2025 tCO ₂	0.057 (-1.810)	0.057 (-1.810)	0.057 (-1.810)
Mean 2030 tCO ₂	0.048 (-1.792)	0.048 (-1.792)	0.048 (-1.792)
Mean 2038 tCO ₂	0.03 (-1.758)	0.030 (-1.758)	0.030 (-1.758)
Mean 2050 tCO ₂	0.025 (-1.747)	0.025 (-1.747)	0.025 (-1.747)

Our recommendations

- Focus on fabric first approach – Retrofit
 - Secondary considerations – glazing and controls
 - Engage with PV provider for feasibility studies into PV installations
 - Assess viability of heating system switch for portion of properties linked with relevant funding streams
-
- Tailor measures to your strategic focus/ comfort and feasibility for your tenants
 - Provides forward plan and investment structure for future years

Next steps

- BEIS study concluded CHROM of similar software is the best way forward for generating recommendation's, however need assessor and client input
- What measures do you want to include/ not include linked with strategic objectives/tenant comfort etc.
- Tailor the results to your requirements
- Assess future funding streams
- Provide:
 - Base data
 - Cleansed data
 - EPCs
 - XMLs
- Final results session
- End of contractual obligations



Any Questions?



APPENDIX 2

Equality Impact Assessment - Preliminary Assessment Form

<i>Title of the strategy, policy, service or project:</i>		Oakleigh Ave Newhall
<i>Service Area:</i>	Housing	
<i>Lead Officer:</i>	Head of Housing	
<i>Date of assessment:</i>	08/21	
<i>Is the strategy, policy, service (procedure) or project:</i>		
<i>Changed</i>	<input type="checkbox"/>	
<i>New</i>	x	

Section 1 – Clear aims and objectives

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

The development of of reduced carbon property to replace a fire damaged bungalow at 15 Oakleigh Ave Newhall.

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

Applicants and existing tenants on the Councils Housing Register who will be able to apply for specialist accommodation

3. What outcomes do you want to achieve?

The development of a low carbon property assisting the Council in achieving its climate change ambitions.

Section 2 – What is the impact?

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

Section 3 – Recommendations and monitoring

If you have answered that the strategy, policy, procedure or project could potentially have a negative impact on any of the above characteristics then a full Equality Impact Assessment will be required.

5. Should a full EIA be completed for this strategy, policy, procedure or project?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
<p><i>Please explain the reasons for this decision:</i></p> <p><i>He proposal has a potentially positive impact on societal groups with protected characteristics.</i></p>		

Section 4 – Approval

Please note the assessment should be reviewed and approved by the appropriate Head of Service **before** the Committee report (if required) is produced.

Reviewed by Head of Service	Name:	Paul Whittingham
	Date:	31/8/21

REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 9
DATE OF MEETING:	7th OCTOBER 2021	CATEGORY: DELEGATED
REPORT FROM:	STRATEGIC DIRECTOR (CORPORATE RESOURCES)	OPEN
MEMBERS' CONTACT POINT:	KEVIN STACKHOUSE (EXT 5811) kevin.stackhouse@southderbyshire.gov.uk	DOC:
SUBJECT:	COMMITTEE WORK PROGRAMME	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: G

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.

Finance and Management Committee – Next F&M Committee 7th October 2021
Work Programme for the Municipal Year 2021/22

Work Programme Area	Date of Committee Meeting	Contact Officer (Contact details)
Corporate Resources & Chief Executive Service Plans	10 th June 2021	Fiona Pittam (Head of Organisational Development & Performance) Fiona.pittam@southderbyshire.gov.uk (01283 595735)
Corporate Plan Performance Monitoring 2020/21: Quarter 4	10 th June 2021	Fiona Pittam (Head of Organisational Development & Performance) Fiona.pittam@southderbyshire.gov.uk (01283 595735)
Compliments, Comments, Complaints and FOI Requests	10 th June 2021	Kevin Stackhouse (Strategic Director) Kevin.stackhouse@southderbyshire.gov.uk (01283 595811)
Complaints Policy and Procedure	10 th June 2021	Kevin Stackhouse (Strategic Director) Kevin.stackhouse@southderbyshire.gov.uk (01283 595811)
Climate Emergency Action Planning	10 th June 2021	Matthew Holford, (Head of Environmental Services) matthew.holford@southderbyshire.gov.uk , 01283 595856
Final Revenue Budget Outturn 2020/21	22 nd July 2021	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)

