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Our Ref

Your Ref

Date: 26 June 2020

Dear Councillor,

**Environmental and Development Services Committee**

A Meeting of the **Environmental and Development Services Committee** will be a **Virtual Committee**, held via Microsoft Teams on **Monday, 06 July 2020 at 18:00**. You are requested to attend.

Yours faithfully,



Chief Executive

To:- **Conservative Group**

Councillor MacPherson (Chairman), Councillor Mrs. Haines (Vice-Chairman) and Councillors Mrs. Brown, Dawson, Fitzpatrick, and Mrs. Patten

**Labour Group**

Councillors Dunn, Mrs. Heath, Singh, Taylor and Tilley

## **AGENDA**

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

- |          |   |                |
|----------|---|----------------|
| <b>1</b> | Apologies and to note any Substitutes appointed for the Meeting.                              |                |
| <b>2</b> | To note any declarations of interest arising from any items on the Agenda                     |                |
| <b>3</b> | To receive any questions by members of the public pursuant to Council Procedure Rule No.10.   |                |
| <b>4</b> | To receive any questions by Members of the Council pursuant to Council procedure Rule No. 11. |                |
| <b>5</b> | REVIEW OF CHARITABLE COLLECTIONS POLICY   | <b>4 - 21</b>  |
| <b>6</b> | ANNUAL ENFORCEMENT AND COMPLIANCE REPORT 2019-20  | <b>22 - 31</b> |
| <b>7</b> | CORPORATE PLAN 2020-24: PERFORMANCE REPORT (2019-2020 QUARTER 4-1 JANUARY TO 31 MARCH)        | <b>32 - 49</b> |
| <b>8</b> | CENTRAL BUILDING CONTROL PARTNERSHIP PERFORMANCE REPORT                                       | <b>50 - 68</b> |
| <b>9</b> | COMMITTEE WORK PROGRAMME  | <b>69 - 76</b> |

### **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 any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.  
Details



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<b>REPORT TO:</b>	<b>ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 5</b>
<b>DATE OF MEETING:</b>	<b>6<sup>th</sup> JULY 2020</b>	<b>CATEGORY: DELEGATED/ RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>CHIEF EXECUTIVE</b>	<b>OPEN/EXEMPT PARAGRAPH NO:</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>EMMA McHUGH 01283 595 716 <a href="mailto:emma.mchugh@southderbyshire.gov.uk">emma.mchugh@southderbyshire.gov.uk</a></b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>REVIEW OF CHARITABLE COLLECTIONS POLICY</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE:</b>

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## **1. Recommendations**

- 1.1 That Members note the consultation responses received in relation to the Charitable Collections Policy at Appendix 1.
- 1.2 That Members approve the review of the Charitable Collections Policy at Appendix 2 of this report relating to street collections and house to house collections.
- 1.3 That Members approve the policy document to come into effect on approval by Full Council.

## **2. Purpose of Report**

- 2.1 To provide Members with the outcome of a consultation with interested parties.
- 2.2 To provide Members with the necessary information to be able to consider the recommendations contained in paragraph 1 of this report.

## **3. Detail**

- 3.1 House to house collections are governed by the House to House Collections Act 1939. Any house to house collection held for charitable purposes requires a permit to be issued by the Licensing Authority.
- 3.2 Street collections are governed by the Police, Factories, Etc (Miscellaneous Provisions) Act 1916 and requires a permit to be in place issued by the Licensing Authority for any charitable collection held in any street or public place.
- 3.3 In 2016, the Council adopted a Charitable Collections Policy covering how house to house collections and street collections are administered and enforced. A review of

this Policy has been undertaken to ensure it is up to date and amend some internal procedures.

## **Consultation**

- 3.4 Officers conducted a 12-week consultation exercise on the draft Policy with all persons who have been granted a permit previously, relevant organisations and members of the public via the Council's website.
- 3.7 2 responses were received during the consultation period. A summary of the points raised in relation to other responses received can be found at **Appendix 1**. The amended draft Policy is attached as **Appendix 2**.

## **4. Financial Implications**

- 4.1 There are no financial implications to the Council.
- 4.2 Recommendation 1.2 will have no financial implications on existing licence holders.

## **5. Corporate Implications**

### **Employment Implications**

- 5.1 None

### **Legal Implications**

- 5.2 None

### **Corporate Plan Implications**

- 5.3 These proposals will continue to demonstrate to members of the public that the Council takes the protection of local residents, children, and vulnerable adults from the potential harms of charitable collections seriously, which contributes to the value of taking pride in our place and striving for excellence in all we do.

### **Risk Impact**

- 5.4 None

## **6. Community Impact**

### **Consultation**

- 6.1 Consultation has taken place with all relevant bodies.

### **Equality and Diversity Impact**

- 6.2 None

### **Social Value Impact**

- 6.3 The proposals will protect all residents in South Derbyshire from the potential harms of charitable collections.

## **Environmental Sustainability**

6.4 None

### **7. Background Papers**

House to House Collections Act 1939

Police, Factories, Etc (Miscellaneous Provisions) Act 1916

### **Consultation Responses Log**

<b>Response</b>	<b>Summary of points raised</b>	<b>Amendment to Draft Policy</b>
Response 1	Will the proposal affect their Santa runs each year?	Confirmation the changes wouldn't affect their Santa run. No amendment to the Policy.
Response 2	<p>Not able to find the Code of Practice on the Institute of Fundraising's website as detailed in the Policy. New webpage link proposed.</p> <p>Will any exceptions be applied to people not submitting their returns on time and permitting them a future permit?</p>	<p>New webpage link amended in Policy as takes the reader direct to the correct Code of Practice.</p> <p>Advised no exceptions are to be applied as a permit will be allowed in the future if the return is submitted and the previous collection has been carried out correctly. No amendment to the Policy.</p>



**SOUTH DERBYSHIRE DISTRICT COUNCIL**

# **Charitable Collections Policy**

**Version : #**



**1. INTRODUCTION**

**HOUSE TO HOUSE COLLECTIONS**

- 1.1 House to house collections are governed by the House to House Collections Act 1939 ('the 1939 Act') and the House to House Collections Regulations 1947, as amended.
- 1.2 As a general rule, house to house collections for charitable, benevolent or philanthropic purposes, whether or not the purpose is charitable within the meaning of the rule of law, are required to be licensed by the Licensing Authority which is South Derbyshire District Council.
- 1.3 The definition of 'collection' extends beyond requests for money, to include the sale of magazines, requests for unwanted clothing and household items, visits to persuade persons to buy goods etc where any part of the proceeds may go to charity.
- 1.4 The only exception to the general rule is charities that have been granted an Exemption Certificate by the Home Office under the provisions of the 1939 Act. This Certificate allows an charity to collect in the District without applying for a licence from the Licensing Authority. The charity will not be exempted from the regulations or provisions of the 1939 Act and the charity must inform the Licensing Authority of the dates and areas of any planned collections.

**STREET COLLECTIONS**

- 1.5 The Licensing Authority is empowered under Section 5 of the Police, Factories, Etc (Miscellaneous Provisions) Act 1916 ('the 1916 Act') to license collections made in 'any street or public place' for 'charitable or other purposes'.
- 1.6 'Street' is defined as including any highway and any public bridge, road, lane, footway, square, court, alley, or passage, whether a thoroughfare or not.
- 1.7 The definition of a 'public place' will include the entranceways to shops. Although the foyer of a supermarket could be considered to be behind 'closed doors' and subject therefore only to the discretion and approval of the manager, any collector straying outside and/or into the car park would require a licence.
- 1.8 The Charitable Collections (Transitional Provisions) Order 1974 sets out model street collections regulations which have been adopted by the Licensing Authority.

**2. AIMS**

- 2.1 The aims of the Licensing Authority in respect of the licensing of charitable collections are to:
  - Safeguard the interests of both public donors and beneficiaries;
  - Facilitate well organised collections by bona fide charitable institutions and to ensure that good standards are met; and
  - Prevent unlicensed collections from taking place.

**3. OBJECTIVES**

- 3.1 In order to achieve its aims in respect of licensing of charitable collections, the Licensing Authority has identified the major issues and sought to tackle them through this Policy with the intention of:
- Ensuring impartiality and fairness in determining applications;
  - Accommodating all eligible requests, subject to capacity, and bearing in mind that certain days and locations are especially sought after;
  - Providing equality of opportunity for would-be collectors;
  - Avoiding undue nuisance to the public;
  - Setting fair maximum limits for one applicant;
  - Achieving a fair balance between local and national causes;
  - Forming links and improving communications with other organisations with a direct or indirect involvement in the licensing and administration of charitable collections such as the Police, Trading Standards, the Charity Commission, parish councils and local charitable institutions, etc.
- 3.2 This Licensing Authority recommends that all charities adhere to the Institute of Fundraising's Code of Fundraising Practice. A copy of this code of practice can be found at <https://www.fundraisingregulator.org.uk/code>

**4. HOUSE TO HOUSE COLLECTIONS**

**GENERAL PRINCIPLES**

- 4.1 Charities must be registered with the Charity Commission or be a charitable organisation based within the District of South Derbyshire.
- 4.2 Wherever possible, only one charity shall be permitted to collect per day. More than one charity will be permitted if the collection is taking place in different areas of the District. Applications will be dealt with on a first come first served basis.
- 4.3 In general, charities shall not be permitted to hold more than two collections throughout the District or part thereof during one calendar year. This shall be at the discretion of the Senior Licensing Officer. A collection shall last no longer than one week.
- 4.4 Where further requests are received from charities that hold a Home Office exemption to collect on dates which have already been allocated, a formal request may be made for them to consider an alternative date.
- 4.5 Applications will only be accepted for charitable collections to be held in the current or next calendar year.
- 4.6 The Licensing Authority appreciates that expenses/costs will be incurred by charities when carrying out clothing collections and that, through the process of collecting and sorting the clothes, value is added. However, expenses/costs deducted by the charity must still be reasonable.

- 4.7 With regards to clothing collections, it is very difficult to determine applications based on the percentage of proceeds that are given to the charities as every charity works differently and percentages might not reflect the true amount given to charities. Trustees of a charity have the legal duty to ensure that they act in the best interests of the charity including any contract entered into with a commercial operator. On this basis, this Licensing Authority will ask all charities to provide a declaration stating that they have performed due diligence and are happy with the remuneration going to charitable objectives. This will place the onus on the charities streamlining the application process for all parties involved.
- 4.8 The applicant must forward a financial return form to the Licensing Authority within one month of the date of the collection showing details of the monies collected. No permit will be issued in the future to any applicant that has failed to forward the financial return form in respect of previous collections.

### APPLICATION PROCEDURE

- 4.9 The Licensing Authority operates a diary system to log in collection requests therefore the applicant is encouraged to contact the Licensing Authority before submitting an application in order to check the available dates for any collection.
- 4.10 Applications are to be made in writing on the form provided together with the information requested. Where possible, the use of electronic forms will be encouraged.
- 4.11 Applications must be received at least one month before the date of the proposed collection. In order for the necessary checks to be carried out and to leave time for the necessary prescribed badges and certificates to be ordered and received from Her Majesty's Stationary Office (HMSO), it is advised that applications are submitted a minimum of 3 months before the proposed date of collection. Any applications received less than the 28 days before the proposed first date of collection will be declined. This requirement may be waived in exceptional circumstances at the discretion of the Senior Licensing Officer.
- 4.12 If an application is to be made by a commercial organisation collecting on behalf of a charity, the following information must be submitted with the application:
- - A copy of the bag or literature to be used during the proposed collection;
  - Declaration from the charity that they are happy with the remuneration from the collection;
  - and
  - An agreement or contract details with any registered charity or individual benefiting from this collection.

This information will not be required if a charity is collecting on their own behalf or if the application is from a voluntary organisation.

- 4.13 Applications will be considered on receipt and, where appropriate, additional information may be requested from the applicant to assist in determining the application. The failure to provide adequate information in the application form or upon request will result in a refusal or a delay in consideration until any outstanding information has been provided.
- 4.14 No collection should take place until the charity is in receipt of the permit. To collect, before the determination of the application, would be an offence under the 1939 Act.
- 4.15 Applications will be considered by the Licensing Authority on their respective merits and the Licensing Authority will either:
- (a) Issue a permit specifying the requested date and location; or
  - (b) Refuse to issue a permit on the grounds detailed below.
- 4.16 The Licensing Authority can refuse or revoke a permit for various reasons including:
- To limit the number of collections in line with this Policy at the discretion of the Senior Licensing Officer;
  - If too high a proportion of the proceeds is likely to be spent on expenses;
  - If not enough of the proceeds are to be given to the charity or cause;
  - If incorrect information was provided on the application form;
  - If no return was received in relation to a previous collection;
  - If the promoter or any other person involved in the collection has breached the legislation or regulations in relation to previous collections;
  - If the promoter or any other person involved in the collection has been convicted of certain criminal offences i.e. burglary, blackmail or fraud or any offence committed under the Act.

This list is not exhaustive.

- 4.18 There is a right of appeal to the Secretary of State against the refusal or revocation of a permit within 14 days from the date on which the notice is given of the refusal or revocation.
- 4.19 During the collection, the promoter must ensure that collectors are 'fit and proper' persons and that they comply with the regulations. A copy of the house to house regulations is attached to this Policy at Appendix 1.
- 4.20 The promoter must forward to the Licensing Authority a financial return form showing details of the monies collected within one month of the collection.

## **5. STREET COLLECTIONS**

### **GENERAL PRINCIPLES**

- 5.1 Charities must be registered with the Charity Commission or be a charitable organisation based within the District of South Derbyshire.

- 5.2 Wherever possible, only one charity shall be permitted to collect per day. More than one charity will be permitted if the collection is taking place in different areas of the District. Applications will be dealt with on a first come first served basis.
- 5.3 Charities shall not be permitted more than one permit per year to carry out charitable street collections within the same location on a Friday or Saturday.
- 5.4 In general, charities shall not be permitted to hold more than two collections throughout the District or part thereof during one calendar year. This shall be at the discretion of the Senior Licensing Officer. A collection shall last no longer than one week.
- 5.5 No payment must be made to any collector, or to any other person connected with the promotion or conduct of the collection, indirectly or directly, out of the proceeds of the collection without the approval of the Licensing Authority. In general, payments to collectors are discouraged as it is contrary to the objective of maximising income to charitable institutions. Reimbursement of reasonable expenses is generally accepted provided that it is within an acceptable overall proportion of the total collected. All collections will be considered on an individual basis but all payments will be subject to agreement with the Licensing Authority in advance.
- 5.6 No animals are permitted to accompany collectors during the collection without prior written approval of the Licensing Authority.

**APPLICATION PROCEDURE**

- 5.7 The Licensing Authority operates a diary system to log in collection requests therefore the applicant is encouraged to contact the Licensing Authority before submitting an application in order to check the available dates for any collection.
- 5.8 Applications are to be made in writing on the form provided together with the information requested. Where possible, the use of electronic forms will be encouraged.
- 5.9 Applications shall be received at least one month before the proposed date of the collection. This requirement may be waived if there are special reasons for doing so as decided by the Senior Licensing Officer.
- 5.10 The application will be considered on receipt and, where appropriate, additional information may be required from the applicant to assist in determining the application. The failure to provide adequate information in the application form or upon request will result in a refusal or a delay in consideration until any outstanding information has been provided.
- 5.11 No collection should take place until the charity is in receipt of the permit. To collect, before the determination of the application, would be an offence under the Act.
- 5.12 Applications will be considered by the Licensing Authority on their respective merits and the Licensing Authority will either:

- (a) Issue a permit specifying the requested date and location; or
- (b) Refuse to issue a permit.

- 5.13 There are no restrictions as to the grounds for refusing an application for a street collection permit however, in determining an application; the Licensing Authority will consider the past conduct of the applicant in particular with regards to the applicant's compliance with the legislation and regulations. There is currently no right of appeal against a decision of the Licensing Authority to refuse or revoke a permit for a collection.
- 5.14 There shall be no more than 5 collectors at any one time during the collection. The number of collectors can be increased with the written approval of the Licensing Authority.
- 5.15 During the collection, the promoter must not allow anyone to collect money, or sell goods, unless they have been given written authority. The promoter must ensure that all people acting as collectors are fit and proper persons and comply with any appropriate legislation. A copy of the street collections regulations is attached to this Policy at Appendix 2.
- 5.16 The promoter must forward to the Licensing Authority a financial return form showing details of the monies collected within one month of the date of the collection. No permit will be issued in the future to any applicant that has failed to forward the financial return form in respect of previous collections.

**6. UNLICENSED COLLECTIONS**

- 6.1 The Licensing Authority takes breaches of both Acts very seriously and will take the necessary legal action against any organisation that operates within the District without the correct permit.
- 6.2 Information will be posted on the Council's website for members of the public in relation to unlicensed or fraudulent collections. This information will include how to report any such activity to the Licensing Authority for enforcement action to be taken. An up to date list of current collections will be available on the Council's website for the benefit of the public and any potential applicants.

**7. DIRECT DEBITS**

- 7.1 In relation to street collections, the collection of direct debits for charitable purposes does not need to be licensed by way of a street collection permit.
- 7.2 With regards to house to house collections, many organisations do not believe that direct debits fall under the remit of the 1939 Act however the 1939 Act defines collection as 'an appeal to the public, made by means of visits from houses to house, to give, whether for consideration or not, money or other property.'
- 7.3 It is the view of this Licensing Authority that direct debits can be classed as the 'giving of money' and therefore direct debit collections would fall under the remit of the 1939 Act. This Licensing Authority requires that all direct debit collections are licensed by way of a house to house collection permit.

**8. CONTACT DETAILS**

Anybody wishing to contact the Licensing Authority with regard to this Policy can do so as follows:

In writing to    South Derbyshire District Council  
                     Licensing Department  
                     Civic Way  
                     Swadlincote  
                     Derbyshire  
                     DE11 0AH

By email to     [licensing@southderbyshire.gov.uk](mailto:licensing@southderbyshire.gov.uk)

By telephone    01283 210000

### DOCUMENT HISTORY

Issue 1 – May 2016  
Issue 2 - #

**Appendix 1**



**South  
Derbyshire  
District Council**

**HOUSE TO HOUSE COLLECTION ACT 1939**

**AND**

**HOUSE TO HOUSE COLLECTION REGULATIONS 1947**

1. Every promoter of a collection shall exercise all due diligence
  - (a) to secure that persons authorised to act as collectors for the purposes of the collection are fit and proper persons; and
  - (b) to secure compliance on the part of persons so authorised with the provisions of these Regulations.
2. No promoter of a collection shall permit any person to act as a collector, unless he has issued or caused to be issued to that person:-
  - (a) a prescribed Certificate of Authority duly completed and signed by or on behalf of the chief promoter of the collection;
  - (b) a prescribed badge which must state a general indication of the purpose of the collection; and
  - (c) if money is to be collected, a collecting box or receipt book marked with a clear indication of the purpose of the collection and a distinguishing number, which indication and number shall, in the case of a receipt book, also be marked on every receipt contained therein in addition to the conservative number of the receipt.
3. Every promoter of a collection shall exercise all due diligence to secure:-
  - (a) that no prescribed certificate of authority, prescribed badge collecting box or receipt book is issued, unless the name and address of the collector to whom it is issued have been entered on a list showing in respect of any collecting box or receipt book the distinguishing number thereof; and
  - (b) that every prescribed certificate of authority, prescribed badge, collecting box or receipt book issued by him or on his behalf is returned when the collection is completed or when for any other reason a collector ceases to act as such.
4. In the case of a collection in respect of which a licence has been granted:-
  - (a) every prescribed Certificate of Authority shall be given on a form obtained from H.M. Stationery Office, and every prescribed Badge shall be so obtained; and
  - (b) every prescribed certificate of authority shall be authenticated, and the general indication on every prescribed badge of the purpose of the



collection shall be inserted therein or annexed thereto, in a manner approved by the local authority for the area in respect of which the licence was granted.

5. No person **under the age of 16 years**, shall act or be authorised to act as a collector of money.
6. No collector shall importune any person to the annoyance of such person, or remain in, or at the door of, any house if requested to leave by any occupant thereof.
7. The promoter of a collection must furnish an account of the collection in the form prescribed to the Licensing Authority within one month of the expiry of the licence.

### DEFINITIONS

8. **“Charitable Purpose”** means any charitable, benevolent, or philanthropic purpose.

**“Collection”** means an appeal to the public, made by means of visits from house to house to give **whether for consideration or not**, money **or other property**.

**“Collector”** means a person who makes the appeal in the course of such visits.

**“House”** includes a place of business.

**“Proceeds”** means, in relation to a collection, all money **and all other property given, whether for collection or not**, in response to the appeal.

**“Promoter”** means a person who causes others to act as collectors for the purpose of the collection.

### ENVELOPE COLLECTIONS

Envelope collections may not be carried out unless the promoter has the express permission of the Secretary of State.

### FOR FURTHER INFORMATION

9. For further information, reference should be made to the Act and Regulations which are obtainable from H.M. Stationery Office, P.O. Box 569, London, SE1 9NH, or through any bookseller.
10. Enquiries in connection with these matters may also be addressed to:

**South Derbyshire District Council  
Civic Way  
Swadlincote  
Derbyshire, DE11 0AH**

**Appendix 2**



**POLICE, FACTORIES, & C. (MISCELLANEOUS PROVISIONS) ACT 1916**

**STREET COLLECTION REGULATIONS**

1. In these Regulations, unless the context otherwise requires:-  
  
“collection” means a collection of money or sale of articles for the benefit of charitable or other purposes and the word “collector” shall be construed accordingly;  
  
“promoter” means a person who causes others to act as collectors;  
  
“the licensing authority” means South Derbyshire District Council;  
  
“permit” means a permit for a collection;  
  
“contributor” means a person who contributes to a collection and includes a purchaser of articles for sale for the benefit of charitable or other purposes;  
  
“collecting box” means a box or other receptacle for the reception of money from contributors.
2. No collection, other than a collection taken at a meeting in the open air, shall be made in any street or public place within the South Derbyshire District unless a promoter shall have obtained from the licensing authority a permit.
3. Application for a permit shall be made in writing not later than one month before the date on which it is proposed to make a collection:  
  
Provided that the licensing authority may reduce the period of one month if satisfied that there are special reasons for doing so.
4. No collection shall be made except upon the day and between the hours stated on the permit.
5. The licensing authority may, in granting a permit, limit the collection to such streets or public places or such parts thereof as it thinks fit.
6. (i) No person may assist or take part in any collection without the written authority of a promoter.  
  
(ii) Any person authorised under paragraph (i) above shall produce such written authority forthwith for inspection on being requested to do so by a duly authorised officer of the licensing authority or any constable.

7. No collection shall be made in any part of the carriageway of any street which has a footway:

Provided that the licensing authority may, if it thinks fit, allow a collection to take place on the said carriageway where such collection has been authorised to be held in connection with a procession.

8. No collection shall be made in a manner likely to inconvenience or annoy any person.

9. No collector shall importune any person to the annoyance of such person.

10. While collecting:-

- (i) a collector shall remain stationery; and
- (ii) a collector or two collectors together shall not be nearer to another collector than 25 metres:

Provided that the licensing authority may, if it thinks fit, waive the requirements of this Regulation in respect of a collection which has been authorised to be held in connection with a procession.

11. No promoter, collector or person who is otherwise connected with a collection shall permit a person under the age of 16 years to act as a collector.

12. (i) Every collector shall carry a collecting box.
- (ii) All collecting boxes shall be numbered consecutively and shall be securely closed and sealed in such a way as to prevent them being opened without the seal being broken.
- (iii) All money received by a collector from contributors shall immediately be placed in a collecting box.
- (iv) Every collector shall deliver, unopened, all collecting boxes in his possession to a promoter.

13. A collector shall not carry or use any collecting box, receptacle or tray which does not bear displayed prominently thereon the name of the charity or fund which is to benefit nor any collecting box which is not duly numbered.

14. (1) Subject to paragraph (2) below a collecting box shall be opened in the presence of a promoter and another responsible person.
- (2) Where a collecting box is delivered unopened, to a bank, it may be opened by an official of the bank.
- (3) As soon as a collecting box has been opened, the person opening it shall count the contents and shall enter the amount with the number of the collecting box on a list which shall be certified by that person.

15. (1) No payment shall be made to any collector.

- (2) No payment shall be made out of the proceeds of a collection, either directly or indirectly, to any other person connected with the promotion or conduct of such collection for, or in respect of, services connected therewith, except such payments as may have been approved by the Licensing Authority.
- 16.
  - (1) Within one month after the date of any collection the person to whom a permit has been granted shall submit to the licensing authority:
    - (a) a statement in the form set out in the Schedule to these Regulations, or in a form to the like effect, showing the amount received and the expenses and payments incurred in connection with such collection, and certified by that person and a qualified accountant;
    - (b) a list of the collectors;
    - (c) a list of the amounts contained in each collecting box;and shall, if required by the licensing authority, satisfy it as to the proper application of the proceeds of the collection.
  - (2) The said person shall also, within the same period, at the expense of that person and after a qualified accountant has given his certificate under paragraph (1)(a) above, publish in such newspaper or newspapers as the licensing authority may direct a statement showing the name of the person to whom the permit has been granted, the area to which the permit relates, the name of the charity or fund to benefit, the date of the collection, the amount collected, and the amount of the expenses and payments incurred in connection with such collection.
  - (3) The licensing authority may, if satisfied there are special reasons for doing so extend the period of one month referred to in paragraph (1) above.
  - (4) For the purposes of this Regulation “a qualified accountant” means a member of one or more of the following bodies:-
    - the Institute of Chartered Accountants in England and Wales;
    - the Institute of Chartered Accountants in Scotland;
    - the Association of Certified Accountants;
    - the Institute of Chartered Accountants in Ireland.
- 17. These regulations shall not apply:-
  - (a) in respect of a collection taken at a meeting in the open air; or
  - (b) to the selling of articles in any street or public place when the articles are sold in the ordinary course of trade.
- 18. Further information may be obtained from:-
  - (i) The Charity Commission Direct, PO Box 1227, Liverpool, L69 3UG – 01823 345096

- (ii) The Stationery Office, TSO Publications, 85 Buckingham Gate,  
London, SW13 6PD – 0333 2025070

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REPORT TO:	ENVIRONMENT & DEVELOPMENT SERVICES	AGENDA ITEM: 6
DATE OF MEETING:	6 <sup>th</sup> JULY 2020	CATEGORY: RECOMMENDED
REPORT FROM:	ALLISON THOMAS, STRATEGIC DIRECTOR – SERVICE DELIVERY	Open
MEMBERS' CONTACT POINT:	MATT HOLFORD, <a href="mailto:matthew.holford@south-derbys.gov.uk">matthew.holford@south-derbys.gov.uk</a> , 01283 595856	DOC:
SUBJECT:	ANNUAL ENFORCEMENT AND COMPLIANCE REPORT 2019-20	REF:
WARD(S) AFFECTED:	All	TERMS OF REFERENCE: EDS14, HCS10

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## 1. Recommendations

- 1.1 That the Committee notes the contents of the report and approves that the Council is using its regulatory powers in a way proportionate to the demands for all regulatory services it provides.

## 2. Purpose of Report

- 2.1 To provide the Committee with details of the Council's use of its tools and powers to take appropriate enforcement action during the 2019/20 reporting period.

## 3. Background

- 3.1 Under the priority of 'Our Environment' in the 2020-2024 Corporate Plan, one of the key aims is *"Reduce fly tipping and litter through education, engagement and zero tolerance enforcement action where appropriate"*.
- 3.2 Under the priority of 'Our People', one of the key aims is *"Help tackle anti-social behaviour and crime through strong and proportionate action"*.
- 3.3 The Council is authorised to use in excess of 100 different statutes to regulate and ensure compliance in areas of work as diverse as planning, food hygiene, licensing, pollution control, anti-social behaviour, building control, public health, waste and dog control.
- 3.4 The way in which the Council utilises these powers is governed by law, statutory guidance and previous legal precedent. Some services (notably many of the functions of Licensing and Environmental Health) also have a duty to have regard to the five governing principles of the Legislative and Regulatory Reform Act 2006, namely that all regulatory interventions are *transparent, accountable, proportionate and consistent* and should be *targeted* only at cases in which action is needed.