Treasury Management Annual Report 2020/21	22 nd July 2021	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Final Capital Outturn 2020/21	22 nd July 2021	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Covid 19 Funding: Update	22 nd July 2021	Kevin Stackhouse (Strategic Director) Kevin.stackhouse@southderbyshire.gov.uk (01283 595811)
Chief Executive's Directorate Service Plan 2021-22	22 nd July 2021	Frank McArdle (Chief Executive) frank.mcardle@southderbyshire.gov.uk (01283) 595702
Social Mobility Update	22 nd July 2021	Frank McArdle (Chief Executive) frank.mcardle@southderbyshire.gov.uk (01283) 595702
Corporate Plan Performance Monitoring 2021/22: Quarter 1	26 th August.2021	Fiona Pittam (Head of Organisational Development & Performance) Fiona.pittam@southderbyshire.gov.uk (01283 595735)
Revenue Financial Monitoring 2021/22	26 th August.2021	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Capital Financial Monitoring 2021/22	26 th August.2021	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)

Treasury Update 2021/22	26 th August.2021	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Proposed Local Council Tax Support Scheme 2022/23: Options Paper Timetable	26 th August 2021	Lizzie Barton (Head of Customer Services) Elizabeth.barton@southderbyshire.gov.uk (01283 595779)
Freedom of Information Policy & Publication Scheme	7 th October 2021	Kevin Stackhouse (Strategic Director – Corporate Resources) Kevin.stackhouse@southderbyshire.gov.uk
Proposed Local Council Tax Support Scheme 2022/23: Options Paper Update	21 st October 2021	Lizzie Barton (Head of Customer Services) Elizabeth.barton@southderbyshire.gov.uk (01283 595779)
Corporate Plan Performance Monitoring 2021/22: Quarter 2	25 th November 2021	Fiona Pittam (Head of Organisational Development & Performance) Fiona.pittam@southderbyshire.gov.uk (01283 595735)
Revenue Financial Monitoring 2021/22	25 th November 2021	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Collection Fund Position 2021/22	25 th November 2021	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Capital Financial Monitoring 2021/22	25 th November 2021	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)

Treasury Update 2021/22	25 th November 2021	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Compliments, Comments, Complaints and FOI Requests	25 th November 2021	Kevin Stackhouse (Strategic Director) Kevin.stackhouse@southderbyshire.gov.uk (01283 595811)
Annual Statement of Accounts 2020/21	6 th January 2022	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Service Base Budgets 2022/23	6 th January 2022	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Proposed Local Council Tax Support Scheme 2022/23	6 th January 2022	Lizzie Barton (Head of Customer Services) Elizabeth.barton@southderbyshire.gov.uk (01283 595779)
General Fund Consolidated Budget 2022/23 and MTFP to 2027	10 th February 2022	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Housing Revenue Account Budget 2022/23 and Financial Plan to 2032	10 th February 2022	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Capital Budget to 2022 to 2027	10 th February 2022	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)

Annual Report of the Section 151 Officer	10 th February 2022	Kevin Stackhouse (Strategic Director) Kevin.stackhouse@southderbyshire.gov.uk (01283 595811)
Proposed Local Council Tax Support Scheme 2022/23	10 th February 2022	Lizzie Barton (Head of Customer Services) Elizabeth.barton@southderbyshire.gov.uk (01283 595779)
Corporate Plan Performance Monitoring 2021/22: Quarter 3	17 th March 2022	Fiona Pittam (Head of Organisational Development & Performance) Fiona.pittam@southderbyshire.gov.uk (01283 595735)
Revenue Financial Monitoring 2021/22	17 th March 2022	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Collection Fund Position 2021/22	17 th March 2022	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Capital Financial Monitoring 2021/22	17 th March 2022	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Treasury Update 2021/22	17 th March 2022	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)