- 3.5 This report provides a high level summary of the regulatory action over the past year and provides a comparison against historical levels of regulatory action.

### **Demands for services**

- 3.6 The demand for Council services in 2019/20 compared to previous years is illustrated in Figure 1 in the report appendix.
- 3.7 Complaints about air pollution have progressively increased over the last five years. The largest source of complaints is about smoke from domestic and non-domestic bonfires. Nevertheless, air quality monitoring data from across the District shows that air quality has improved over the last five years.
- 3.8 For the third consecutive year there has been a significant reduction in complaints about dogs in public places (fouling, animal welfare concerns, dogs off leads). This may be a reflection of the introduction of new laws on microchipping and the increased activity of the Community Safety Enforcement Officers in issuing fixed penalty notices for dog offences, although it is likely that there are a range of causes of this welcome trend.
- 3.9 The Council ran two education and engagement campaigns in 2019/20 relating to dog fouling (We're Watching You) and litter prevention (Swadlincote Heroes).
- 3.10 The Council continues to receive high volumes of complaints about public health problems. Predominantly these consist of waste on private land, untidy land, filthy and verminous property, drainage complaints and other forms of nuisance such as light trespass and high hedges.
- 3.11 The Council received a higher number of complaints about noise nuisance in 2019/20 than in any previous year. The increase in complaints is mainly attributed to the continued rapid growth of the population of South Derbyshire. The Council receives 5.2 noise complaints a year per thousand head of population, which is marginally above the Council's target to keep the numbers of complaints below 5.0 per thousand head of population.
- 3.12 The number of complaints about abandoned vehicles has reduced slightly compared to the peak in 2016/17. Nevertheless, the number of complaints is still five times higher than they were in 2014.
- 3.13 Sadly, the number of fly tipping incidents in 2019/20 went up for the first time in three years. Incidents of fly tips were particularly high during the period June to October 2019. This reflected a particular increase in incidents on Lowes Lane, Swarkestone. Investigations by the Community Safety Enforcement Team into these offences established that the incidents may be linked to a handful of individuals involved in a wider criminal gang. Investigations continue and it is anticipated that criminal charges will be brought on the conclusion of the investigation. Most tellingly, at the point at which individuals under suspicion became aware that they were under investigation, the incidents significantly reduced.
- 3.14 In addition to Licensing applications determined by Officers, several applications and licence holders were referred to the Licensing and Appeals Sub-Committee for their consideration. During 2019-2020, the Licensing and Appeals Sub-Committee:
- Revoked two personal licence due to convictions;

- Issued a counternotice for one temporary event notice after an objection from the Police and Environmental Health. The counternotice meant the licensable activities planned at the event were not authorised and therefore it could not take place;
- Revoked one private hire driver's licence;
- Revoked one private hire operator's licence;
- Refused to grant one private hire driver's licence;
- Granted one personal licence;
- Granted five private hire driver's licences.

3.15 In addition, under delegated authority, one private hire driver's licence was revoked with immediate effect due to public safety concerns.

3.16 Particular concerns about anti-social behaviour are reflected in the new Corporate Plan aim identified in paragraph 3.2 of this report. A new performance indicator relating to anti-social behaviour has been developed and will be reported on a quarterly basis through the Corporate Plan reporting process.

### **Demands for Inspections of Businesses**

3.17 Food hygiene law requires that businesses are risk assessed and then inspected with a frequency based on national legal guidance. Figure 2 in the appendix to this report illustrates the number of inspections carried out.

3.18 As of April 2020, 86.8% of food businesses in South Derbyshire had been awarded the top score for their food hygiene. This is the highest ever percentage of businesses to achieve the top rating and reflects the continuous work of Environmental Health staff to encourage and support the local food and drink sector to maximise its potential.

3.19 The 13% of food businesses who are yet to meet the top score are the toughest group to positively influence. The Commercial Team, which delivers food hygiene inspections, is looking at various forms of behavioural change interventions as well as direct legal action on the rare occasions it is appropriate, to improve the Council's influence on this hard to change group.

3.20 Hygiene standards in 99.4% of food businesses were assessed as being 'broadly compliant' which means that the Council's food inspectors are satisfied that they can be left to manage their own hygiene practices until their next programmed inspection. In April 2019, this figure was 98.8% which, at the time, was the fourth best in the UK.

### **Proactive Measures**

3.21 During 2019, seven pre-existing Public Spaces Protection Orders (PSPO) were approved to take effect for a further three years. In addition, a further two PSPOs were approved to control anti-social behaviour around Maurice Lea Park and to prevent fly tipping at Lowes Lane, Swarkestone.

3.22 Following Committee approval in 2019, a new Community Safety Enforcement Officer (CSEO) was appointed in June 2019 with a specific brief to help assist deliver the vision for Swadlincote Town Centre and to maximise the benefits for all residents of the towns



parks and open spaces. The CSEO has been successfully involved in tackling Town Centre anti-social behaviour and engaging with Town Centre businesses.

## Legal Interventions

- 3.23 The Council has published an [Enforcement Policy](#) which explains how it will use the various tools and powers to help the business community and residents to meet the various laws the Council is tasked with regulating. When the Council is unable to ensure compliance through persuasion it may be necessary to resort to use of more formal means. The Council has powers in the form of various compliance notices which can be issued requiring some form of action to be taken (or to be stopped) by the recipient in order to more formally require compliance than through advice and guidance.
- 3.24 Figure 3 in the appendix to this report illustrates the numbers of formal notices issued and in broad terms the nature of the problem which led to the notice being served.
- 3.25 Overall, the number of legal notices served has remained relatively consistent over the past five years. There has been a reduction in the number of legal notices which have been issued due to defects in private sector housing, however this reflects a change in the way that the Council is rectifying housing defects as a result of additional funding which has been made available for housing improvements through the Better Care Fund.
- 3.26 In addition to the legal notices reported, Council officers also issued a total of 17 Community Protection Notices and were granted six Criminal Behaviour Orders by the courts to address various forms of anti-social behaviour.

## Punitive Outcomes from Offences

- 3.27 In a small number of cases, the Council is required to resort to the courts or other forms of judicial punishment for confirmed offences. This can be in one of three forms:
- For a limited number of offences and where the offender admits to the offence a fixed penalty notice can be issued;
  - Where the offender admits the offence and there is no fixed penalty notice option available, but prosecution is not deemed to be proportionate then the offender may be given the option to sign a formal caution;
  - The most severe form of intervention is a prosecution.
- 3.28 Table 1 below summarises the recent numbers of each of these punitive outcomes compared to historical levels.

**Table 1 – Summary of Punitive Outcomes following Offences**

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Total Fixed Penalty Notices	6	34	91	79	72	27
Dog offences	1	23	9	6	14	4
Fly tipping & waste offences	1	0	7	7	8	5

Litter	4	8	65	54	43	13
Community Protection Notice / PSPO breach	0	3	10	12	4	4
Abandoned vehicles	0	0	0	0	3	1
Formal Cautions	3	3	1	3	4	6
Prosecutions	0	3	1	5	7	5

- 3.29 Between 2016 and 2019, Council officers made greater use of fixed penalty notices for low level offences than was the case in 2019-20.
- 3.30 The main reduction in the use of fixed penalties has been for littering offences. In previous years fixed penalties for littering were frequently being issued where individuals had inappropriately left waste at recycling centres. Most typically this consisted of offenders leaving recyclable waste at the side of the collection bins and therefore causing material to be blown away in the wind or of offenders leaving non-recyclable material such as food and other household waste.
- 3.31 Until 2016 officers had mainly dealt with these offences through advice and education. However, from 2016 when it became apparent that the frequency of incidents was not improving it was considered necessary to develop a less tolerant approach and offenders began being interviewed under caution and issued with fixed penalties.
- 3.32 This more robust enforcement strategy appears to have been relatively successful. Incidents of waste offences at recycling centres have significantly reduced and as a consequence so has the number of fixed penalties issued.
- 3.33 Five prosecutions were taken during 2019/20, of which three related to waste offences, one to a private rented housing offence and one an animal welfare offence.

### **Cases of Particular Note**

- A woman from Newall pleaded guilty to breaches of the Animal Welfare Act as a result of allowing her property to become littered with animal excrement and urine throughout the living room and kitchen. The woman was jailed for 12 weeks, given a lifetime ban on keeping pets and ordered to pay more than £3,000 costs after pleading guilty to two charges of animal neglect.
- A landlord from Woodville was fined £10,000, with a victim surcharge of £170 and legal costs £5,000 for failing to comply with a legal notice under the Housing Act requiring improvements to a private rented property on High Street, Woodville. The defects to the property included dangerous electrical installation, a dangerous, untested open flue gas appliance, no hot water, serious mould growth, a wash hand basin in a state of collapse, no functional heating, rising damp, an insecure front door and no fire detection. The property was occupied by a single mother and small children and so emergency repair work was carried out by Council officers to make the property safe and recharged to the landlord.
- A man and a woman from Swadlincote were both convicted of dumping waste consisting of approximately 40 bags of kitchen and domestic waste including beer cans, spirit bottles, rotting food and a large quantity of cat faeces on Darklands Road, Swadlincote. The man was given a 12-month Community Order with requirement to complete 100 hours unpaid work, £85 victim surcharge and £400 costs. The woman was fined £40, with a £32 victim surcharge and ordered to pay £300 towards costs.

- A number of reports were made to the Communities Team and the Police regarding youths causing nuisance on bikes around various locations within Swadlincote Town Centre. The youths were riding dangerously within the pedestrianised Town Centre, riding dangerously on the road in large numbers and even going into shops on their bikes. Following collaboration between the Police and District Council officers six Community Protection Notice warnings and one Community Protection Notice were issued which put a stop to the group's behaviour.
- Five successful applications for Criminal Behaviour Orders have been made by the Council to the courts to control the behaviour of individuals who have been consuming alcohol in Swadlincote Town Centre.

#### **4. Financial Implications**

- 4.1 The Council's regulatory services cover environmental health, licensing, community safety and planning. Overall, the net cost of these services is approximately £1,000,000 and the Council has progressively reduced these net costs in recent years while at the same time increasing the volumes of work activity.
- 4.2 Benchmarking the costs of the Council's regulatory services to other Councils in the UK suggests that overall the services provided are at a relatively low cost. Based on benchmarking data published by the Local Government Association (LGA) (published on LG Inform) South Derbyshire's total expenditure per head of population on environmental and regulatory services is;
- the 2<sup>nd</sup> lowest of the 40 single tier and district councils in the East Midlands (£43.90 per head compared to a regional mean of £63.70);
  - the lowest of the Council's 15 CIPFA near neighbours (£43.90 per head compared to a near neighbour mean of £64.50);
  - the 8<sup>th</sup> lowest out of all of the 192 English District Councils (£43.90 per head compared to a national mean of £67.65).

#### **5. Corporate Implications**

##### **Employment Implications**

- 5.1 None.

##### **Legal Implications**

- 5.2 None.

##### **Corporate Plan Implications**

- 5.3 The report has been produced to provide the Committee with details of how officers are delivering the "Our Environment" aim to *Reduce fly tipping and litter through education, engagement and zero tolerance enforcement action where appropriate* and the "Our People" aim to *Help tackle anti-social behaviour and crime through strong and proportionate action* priority through People" in the 2020-24 Corporate Plan.

##### **Risk Impact**

- 5.4 The proposals will have a beneficial mitigating action against the corporate risk of "Managing the environmental impact of incidents across the District".

## **6. Community Implications**

### **Consultation**

6.1 None

### **Equality and Diversity Impact**

6.2 Fair and proportionate application of the law should ensure that improvements in equality and diversity are indirectly delivered by tackling crime and anti-social behaviour.

### **Social Value Impact**

6.3 Beneficial.

### **Environmental Sustainability**

6.4 Beneficial. Proportionate regulation is an important feature of ensuring community cohesion. It also ensures positive economic growth by preventing businesses which operate outside the law from gaining a competitive advantage in their respective market.

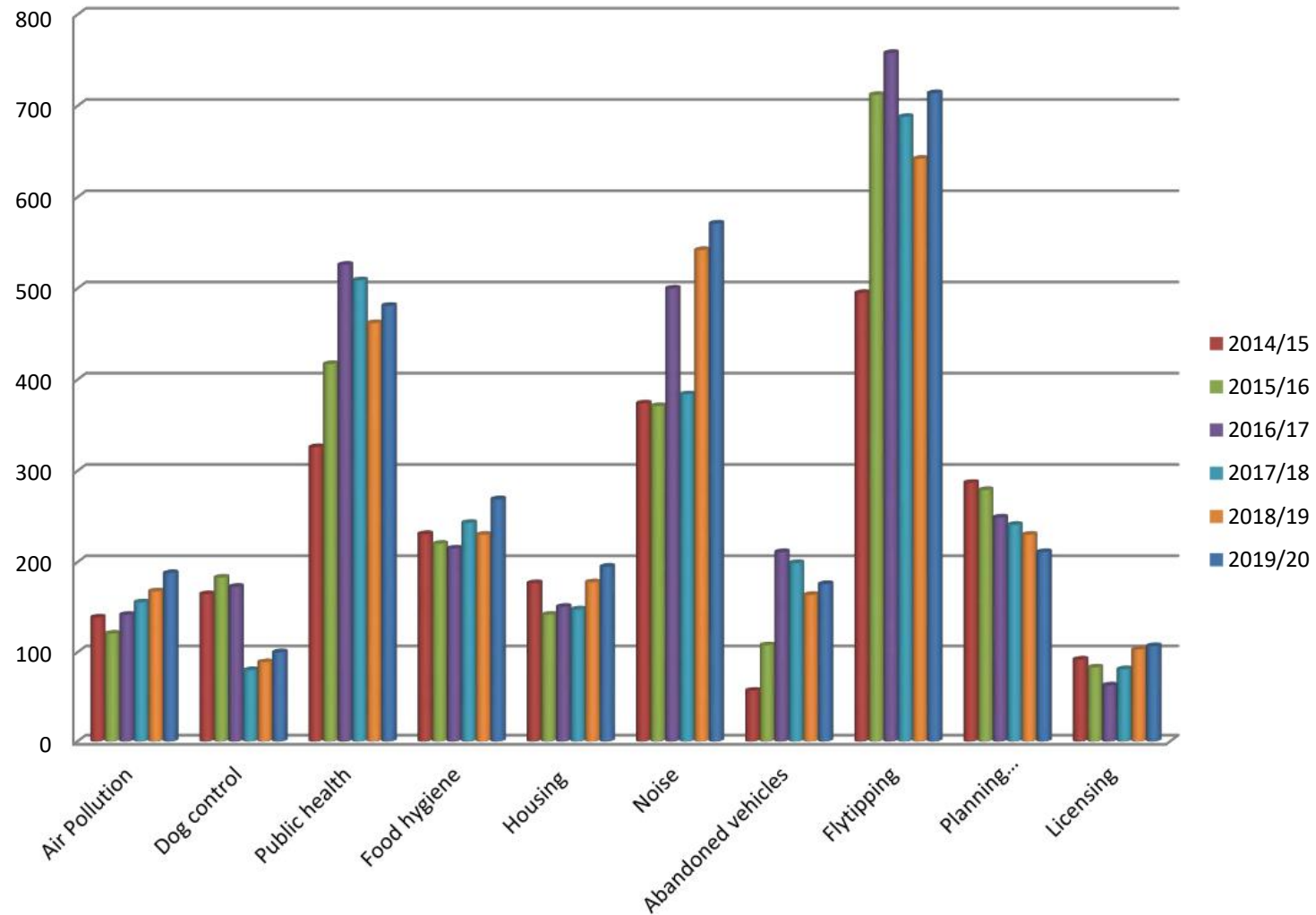
## **7. Conclusion**

7.1 That the Committee notes and endorses the work that officers are undertaking, using the tools and powers available, to take appropriate enforcement action where necessary.

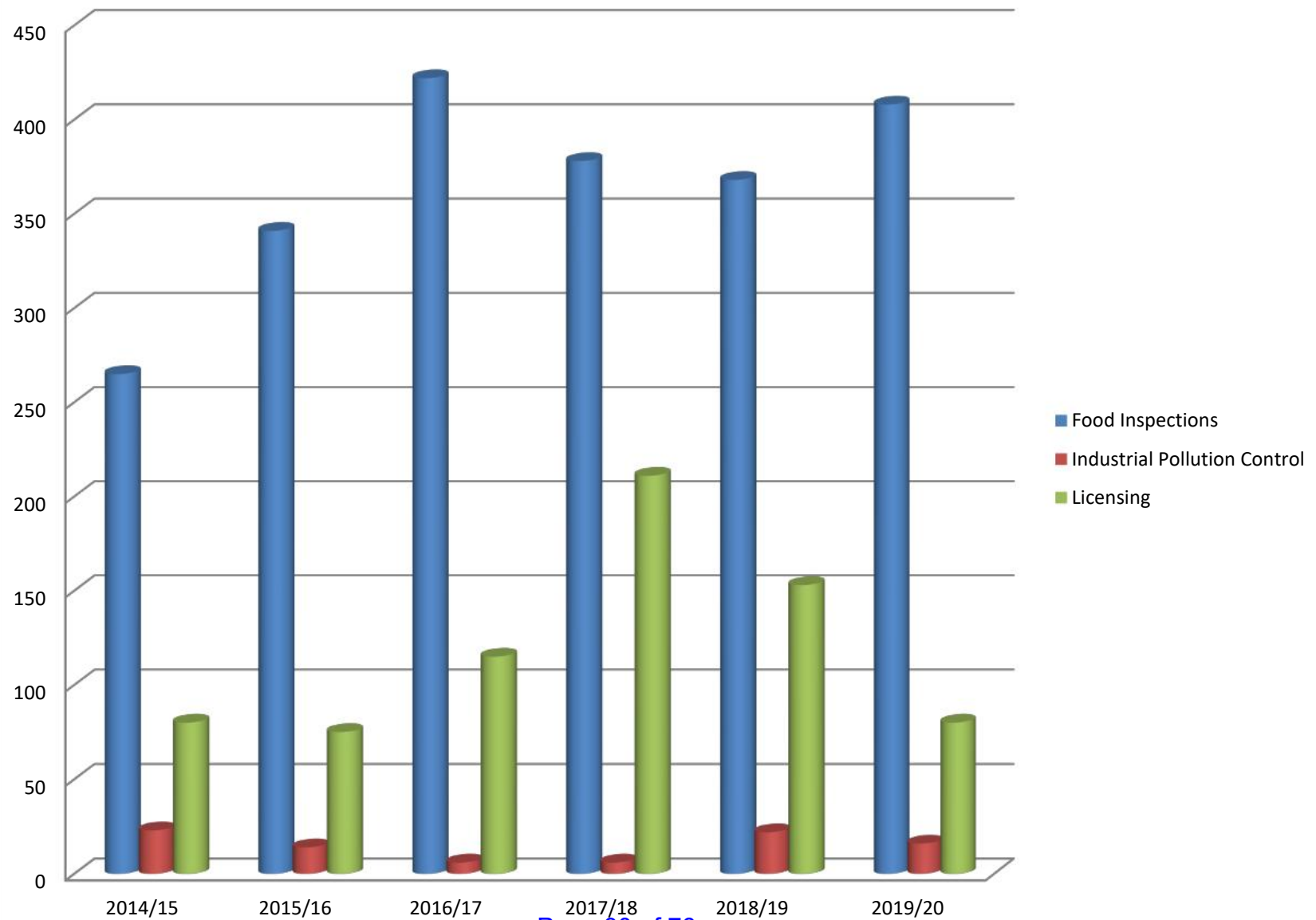
## **8. Background Papers**

8.1 None

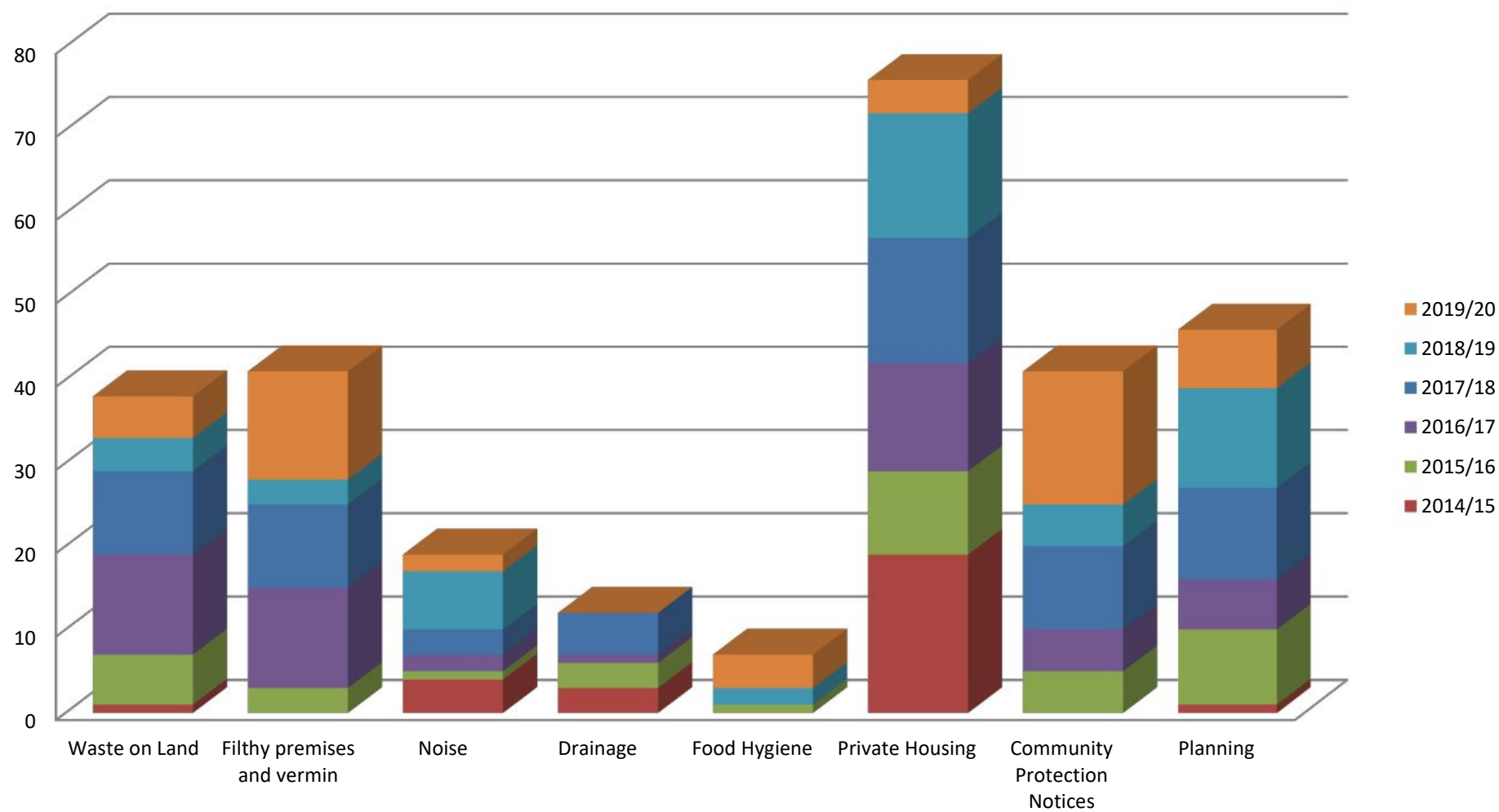
**Figure 1 - Requests for Enforcement Action**



**Figure 2 - Proactive Inspections of Businesses**



### Figure 3 - Enforcement Notices Served



REPORT TO:	ENVIRONMENTAL & DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 7
DATE OF MEETING:	6 <sup>th</sup> JULY 2020	CATEGORY: DELEGATED
REPORT FROM:	LEADERSHIP TEAM	OPEN DOC:
MEMBERS' CONTACT POINT:	FRANK MCARDLE (EXT. 5700) ALLISON THOMAS (EXT. 5775)	
SUBJECT:	CORPORATE PLAN 2020-24: PERFORMANCE REPORT (2019-2020 QUARTER 4 – 1 JANUARY TO 31 MARCH)	
WARD (S) AFFECTED:	ALL	TERMS OF REFERENCE: G

## 1.0 Recommendations

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

## 2.0 Purpose of the Report

- 2.1 To report progress against the Corporate Plan under the priorities of Our Environment, Our People and Our Future.

## 3.0 Executive summary

- 3.1 The Corporate Plan 2020 – 2024 was approved following extensive consultation into South Derbyshire's needs, categorising them under three key priorities: Our Environment, Our People and Our Future. The Corporate Plan is central to the Council's work – it sets out its values and vision for South Derbyshire and defines its priorities for delivering high-quality services.
- 3.2 This Committee is responsible for overseeing the delivery of the key priorities and the following key aims

### **Our Environment**

- *Improve the environment of the District*
- *Tackle climate change*
- *Enhance the attractiveness of South Derbyshire*





## **Our People**

- *Supporting and safeguarding the most vulnerable*

## **Our Future**

- *Support economic growth and infrastructure*

### **4.0 Detail**

#### **Council performance against the priorities– Quarter 4 2019-2020**

- 4.1 Information can be found in the Performance Dashboard in **Appendix A**. A detailed description of each performance measure including mitigating actions and actions to sustain and improve performance is included in the detailed Performance Measure Report in **Appendix B**.
- 4.2 Questions regarding performance are welcomed from the Committee in relation to the Corporate performance measures that fall under its responsibility and are referenced in the detailed Performance Measure Report in **Appendix B**
4. The Risk Register for the Committee's services is detailed in **Appendix C**. This includes the register and risk mitigation plans for the relevant departmental Risk Register. Each risk has been identified and assessed against the Corporate Plan aims which are considered to be the most significant risks to the Council in achieving its main objectives. The Risk Register(s) detail a risk matrix to summarise how each identified risk has been rated.

### **5.0 Financial and Implications**

- 5.1 None directly.

### **6.0 Corporate Implications**

#### **Employment Implications**

- 6.1 None directly.

#### **Legal Implications**

- 6.2 None directly.

#### **Corporate Plan Implications**

- 6.3 This report updates the Committee on the progress against the key measures agreed in the Corporate Plan and demonstrates how the Council's key aims under the priorities, Our Environment, Our People and Our Future contribute to that aspiration.



## **Risk Impact**

- 6.4 Key risks impacting on this Committee are detailed in Appendix C, alongside the treatment and the mitigating actions in place to manage these risks.

## **7.0 Community Impact**

### **Consultation**

- 7.1 None required.

### **Equality and Diversity Impact**

- 7.2 Not applicable in the context of the report.

### **Social Value Impact**

- 7.3 Not applicable in the context of the report.

### **Environmental Sustainability**

- 7.4 Not applicable in the context of the report.

## **8.0 Appendices**

Appendix A – Performance Dashboard 2020-2024  
Appendix B – Performance Measure Report  
Appendix C – Risk Register(s)

### **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](#).



Priority	Key Aim		Outcome	PI Ref	How success will be measured	(Q4) Jan 20- Mar 20 Outturn	Annual Target 2020-2021	Plan Target 2020-2024	Head of Service	Strategic Lead	Committee
Our Environment	Keeping a clean, green District for future generations	E1. Improve the environment of the District	E1.1 Reduce waste and increase composting and recycling	E1.1A	Household waste collected per head of population	Cumulative (Apr-Mar) 407 kgs (estimate) Q4 (Dec-Mar) 94kgs (estimate)	Sustain during Yr1 (407kgs)	Sustain during Y1 and Y2. See a downward trend in Yrs3 and 4	Adrian Lowery, Head of Operational Services	Allison Thomas, Strategic Director, Service Delivery	E&DS
				E1.1B	% of collected waste recycled and composted	Cumulative (Apr-Mar) 46% (estimate) Q4 (Jan-Mar) 40% (estimate)	Sustain during Yr1 (46% or >)	Sustain during Y1 and Y2. See an upward trend in Yrs. 3 and 4	Adrian Lowery, Head of Operational Services	Allison Thomas, Strategic Director, Service Delivery	E&DS
			E1.2 Reduce fly tipping and litter through education, engagement and zero tolerance enforcement action where appropriate	E1.2A	Number of fly tipping incidents	714 (total figure for 2019/20)	< 714	Downward trend over 4 years	Matt Holford, Head of Environmental Services	Allison Thomas, Strategic Director, Service Delivery	E&DS
				E1.2B	Improve the quality of the District through the Local Environmental Quality Survey	The first survey was completed in January 2020 the result was 89.67% above grade C+. Committee report being prepared. Some service PIs developed to assist overall performance.	>90%	>90%	Adrian Lowery, Head of Operational Services	Allison Thomas, Strategic Director, Service Delivery	E&DS
			E1.3 Enhance biodiversity across the District	E1.3A	% of eligible new homes and commercial developments to achieve net gain in Biodiversity by a minimum of 10% compared to the sites pre development baseline.	Not possible to provide as outputs not held in software until April 2020. Monitoring underway and baseline data to be provided Q1 and Q2.	85%	85%	Steffan Saunders, Head of Planning and Strategic Housing	Allison Thomas, Strategic Director, Service Delivery	E&DS
		E2. Tackle climate change	E2.1 Strive to make South Derbyshire District Council carbon neutral by 2030	E2.1A	Reduce South Derbyshire District Council carbon emissions	No update required for Q4. First update to be provided Q1 2020-21.	Achievement of Actions contained in the South Derbyshire Climate and Environment Action Plan 2020-24 (C&EAP)	Achievement of Actions contained in the South Derbyshire Climate and Environment Action Plan 2020-24 (C&EAP)	Matt Holford, Head of Environmental Services	Allison Thomas, Strategic Director, Service Delivery	E&DS
			E2.2 Work with residents, businesses and partners to reduce their carbon footprint	E2.2A	% of new homes to meet water efficiency targets as set out in the Part G optional standard of 110 litres of potable water usage per person per day	Baseline figure of 50% based on 18 qualifying decisions in Q4.	85%	85%	Steffan Saunders, Head of Planning and Strategic Housing	Allison Thomas, Strategic Director, Service Delivery	E&DS
		E3. Enhance the attractiveness of South Derbyshire	E3.1 Enhance the appeal of Swadlincote town centre as a place to visit	E3.1A	Increase Swadlincote Town Centre visitor satisfaction	49% of respondents would recommend Swadlincote Town Centre - May 2019. No update required for Q4. First update to be provided Q2 2020-21	50%	National small towns average 72%. Target to be above the National average by 2023/24	Mike Roylance, Head of Economic Development and Growth	Frank McArdle, Chief Executive	F&M
			E3.2 Improve public spaces to create an environment for people to enjoy	E3.2A	The number of Green Flag Awards for South Derbyshire parks	2	Four Year Target - 4	Increase from two green flag park awards to four by 2024	Mary Bagley, Head of Cultural and Community Services	Allison Thomas, Strategic Director, Service Delivery	H&CS
				E3.2B	Proportion of good quality housing development schemes	92%	90.0%	% of schemes which score high	Steffan Saunders, Head of Planning and Strategic Housing	Allison Thomas, Strategic Director, Service Delivery	E&DS
Our People	g the future needs of the District	P1. Engage with our communities	P1.1 Support and celebrate volunteering, community groups and the voluntary sector	P1.1A	Number of new and existing Community Groups supported	36	Proxy	Year 1 (Proxy)- collate baseline data. Year 2-4 we will show either an increase or decrease	Mary Bagley, Head of Cultural and Community Services	Allison Thomas, Strategic Director, Service Delivery	H&CS
			P1.2 Help tackle anti-social behaviour & crime through strong and proportionate action	P1.2A	Number of ASB interventions by type	2,893 ASB reports	Proxy	Proxy Measure to show service activity	Matt Holford, Head of Environmental Services	Allison Thomas, Strategic Director, Service Delivery	H&CS
		P2. Supporting and safeguarding the most vulnerable	P2.1 With partners encourage independent living and keep residents healthy and happy in their homes.	P2.1A	Number of households prevented from Homelessness	103 cases	Proxy	Proxy Measure to show service activity	Paul Whittingham, Head of Housing	Allison Thomas, Strategic Director, Service Delivery	H&CS
				P2.1B	Continue to undertake interventions per year to keep families out of fuel poverty	Numbers of interventions in 2019/20 were not recorded	300 interventions	300 interventions (2020-21) Target to be reviewed thereafter.	Matt Holford, Head of Environmental Services	Allison Thomas, Strategic Director, Service Delivery	E&DS
			P2.2 Promote health and wellbeing across the District	P2.2A	Deliver the objectives identified in the South Derbyshire Health & Wellbeing Group	Not applicable for Q4	100% of actions delivered	100% of actions identified delivered	Mary Bagley, Head of Cultural and Community Services	Allison Thomas, Strategic Director, Service Delivery	H&CS
			P2.3 Improve the condition of housing stock and public buildings.	P2.3A	Deliver the Planned Maintenance Housing programme over four years	£2,717,193.80	100% against the annual plan 2020-21	100%	Paul Whittingham, Head of Housing	Allison Thomas, Strategic Director, Service Delivery	H&CS
				P2.3B	Develop and deliver the Public Buildings programme over four years	Project Plan for 2020-21 developed	25% of assets to be surveyed and the planned maintenance programme for phase one to be created	100%	Steve Baker, Head of Corporate Property	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M
				P2.3C	Average time taken to re-let Council homes	Q4 157 days YTD 122 days	Median Quartile Performance (Benchmark via Housemark)	Median Quartile Performance (Benchmark via Housemark)	Paul Whittingham, Head of Housing	Allison Thomas, Strategic Director, Service Delivery	H&CS

Priority		Key Aim	Outcome	PI Ref	How success will be measured	(Q4) Jan 20- Mar 20 Outturn	Annual Target 2020-2021	Plan Target 2020-2024	Head of Service	Strategic Lead	Committee
P e o p l e	Working with communities and meetin		P2.4 Support social mobility to ensure people have the opportunity to access skilled jobs, higher and further education.	P2.4A	South Derbyshire's ranking in the Social Mobility Commissions Social Mobility Index increases	311	Ranked >311 on the Social Mobility Index	Upward Trend	Mike Roylance, Head of Economic Development and Growth	Frank McArdle, Chief Executive	F&M
		P3. Deliver Excellent Services	P3.1 Ensuring consistency in the way the Council deal with service users	P3.1A	Increase the number of customers who interact digitally as a first choice	1,219 Covid-19 Business Grants, 1,282 Council Tax and digital forms and 12,343 online website submissions	Upward Trend	Upward Trend	Elizabeth Barton, Head of Customer Services	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M
			P3.2 Have in place methods of communication that enables customers to provide and receive information.	P3.2A	Reduce face-to-face contact to allow more time to support those customers who need additional support	2,463 enquiries dealt with at Customer Services Desk. Visitors to office 4,490.Please note this was up to 20th March as offices then closed due to Covid19.	Downward trend in Face to Face interactions	Downward trend in Face to Face interactions	Elizabeth Barton, Head of Customer Services	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M
			P3.3 Ensuring technology enables us to effectively connect with our communities.	P3.3A	Number of customer telephone calls answered by Customer Service	21,350 calls handled & 4,930 automated call payments	Downward Trend	Downward Trend	Elizabeth Barton, Head of Customer Services	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M
				P3.3B	Increase digital engagement (Twitter, Instagram, Facebook)	Total FACEBOOK fans: 22,440, total TWITTER followers: 11,448, No Instagram account yet, total ALL SOCIAL MEDIA fans: 33,888. Social Media queries: 287	Upward Trend	Upward Trend	Fiona Pittam, Head of Organisational Development & Performance	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M
			P3.4 Investing in our workforce	P3.4A	Increase the level of staff engagement	No Q4 Update. First Staff survey to take place in 20/21.	No target for Yr1.Baseline Data only	Annual Increase in the % of Staff completing the survey	Fiona Pittam, Head of Organisational Development & Performance	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M
				P3.4B	Number of apprenticeships	4 (1.2% of head count)	>2.3% of head count	>2.3% of head count	Fiona Pittam, Head of Organisational Development & Performance	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M
				P3.4C	% of staff days lost due sickness	3.58%	Downward Trend	Downward Trend	Fiona Pittam, Head of Organisational Development & Performance	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M
				P3.4D	% of employees that consider that the Council has a positive health and safety culture	No Q4 update for 19/20. Baseline data to be collated during 20/21.	No target for Yr1.Baseline Data only	Upward Trend	Fiona Pittam, Head of Organisational Development & Performance	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M
		O u r F u t u r e	Growing our District and our skills base	F1. Develop skills and careers	F1.1 Attract and retain skilled jobs in the District	F1.1A	Increase the number of employee jobs in South Derbyshire	32,000	More than Q4 2019/20	Upward Trend	Mike Roylance, Head of Economic Development and Growth
F1.2 Support unemployed residents back into work											
F2. Support economic growth and infrastructure	F2.1 Encourage and support business development and new investment in the District			F2.1A	Annual net growth in new commercial floorspace (sqm)	2885 sqm	12,269.5 sqm	Upward Trend	Mike Roylance, Head of Economic Development and Growth	Frank McArdle, Chief Executive	F&M
				F2.1B	Total Rateable Value of businesses in the District	£67,486,786	More than Q4 2019/20	Upward Trend	Mike Roylance, Head of Economic Development and Growth	Frank McArdle, Chief Executive	F&M
	F2.2 Enable the delivery of housing across all tenures to meet Local Plan targets			F2.2A	Speed of decision on discharging conditions on housing applications	80%	90% within 8-13 weeks or as agreed with the applicant	90% within 8-13 weeks or as agreed with the applicant	Steffan Saunders, Head of Planning and Strategic Housing	Allison Thomas, Strategic Director, Service Delivery	E&DS
				F2.2B	% of planning applications determined within the statutory period	93%	>90%	>90%	Steffan Saunders, Head of Planning and Strategic Housing	Allison Thomas, Strategic Director, Service Delivery	E&DS
	F2.3 Influence the improvement of infrastructure to meet the demands of growth.			F2.3A	Secure new facilities and contributions through Section106 to mitigate impacts of development. Achieve all necessary highway, education, healthcare, and recreation contributions	No Q4 update for 19/20. New indicator, data will be collected from April 2020 onwards as retrospective data is not possible to collect.	90%	90%	Steffan Saunders, Head of Planning and Strategic Housing	Allison Thomas, Strategic Director, Service Delivery	E&DS
F3. Transforming the Council	F3.1 Provide modern ways of working that support the Council to deliver services to meet changing needs.			F3.1A	Deliver against the Transformation Action Plan	No Q4 update for 19/20. Transformation plan to report from Q1 onwards	Deliver 100% against action plan	Deliver 100% against action plan	Anthony Baxter, Head of Business Change and ICT	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M
	F3.2 Source appropriate commercial investment opportunities for the Council			F3.2A	Develop our approach towards the commercialisation of services which include grants, sponsorship, fees and charges and operating models and increase the income generated from these activities	Preliminary discussion between Operational Services and Finance have taken place, working group and action plan not yet established	Form a working group & Action Plan	Y1 – Form a working group & Action Plan Y2 – deliver against action plan and sustain an upward trend in revenue	Adrian Lowery, Head of Operational Services	Allison Thomas, Strategic Director, Service Delivery	F&M

# Corporate Plan 2020-2024

## Performance Measure Report

**Team: Organisational Development and Performance**

**Date: March 2020**



Our Environment | Our People | Our Future

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Page 38 of 76

# Performance Measure Report

## Corporate Plan 2020-2024

### Summary

The Corporate Plan 2020-2024 has 35 Corporate Measures which underpin the Council's three priorities Our Environment, Our People, Our Future. The following Committees are responsible for overseeing the delivery of the following key aims and outcomes:

Environmental and Development Services Committee (E&DS) is responsible for 12 Corporate measures under the key aims:

- E1. Improve the environment of the District
- E2. Tackle climate change
- E3. Enhance the attractiveness of South Derbyshire
- P2. Supporting and safeguarding the most vulnerable
- F2. Support economic growth and infrastructure

Housing and Community Services Committee (H&CS) is responsible for seven Corporate measures under the key aims:

- E3. Enhance the attractiveness of South Derbyshire
- P1. Engage with our communities
- P2. Supporting and safeguarding the most vulnerable

Finance and Management Committee (F&M) is responsible for 16 corporate measures under the key aims:

- E3. Enhance the attractiveness of South Derbyshire
- P3. Deliver Excellent Services
- F1. Develop skills and careers
- F2. Support economic growth and infrastructure
- F3. Transforming the Council





# Environmental and Development Services Committee (E&DS) is responsible for 12 Corporate measures

## Our Environment

### Measure

[Household waste collected per head of population](#)

[% of collected waste recycled and composted](#)

[Number of fly tipping incidents](#)

[Improve the quality of the District through the Local Environmental Quality Survey](#)

[% of eligible new homes and commercial developments to achieve net gain in Biodiversity by a minimum of 10% compared to the site's predevelopment baseline.](#)

[Reduce South Derbyshire District Council carbon emissions](#)

[% of new homes to meet water efficiency targets as set out in the Part G optional standard of 110 litres of potable water usage per person per day](#)

[Proportion of good quality housing development schemes](#)

## Our People

### Measure

[Continue to undertake interventions per year to keep families out of fuel poverty](#)

## Our Future

### Measure

[Speed of decision on discharging conditions on housing applications](#)

[% of planning applications determined within the statutory period](#)

[Secure new facilities and contributions through Section106 to mitigate impacts of development. Achieve all necessary highway, education, healthcare, and recreation contributions](#)





**Housing and Community Services Committee (H&CS) is responsible for seven Corporate measures**

## **Our Environment**

### **Measure**

[The number of Green Flag Awards for South Derbyshire parks](#)

## **Our People**

### **Measure**

[Number of new and existing community groups supported](#)

[Number of Anti-social behaviour \(ASB\) interventions by type](#)

[% of households prevented from homelessness](#)

[Deliver the objectives identified in the South Derbyshire Health and Wellbeing Group](#)

[Deliver the Planned Maintenance Housing programme over four years](#)

[Average time taken to re-let Council homes](#)



# Finance and Management Committee (F&M) is responsible for 16 corporate measures

## Our Environment

### **Measure**

[Increase Swadlincote Town Centre visitor satisfaction](#)

## Our People

### **Measure**

[Develop and deliver the Public Buildings programme over four years](#)

[South Derbyshire's ranking in the Social Mobility Commissions Social Mobility Index increases](#)

[Increase the number of customers who interact digitally as a first choice](#)

[Reduce face-to-face contact to allow more time to support those customers who need additional support](#)

[Number of customer telephone calls answered by Customer Services](#)

[Increase digital engagement \(Twitter, Instagram, Facebook\)](#)

[Increase the level of staff engagement](#)

[Number of apprenticeships](#)

[% of staff days lost due sickness](#)

[% of employees that consider that the Council has a positive health and safety culture](#)

## Our Future

### **Measure**

[Increase the number of employee jobs in South Derbyshire](#)

[Annual net growth in new commercial floorspace \(sqm\)](#)

[Total Rateable Value of businesses in the District](#)

[Deliver against the Transformation Action Plan](#)

[Develop an approach towards the commercialisation of services which include grants, sponsorship, fees and charges and operating models and increase the income generated from these activities](#)



## SERVICE DELIVERY RISK REGISTER (AS AT Q4 2019/20)

Appendix C

Risk	Rating and current position	Risk treatment	Mitigating actions	Change since last quarter
SD1 - Loss of income to the Housing Revenue Account	Rent reduction controls relaxed and rent increase now in place. Reduction of income through the Impact of COVID19 on Universal Credit (UC) claims is now greater.  Likelihood is high and impact is now moderate	Treat the risk through continuous action and review.	Income policies/processes are being revised.  The Council has invested in I.T. solutions to maximise opportunities to collect income and support those in financial difficulty.  Increased focus on collection of rent and other housing debt.  New dwellings mitigate revenue lost through Right to Buy (RTB). New Builds can still be purchased under (RTB) after three years for Secure Tenancies.  The uptake of UC has risen sharply through the impact of COVID19 on Council tenants  The Housing Service has made operational changes to deal with this increase in the short-term	Impact is moderate-likelihood is now high.
SD2 - Failure to collect financial contributions or to enforce the delivery of obligations within Section 106 Agreements.	Failure to collect financial contributions or to enforce obligations within Section 106 Agreements. Slight increase in likelihood of requests to defer payments or review viability of development schemes in response to COVID-19 impacts.  Likelihood is unlikely but the impact is significant.	Treat the risk through continuous action and review.	Implementation of new software is now complete.  Team Leader overseeing the process with dedicated officer monitoring and reviewing progress of agreements relating to 'live' sites.  The Service has been recently audited and has put in place actions to address the minor recommendations.  Continued use of District Valuer in vetting additional requests for viability review. Discretion over enforcement or payment plans can ensure collection of fees over longer period if cashflow a problem for developers.	No change to rating or treatment.

SD3 – Safety standards	<p>Failure to comply with basic safety standards in flats/blocks with communal areas.</p> <p>Work has been undertaken to put specialist fire asbestos, legionella contracts in place.</p> <p>Likelihood is medium and impact has potential to be significant.</p>	Treat the risk through continuous action and review.	<p>Process underway to update safety procedures for fire, gas, electricity, legionella and asbestos to ensure the Council has appropriate controls in place to manage risks. Progress made so far includes:</p> <ul style="list-style-type: none"> <li>• Fire safety contractor appointed</li> <li>• Gas servicing 100% compliant</li> <li>• Electrical testing contractor appointed</li> <li>• Legionella - sheltered schemes testing in place, void properties shower heads/dead legs removed</li> <li>• Asbestos testing contractor appointed</li> <li>• Asbestos removal contractor appointed</li> <li>• Successful completion of an asbestos audit by the Health and Safety Executive</li> </ul> <p>Whilst the likelihood reduces as contracts are in place, works programmes to the value of £250,000 per annum are required for the next two years to achieve full compliance, so the overall likelihood remains medium. Fire safety work is now underway in communal blocks, including consultation with tenants affected by the work.</p>	No change to rating or treatment.
SD4 – Universal Credit	<p>Loss of income to the Housing Revenue Account through full roll out of Universal Credit (UC) from November 2018.</p> <p>There is still uncertainty as to the financial impact of this, but the Council has plans in place working with internal/ external stakeholders to manage this process.</p> <p>Likelihood is high and the impact is moderate.</p>	Treat the risk through continuous action and review.	<p>Welfare Reform Group, including key internal/external partners, meets on a monthly basis to manage roll-out against an agreed action plan.</p> <p>Invested in I.T. solutions to maximise opportunities to collect income and support those in financial difficulty.</p> <p>The Impact of COVID19 on Council tenants has seen a sharp rise in the number of UC Claimants</p> <p>Delays in UC payments have led to a rise in rent arrears. The Housing Service has have made operational changes to mitigate this risk.</p>	Likelihood is now high.
SD5 – Reduction in funding for		Treat the risk through continuous	<p>Forward budget planning over a number of years. Approvals for reserve spend to secure staffing positions up to March 2021 initially for Active Communities.</p>	Rating changed to amber because of the assessed

Cultural and Community Services	<p>Reduction of Council funding into Cultural and Community Services. Unable to source external funding to service.</p> <p>There is likely to be additional funding needed to replace income lost through Covid-19</p> <p>Likelihood is moderate and the impact is moderate</p>	action and review of funding streams and Cultural and Community Services Restructure.	<p>Maintain current funding contribution that the Council makes towards the Active Communities service.</p> <p>The Council is in the first year of a three-year funding agreement with the Police and Crime Commissioner (PCC) for £25,000 per year Community Safety Funding.</p> <p>The Council receives £35,000 per year Basic Command Unit funding from the Chief Superintendent. This is received annually with no long-term commitment.</p> <p>Rolls Royce new three-year sponsorship of the Environmental Education Project confirmed.</p> <p>Continually seek external funding opportunities to support service delivery. This will extend to Covid-19 new funding pots.</p>	reduction in funding from the closing of Leisure Centres and Rosliston
SD6 - Failing infrastructure at Rosliston Forestry Centre.	<p>Failing Infrastructure at Rosliston Forestry Centre.</p> <p>Regular meetings held at operational and strategic levels with the Forestry Commission.</p> <p>Likelihood is moderate but the impact would be moderate</p>	Treat the risk through continuous action and review.	<p>Condition survey updated as part of procurement exercise for new contractor.</p> <p>Focus on implementing infrastructure requirements identified in external consultant's report.</p> <p>Make invest to save business cases.</p> <p>Collaboration with Head of Corporate Property on improvements to the Planned Preventative Maintenance (PPM).</p> <p>Engage tenants and keep Senior Leadership Team informed</p>	Rating changed to amber as procurement of new contract delayed with consequent delay in new operator investment.
SD7 - Failure to meet housing delivery targets set out in the five-year supply.	<p>Failure to meet housing delivery targets.</p> <p>Local Plan is in place which sets out the five-year supply. Latest monitoring for 19/20 indicates the</p>	Treat the risk through continuous action and review.	<p>Monitoring/review of performance ongoing.</p> <p>Active pursuit of schemes and opportunities. Increased focus on facilitating prompt commencement of development.</p>	No change to rating or treatment.

	<p>Council was performing above target.</p> <p>Likelihood is low but could move to moderate in light of COVID-19 impacts pushing delivery back in the Plan period, but the impact would be significant.</p>		<p>Develop action plan(s) where necessary.</p> <p>Current five-year housing land supply rate at 5.92 years - most sites started are building at a rate above that originally anticipated such that c.1300 were completed in 2019/20 - work to accelerate progress on two sites continues.</p> <p>Support government proposals to offer flexibility in supply and delivery requirements in light of COVID-19 effects.</p>	
SD8 - Failure of IT infrastructure that supports Planning Systems, LLPG and Land Charges.	<p>Ongoing issues with IT infrastructure that supports Planning systems.</p> <p>Likelihood is unlikely and the impact would be significant.</p>	Treat the risk through continuous action and review.	<p>New system went live on the 1<sup>st</sup> August 2019. Work continues towards implementing remaining 'modules' of the software, migrating data and decommissioning old systems.</p> <p>Monitoring performance of new system following implementation with consideration of what additional resource is necessary to complete the project and/or fully realise the benefits of the software.</p>	Likelihood reduced following implementation of new system
SD9— Melbourne Sports Park	<p>Failure to deliver against external funder requirements at the Melbourne Sports Park (MSP). Ongoing discussions with national funders.</p> <p>Likelihood is low but the impact would be significant.</p>	Treat the risk through continuous action and review.	<p>Regular Artificial Grass Pitch (AGP) Steering Group meetings.</p> <p>Matter under regular review at MSP Board meetings. Key funder in attendance at AGP steering group meetings.</p> <p>Specialist consultants, MSP representatives and Council officers progressing site drainage solutions. Planning permission approved.</p> <p>Engagement with landowner on site permissions progressed.</p> <p>MSP Board not meeting business plan income targets so close monitoring required.</p>	No change to rating or treatment.

SD10– Sinfin Waste Plant	<p>Impact on delivery rounds of diverting all residual waste to Sinfin Waste Plant.</p> <p>Move to Sinfin now to be phased over three years, giving time to minimise impact on delivery rounds.</p> <p>Likelihood is low the impact would be moderate.</p>	Treat the risk through continuous action and review.	<p>The long-term waste management contract between Derby City Council, Derbyshire County Council and Resource Recovery Solutions (Derbyshire) Ltd (RRS) was brought to an end on the 2<sup>nd</sup> August 2019. RRS was a 50:50 partnership between Renewi and with national construction firm Interserve. Interserve was responsible for building the waste treatment facility.</p> <p>Contingency measures have been put in place by the County and City Councils to make sure waste that residents cannot recycle or choose not to recycle continues to be dealt with, and that recycling centres and waste transfer stations continue to operate.</p> <p>These services will continue to be run by waste management company Renewi under a new two-year contract.</p> <p>With contingency arrangements already in place, the City and County Councils are confident any further impact will be minimal.</p> <p>Current waste disposal directions are unlikely to change in the medium-term, there is no restart date as yet for the Sinfin plant, therefore no impact on collection rounds.</p> <p>Situation will be kept under review.</p>	Likelihood decreased to low following the contract end but impact remains the same.
SD11– Tree Management	<p>Failure to manage the Council's tree stock in line with adopted Tree Management policy.</p> <p>Likelihood is low but the impact would be significant.</p>	Treat the risk through continuous action and review.	<p>Review of approved Tree Management Policy completed.</p> <p>New Tree Strategy and Policy being drafted</p> <p>Implementation of the Cultural and Community Services restructure will enable greater staff resources for tree work.</p>	No change to rating or treatment.
SD12 – Failing infrastructure at Greenbank Leisure Centre	Failing infrastructure at Greenbank Leisure Centre including pipework to pool and roof structure.	Treat the risk through continuous action and review	<p>Building condition survey is being updated and a planned maintenance programme put in place. Head of Corporate Property.</p> <p>Focus on implementing the infrastructure requirements identified in external consultant's report.</p>	Amber

			Ensure that there is capital funding to complete the necessary works.	
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	SERVICE DELIVERY OPERATIONAL RISK MATRIX (as at Q4 19/20)			
Likelihood				
4 High		SD1, SD4		
3 Medium		SD5, SD6	SD3, SD12	
2 Low		SD10	SD7, SD9, SD11	
1 Unlikely			SD2, SD8	
	1 Minor	2 Moderate	3 Significant	4 Catastrophic
	Impact			



**Risk Description**

- SD1** Loss of income to the Housing Revenue Account
- SD2** Failure to collect financial contributions/enforce obligations within S106 Agreements
- SD3** Safety standards
- SD4** Universal Credit
- SD5** Reduction in funding for Cultural and Community Services
- SD6** Failing infrastructure at Rosliston Forestry Centre
- SD7** Failure to meet housing delivery targets set out in the five-year supply.
- SD8** Failure of IT infrastructure that supports Planning Systems, LLPG and Land Charges.
- SD9** Melbourne Sports Park
- SD10** Sinfin Waste Plant
- SD11** Tree Management
- SD12** Green Bank Leisure Centre

<b>REPORT TO:</b>	<b>ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 8</b>
<b>DATE OF MEETING:</b>	<b>6<sup>th</sup> JULY 2020</b>	<b>CATEGORY: Delegated</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (SERVICE DELIVERY)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>CHRIS NASH PLANNING DELIVERY TEAM LEADER</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>CENTRAL BUILDING CONTROL PARTNERSHIP PERFORMANCE REPORT</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>All</b>	<b>TERMS OF REFERENCE:</b>

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## **1.0 Recommendations**

- 1.1 That the Committee endorses the Partnership Board Report which provides a review of the performance for year 1 of the Central Building Control Partnership; and
- 1.2 The Committee delegates authority to the Strategic Director (Service Delivery) to confirm to the host authority of the Partnership that the Council has reservations about the Partnership evolving into a Local Authority owned Trading Company at the present time and before two full years membership of the Partnership has expired (April 2021). A response is required by 13<sup>th</sup> July.

## **2.0 Purpose of Report**

- 2.1 To update the Committee on the performance of the Central Building Control Partnership ('the Partnership') over the last 12 months and to highlight revenues generated and market share, as well as future projected income.
- 2.2 Furthermore, whilst respecting the Committee's decision of 16<sup>th</sup> November 2017 to, in principle, transfer South Derbyshire's Building Control Service to a new group Local Authority Trading Company (LATC); outline the reasons for seeking a delay to this next stage in the evolution of the Partnership.

## **3.0 Detail**

### **Background**

- 3.1 At its meeting on 16 November 2017, the Committee considered a report on the future of building control within the Council based on the three options of:
  - an in-house service;
  - shared services; or

- a LATC.

The overriding consideration for the Council was to secure the service and ensure that it can discharge its responsibilities.

- 3.2 The Committee endorsed the recommendation of officers, approving, in principle, the movement of the Building Control Service to a new LATC. This was later endorsed by the Finance and Management Committee at its meeting of 30<sup>th</sup> November 2017.
- 3.3 Following the 16 November meeting, several factors informing the Committee's decision changed and the Committee was asked to reconsider its position at the meeting on 6<sup>th</sup> March 2018.
- 3.4 The Committee reaffirmed its earlier decision but, given the timescale involved in establishing the LATC, as a first step and to ensure continuity within the Building Control Service, that the Council joined the Southern Staffordshire Building Control Partnership (SSBCP) led and hosted by Lichfield District Council.
- 3.5 The Council joined the SSBCP on 1<sup>st</sup> April 2019. The SSBCP has since rebranded to the Central Building Control Partnership.

#### Year one performance

- 3.6 It was reported in March 2018 that, despite the increase in house building in the District over recent years, the Council's market share of fees had remained static at around 60%, with income principally derived from smaller-scale developments together with some commercial buildings such as Toyota. In income terms, this equated to just over £175,000. In 2018/19, ahead of the transfer of the Council's Building Control Service to the Partnership, this figure fell to just over £153,000.
- 3.7 The full report of the Partnership is included at Appendix A.
- 3.8 In 2019/20 approximately 10% of the applications received across the areas of the six partners arose from development within South Derbyshire. Whilst market share has fallen to 49% since 2017/18 (as of September 2019) – a reduction of some 18% across 18 months; and the income appears to have fallen by around 20% since last year, to £123,056; this figure excludes £74,000 paid by new partners, including South Derbyshire, for work that had not been carried out at the time of transfer. The reduction in market share is, therefore, broadly reflected by the reduction in income.
- 3.9 Nonetheless, the performance of the Partnership remains on target, with actual fee income, market share and service delivery indicators meeting or exceeding targets (summarised in the table below). The exception is a slight reduction in application numbers received, although for the reasons which follow, this is not considered to be of concern.
- 3.10 This is encouraging in it being indicative that the Council's membership of the Partnership was a sound decision in minimising the risk to the Council but at the same time strengthening the Partnership so to allow the attraction of income from larger-scale developments which might otherwise instead utilise the accredited national and regional firms. There are 11 firms accredited locally which capture around 35% of the market, so capturing some of this share is beneficial. This growth in the status of the

Partnership is key in maximising the potential, and associated financial returns, of a LATC in due course.

	Target	Actual	Notes
<b>Fee Income</b>	£901,270	£986,066	On target (exceeded)
<b>Number of applications</b>	2,567	2,515	On target
<b>Decisions within 8 weeks</b>	100%	100%	On target
<b>Plans checked within 10 days</b>	60%	60.5%	On target
<b>Market share</b>	Monitored (no target set)	58%	Small increase in market share
<b>Inspections carried out when requested</b>	95%	99%	On target*
<b>Dangerous structures response within 2 hours</b>	100%	100%	On target (2 people on call 24/7)

\*adjustments allowed for COVID-19 response

- 3.11 Notably, the Partnership saw a slight increase in market share across the six authorities involved and a notable (9.4%) exceedance of the target income for the year. This provides considerable comfort that the Partnership remains financially sound and has been strengthened by the addition of new partners, with the direction of travel for market share reversing a slight decline in previous years.
- 3.12 Set against this is the cost to the Council. The annual 'fee' paid towards delivery of statutory services, such as inspections and dangerous structure responses, is £35,200 for 2020/21. This remains well below the circa £85,000 annual cost to the Council which existed prior to April 2019. Membership of the Partnership thus remains beneficial to the Council when compared to the alternative of an in-house service.

#### Local Authority Trading Company (LATC)

- 3.13 The benefits of a LATC were set out in the report to the Committee on 16 November 2017. The financial assessment of the Business Case presented at that time showed the opportunity for economies of scale, reduced costs and the potential for significant profit generation. The financial comfort extended to the company through the undertaking of statutory and regulated activities on behalf of several Councils, would position it well to then provide a range of discretionary or complementary services to attract income streams that deliver profit.
- 3.14 It was noted, however, that there would need to be a period of market and income retention as the company creates a culture and identity of its own, which may see limited returns in the short-term. However, evidence from other examples of LATCs from across England indicated that once this period has passed, the LATC can then go on to make significant income as it builds on its foundation.
- 3.15 The preferred way to deliver the LATC was thus from an established shared service and the Partnership was formed out of that work. The Partnership Business Plan set out a number of objectives to support this transition, namely:

- a) Reducing operating costs through economies of scale and associate efficiencies, enabling lower fees to customers and providing a high quality and competitive service;
- b) Effective delivery of fee-charging activities at zero cost to the council taxpayer;
- c) Delivery of non-rechargeable work (i.e. statutory duties) at the lowest possible cost to the council taxpayer;
- d) Resilience and flexibility to respond to market changes; and
- e) An establishment that can react to market opportunities.

3.16 The first-year performance report signals that objectives (a) to (c) are being achieved. However, it is less clear that objectives (d) and (e) can be secured at this time.

3.17 In respect of (e), the report notes that there are still a number of outstanding business transformation items to be completed, whilst the marketing plan needs to be developed.

3.18 As for objective (d), the report comes at a time where the economic slowdown to the COVID-19 pandemic has not been fully realised and may not be for some time yet. Although market signals indicate a swift rebound in the construction sector, the longer-term effects on the property market are less clear with these depending on the response of financial institutions and, to some degree, the Government and Bank of England in the coming months.

3.19 Furthermore, the lead officer at the Partnership left their post at the end of June. Whilst measures are in place to ensure the continuity of the business, their experience will be lost and there will be a period of adjustment to this change. This will also affect the capacity to fully deliver on outstanding matters as well as develop an accurate business plan and draw up the necessary agreements between the partners to move forward to a LATC.

3.20 With these points in mind, and with this Council's membership of the Partnership only one year into a three-year initial agreement, it is considered prudent to further monitor the performance of the Partnership over the next 12 months, so to better inform a decision on whether the Partnership Business Plan is being fully realised. This would provide a strong indication of whether it the Partnership is ready to move to the next stage and become a LATC.

#### **4.0 Financial Implications**

4.1 The cost to the Council of remaining a member of the Partnership has been established previously. A delay in the progression towards a LATC would not impose additional financial burden on the Council with the Partnership arrangement set out for a three-year fixed financial contribution.

4.2 In the longer-term, subject to continued meeting of targets, the Partnership could be well placed to progress to a LATC and allow the shareholders, including the Council, to begin benefitting from any profit drawn from the company. Future growth of the Council, and delivery of services, is not however presently modelled on such income

streams. Consequently, any delay in the set up of the LATC would not have an impact on overall service delivery for the Council.

## **5.0 Corporate Implications**

- 5.1 The report evidences the Partnership's commitment to delivering excellent services, including outstanding transformation work to have in place methods of communication that enable customers to provide and receive information and ensure technology enables the Council to effectively connect with its communities. This meets the 'Our People' priority of the Corporate Plan.
- 5.2 Furthermore, the continued movement towards a LATC would encourage and support business development and new investment in the District, and enable the delivery of housing. A period of further performance monitoring will allow for a more informed decision as to the progression towards an LATC and the subsequent provision of provide modern ways of working that support the Council to deliver services to meet changing needs whilst also sourcing appropriate commercial investment opportunities. This meets the 'Our Future' priority of the Corporate Plan.

## **6.0 Community Implications**

- 6.1 The performance of the Partnership assists in securing the financial resources to enable continuing work towards a LATC to be delivered. It is hoped that through this approach, the businesses and residents of South Derbyshire would benefit from a much enhanced and more economical service taking public protection forward for the public benefit. The slight delay in progression towards this goal is unlikely to bring about a noticeable impact on service delivery.

## **7.0 Background Information**

- 7.1 Appendix 1: The Partnership Board Report No. 2.

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## **CENTRAL BUILDING CONTROL PARTNERSHIP**

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# Partnership Board Report 2

(Period April 2019 - March 2020)

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**Central Building Control Partnership  
Lichfield District Council  
District Council House,  
Frog Lane  
Lichfield WS13 6YZ**

1. Introduction	Page 2
2. Performance	Page 3
2.1 Operational Performance	Page 3
2.2 Financial Performance	Page 8
3. Risk	Page 10
4. Conclusions and Recommendations.	Page 11

*Lichfield*  
district council  
[www.lichfielddc.gov.uk](http://www.lichfielddc.gov.uk)



**South  
Staffordshire  
Council**

**Tamworth**  
Borough Council



**North Warwickshire  
Borough Council**



**South  
Derbyshire  
District Council**

**Nuneaton  
&  
Bedworth**  
**United to Achieve**



## Introduction

### The Shared Service

#### Working in partnership

#### Central Building Control Partnership

The main objectives of the shared service remain as:

- Reduce costs through economies of scale.
- Provide a consistent level of service delivery with high levels of customer satisfaction and compliance with building standards;
- Retention of professional staff;
- Continually Improve and promote the service in a competitive environment;
- Enhance the flexibility of the service to cope with future pressures and manage risk;
- Provide the opportunity for developing the shared service as opportunities arise.

#### Partnership Board Report 2

#### Purposes of this report

The main purposes of this report are to:

- Provide a review of the performance for year 1 of the partnership.
- Provide conclusions and recommendations

Key performance indicators at end Year 1 (2019/20)

	Target	Actual	Notes
<b>Fee Income</b>	£901,270	£986,066	On target. Fee income received at N&BBC – June, July August -still to be verified and transferred to LDC. £84,796 greater income than forecast.
<b>Number of applications</b>	2,567	2,515	On target
<b>Decisions within 8 weeks</b>	100%	100%	On target
<b>Plans checked within 10 days</b>	60%	60.5%	On target
<b>Market share</b>	Monitored - no target set	58%	Small increase in market share.
<b>Inspections carried out when requested</b>	95%	99%	On target (Allowing for Covid-19 response)
<b>Dangerous structures response within 2 hours</b>	100%	100%	On target We have 2 people on call across the areas 24/7

## 2.1 Operational Performance

### Quality.

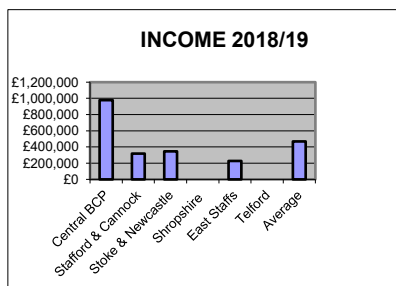
- The partnership has been awarded ISO 9001 Quality Management accreditation. This is an external accreditation that demonstrates we provide a consistent quality of service.
- An internal audit carried out by Lichfield District Council has assessed the partnership as providing 'Substantial Assurance'.
- The partnership and its professional staff are required to demonstrate quality and competency. This follows recommendations following the Grenfell Tower tragedy.
- All staff have demonstrated their individual competence. Management staff have undertaken an external national assessment. Other staff have been assessed in a management competency review using the partnership's new competency assessment framework.

### Performance Management

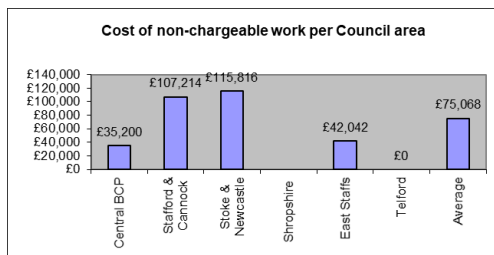
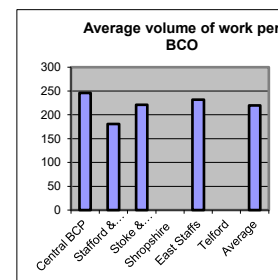
- Performance is reported monthly to the Steering Group. The Steering Group meets quarterly to review performance and monitor progress.

## Performance Benchmarking

- Benchmarking is carried out annually across Staffordshire & Shropshire. Other Councils in Derbyshire and Warwickshire have recently been invited to take part in the benchmarking and we are awaiting their response on that. Not all councils have completed their returns yet.
- As the partnership wasn't in existence last year, the value of the benchmarking is limited but it is useful to compare the first 6 months with the latest benchmarking figures. Therefore, performance to date has been extrapolated and compared against last years benchmarking:
- Performance will show that good quality services are provided at low net cost to the councils. Further work is required to speed up plan checking.

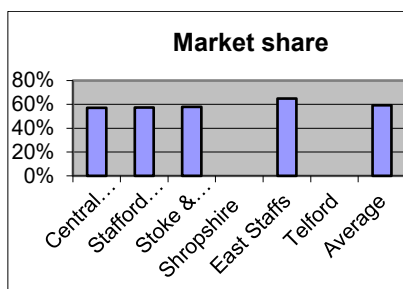


Central Building Control Partnership has the highest income and staff deal with the highest volume of work.

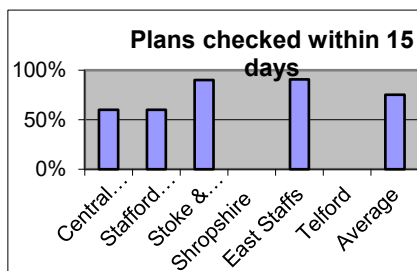


The partnership councils have the lowest non-chargeable costs.

This is the cost to the taxpayer and funded directly from council revenue.

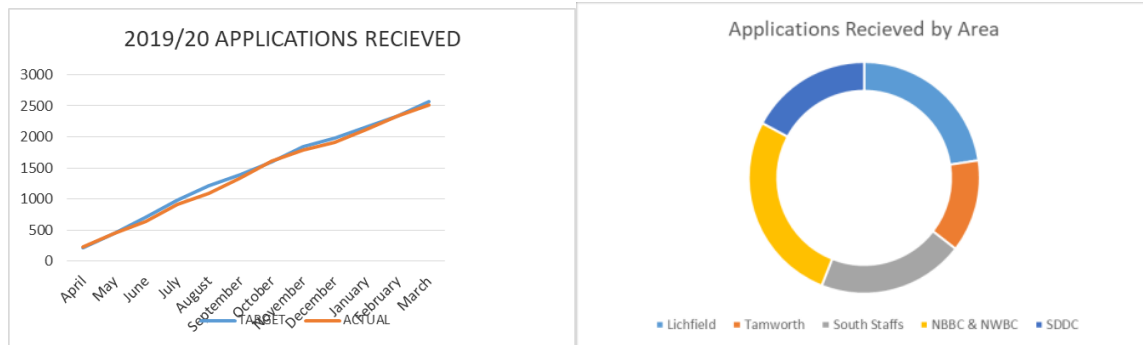


The partnership has a market share similar to other councils.



Plan checking turnaround meets statutory targets but is not fast enough to satisfy all customer's demands.

## Workload 2019/20



- The number of applications received is on target.
- Plan Checking turnaround is on target and we want to improve on that.
- NBBC & NWBC figures are combined because we have taken information from 1<sup>st</sup> October off the existing IT system at NBBC.

## Speed of service

- The number of applications checked within 10 working days is reported as customers need feedback on their applications as fast as possible. The target is 60%. This period 60.5% have been checked on time.
- Therefore, the speed of the plan checking service is slower than we want for customers and this will be the focus of performance over the next period.
- The average speed is well on target. But we need to manage increased volume and low staffing at peak times. This fluctuation is difficult to predict and manage efficiently. We have employed a new performance management system to assist with this.
- We have sufficient number of staff resources but 3 of the staff are not yet competent to carry out Plan Checking
- Applications must be determined within 8 weeks. **100%** have been decided on time.

## **Business transformation**

- The business transformation to consolidate resources and processes is being delivered and the customer journey is greatly improved as we now have a single system for all 6 councils.
- The service has been publically launched.
- New website is live.
- We have a fully agile workforce.

### **Further work is required to:**

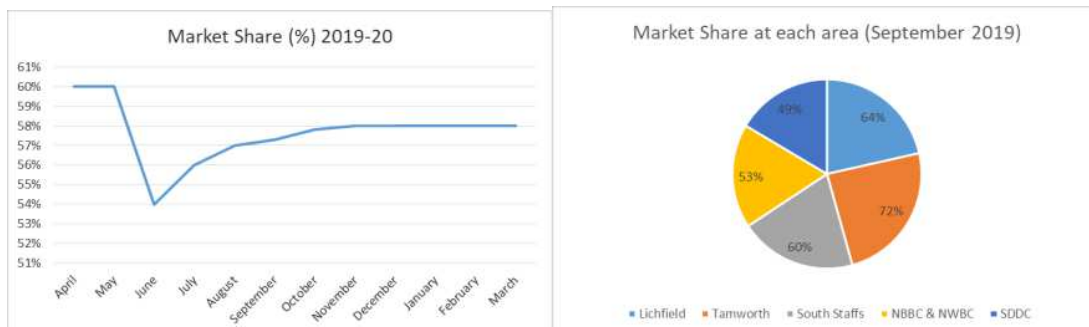
- Implement the BC Inspection app.
- Implement the IDOX Document management system
- Public access to the building control register
- Printing solution at all councils.

## **Site inspection service**

- Inspections are the most important part of the service. This is the main challenge and a key service delivery issue. All operations are focused on maintaining the level of inspection on a daily basis.
- Until very recently inspections were registered on different data bases we don't have data for all areas prior to September. In many cases Inspection records are held on file, rather than electronically.
- Now that there is a single Building Control register all data will be available for analysis moving forward.

## **Marketing**

- Market share is currently 58%. Previous benchmarking shows the average market share across councils in Staffs and Shropshire being 59%. Market share is not evenly spread across the districts
- Average market share across the 6 districts is showing slow growth which is positive.
- The marketing plan needs to be developed.



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## 2.2 Financial performance

### This report covers Year 1 (2019/20.)

The top two financial objectives are:

1. Deliver chargeable services at zero net cost (full cost recovery).
2. Deliver the non-chargeable services at £35,200 per Council.

### Financial Summary

- The final verified CBCP end of year results for 2019/20 will show that all chargeable costs were delivered at net zero cost (full cost recovery).
- Prior to accrual of advanced fees to Year 2 the CBCP partnership account shows a surplus of £164K
- The accrual to 2020/21 for advanced fees is £170K
- The CBCP reserve stands at £135K
- Therefore, a small (£6K) transfer may be required from the CBCP earmarked reserve. This will be confirmed at the end of the financial year.
- The CBCP is still awaiting transfer of the fees received in August 2019 at Nuneaton & Bedworth BC. Expected to be around £31K exc vat.

### Income



- All financial objectives have been achieved.
- All fee income shown in this report has been collected but income received at NBBC is in the process of being reconciled and transferred to Lichfield DC. This is in hand with NBBC Finance team who have provided us with unverified data, and they are working on this and keeping us up to date with progress.
- Fee income figures do not include the existing BC financial reserve at £135K, or the £74K paid by the new partners for work that had not been carried out at the time of transfer.

## Accruals to Year 2 (2020/21)

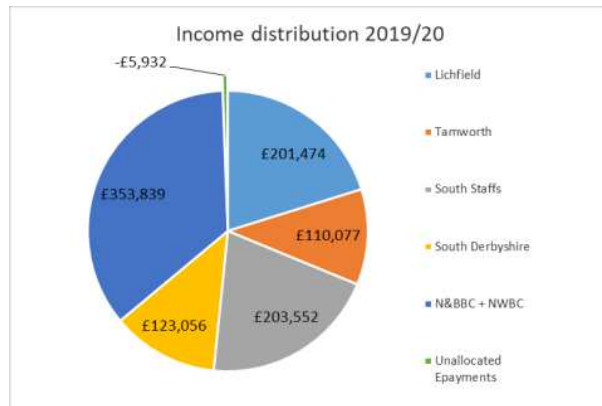
- The service needs to develop accounting methodology on an accrual basis. This will be an important factor moving forward.
- This means that income received in advance for work still to be carried out must be transferred to the following year, where the expenditure will take place.
- The following table identifies the advanced fees received. We need for accounting purposes to use a ratio to estimate the real level of fee income to be transferred.
- For projects not started this is 0.5. For projects that have started this is 0.1 With an allowance for local knowledge such as a significant housing site that has been submitted and paid for but not yet started.
- This table shows that £170,302 will be transferred from 2019/20 to 2020/21

Building Control - Advanced fees to be carried over to 2020-21.					
Application type	description of carry over fee.	MS Access report results. 2017-20	Apply Estimate of carry over ratio	£ Sum to be carried over	Notes
Building Notice	Fees paid & work NOT commenced	£47,117	0.5	£23,559	Full liability up to 3 years. Assume half the projects will not commence during 2020-21.
Building Notice	Fees paid work not completed	£364,435	0.1	£36,444	Work still to be carried out. Allow 10%
Full Plans	ALL Fees paid & Work Not Commenced.	£23,349	0.5	£11,675	Full liability up to 3 years. Assume half the projects will not commence during 2020-21.
Full Plans	Inspection fee paid work not completed.	£744,249	0.1	£74,425	Work still to be carried out. Allow 10%. Includes 2 large housing sites just commenced.
Full plans	Plan fee paid not checked.	£24,201	1	£24,201	Work carried out in 2020-21.
				<b>£170,302</b>	<b>Total carry over</b>

## Non-Chargeable costs

- There are no plans to increase the non-chargeable costs to Councils.
- This will remain at £35,200 per Council

## Income distribution by area.



- Income distribution is as we expected.

## Non chargeable activity 2019/20.

- The data transfer was completed in September and therefore we don't yet have the full analysis of the work volumes relating to non-chargeable activity. This activity is set out in the table below.
- It was agreed in the partnership to deliver this service at a cost of £35,200 per council for three years to enable the Partnership to gather sufficient data before moving to unit costs. Therefore, the costs to each Council will remain at £35,200.
- The work volumes are generally as we expected and will be confirmed as the information become available.

Non Chargeable activity
• Building work exempt from payment.
• Administering AI Regulations
• Recording AI Notices
• Dangerous structures.
• OOH DS 24/7
• Dealing with the demolition of buildings
• Provision of information on housing
• Recording Notices from Competent Person Schemes
• Enforcement of Building Regulations.
• Investigations into unauthorised work
• General advice to the public.
• Management & Administration of the Building Act 1984.
• Management, Corporate policies/Corporate PM, Corporate Plan, etc.



## Local Authority owned Trading Company (LATC)

- The partnership developed from work aimed at exploring the opportunity to create an LATC. The partnership would use its strong market position to provide additional and associated professional services and generate a profit.
- This would improve the customer journey by providing a one-stop-shop. It would help to educate and enhance the local construction industry.
- Profit would be used to offset the costs of providing the non-chargeable work and make the service fully financially sustainable on a zero net cost basis.
- A draft business case for discussion has been sent to the steering group for consideration.

## Risk analysis

### Partnership risk register

Risk	Risk Level	Risk Action	Countermeasure
The Shared Service runs at a loss	Medium	Treat	Create a robust financially assessed business plan. Ensure targets are achievable. Flexible staffing arrangements where possible. Fee review.
Failure to deliver services due to a lack of available resources such as staffing.	Medium	Treat	We have introduced a career graded post, we have three staff at University, one funded through the apprenticeship levy, and we are growing our own staff. However, based on our recent recruitment experience we are unlikely to retain staff. Therefore, we will continue to invest in new staff and explore all opportunities to increase retention.  We have an advert out at this time for a Building Control Officer post. This new post is career graded and links to the competency levels in the new competency framework, this in turn links to national competency levels
Residual costs.	Low	Treat	Council's providing support services are at risk of residual costs should the support service not be required in the future. Ensure that any agreement for future delivery of the service provides for the Host Authority and those Councils providing support services to be selected.
Building safety Regulator	medium	treat	Government's proposal for a Building Safety Regulator is not yet known and this may be an opportunity
Key individuals leave the organisation:	High	treat	Prepare contingency plans

## Conclusions

- The partnership is delivering on all its objectives.
  - The partnership performs well but is in business transformation stage and further improvement to plan checking is required.
  - The service remains viable and financially sustainable..
  - Market share is being monitored carefully but is not an accurate indicator of performance.
- 

## Recommendations

- Continue with the business transformation
- Advanced fees to be transferred to year 2 (2020/21) = £170,302.
- Amount from earmarked reserve to be transferred to the 2019/20 budget to be in the region of £6,000, figure to be verified at close of accounts by Finance team.
- Develop further agile working.
- Review the draft business case for an LATC and decide whether to proceed further with that option.
- Develop a public access version of the building control register.
- Develop the EDMs for building control
- Develop the building control inspection module to assist remote working.



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<b>REPORT TO:</b>	<b>ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 9</b>
<b>DATE OF MEETING:</b>	<b>6<sup>th</sup> JULY 2020</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (SERVICE DELIVERY)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>DEMOCRATIC SERVICES 01283 595848/5722 <a href="mailto:democraticservices@southderbyshire.gov.uk">democraticservices@southderbyshire.gov. uk</a></b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>COMMITTEE WORK PROGRAMME</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: G</b>

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## **1.0 Recommendations**

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

## **2.0 Purpose of Report**

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

## **3.0 Detail**

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

## **4.0 Financial Implications**

4.1 None arising directly from this report.

## **5.0 Background Papers**

5.1 Work Programme.

## Environmental & Development Committee – 6<sup>th</sup> July 2020 Work Programme

Work Programme Area	Date of Committee meetings	Contact Officer (Contact details)
<b>Reports Previously Considered by Last Three Committees</b>		
Corporate Plan 2016-21: Performance Report Q2	14 <sup>th</sup> November 2019	Communications Team (01283) 228705
Staff travel plan	14 <sup>th</sup> November 2019	Matt Holford Head of Environmental Services (01283) 595856
Climate Emergency Planning	14 <sup>th</sup> November 2019	Matt Holford Head of Environmental Services (01283) 595856
Lowes Lane PSPO	14 <sup>th</sup> November 2019	Matt Holford Head of Environmental Services (01283) 595856
Local Plan Update	14 <sup>th</sup> November 2019	Karen Beavin Planning Policy Team Leader (01283) 595749

Drainage and Wastewater Management Plan	14 <sup>th</sup> November 2019	Allison Thomas Strategic Director (Service Delivery) (01283) 595775
Strategic Housing and Economic Land Availability Assessment	14 <sup>th</sup> November 2019	Karen Beavin Planning Policy Team Leader (01283) 595749
Local Green Spaces Plan – Proposed Modifications	23 <sup>rd</sup> January 2020	Karen Beavin Planning Policy Team Leader (01283) 595749
Fleet Management Strategy	23 <sup>rd</sup> January 2020	Adrian Lowery Head of Operational Services (01283) 595764
Recycling Contract	23 <sup>rd</sup> January 2020	Adrian Lowery Head of Operational Services (01283) 595764
Swadlincote in Bloom	23 <sup>rd</sup> January 2020	Mary Bagley Head of Cultural and Community Services (01283) 59
Authority Monitoring Report and Infrastructure Delivery Plan	23 <sup>rd</sup> January 2020	Karen Beavin Planning Policy Team Leader (01283) 595749
S106 Developer Contributions	23 <sup>rd</sup> January 2020	Karen Beavin Planning Policy Team Leader (01283) 595749

Methodology for Gypsy and Traveller Accommodation Assessment	23 <sup>rd</sup> January 2020	Karen Beavin Planning Policy Team Leader (01283) 595749
Key Performance Indicators – Licensing Department	5 <sup>th</sup> March 2020	Emma McHugh Senior Licensing Officer (01283) 595716
Private Hire Cross Border Enforcement Operational Protocol	5 <sup>th</sup> March 2020	Emma McHugh Senior Licensing Officer (01283) 595716
Strategic Housing Market Assessment 2020	5 <sup>th</sup> March 2020	Karen Beavin Planning Policy Team Leader (01283) 595749
East Midlands Airport Information Meetings	5 <sup>th</sup> March 2020	Richard Groves (01283) 595738
Consultation on Derbyshire County Council's Developer Contributions Protocol	5 <sup>th</sup> March 2020	Karen Beavin Planning Policy Team Leader (01283) 595749
Erewash Borough Council 2020 Core Strategy Review	5 <sup>th</sup> March 2020	Tony Sylvester Head of Planning Services and Strategic Housing (01283) 595743



Provisional Programme of Reports To Be Considered by Committee		
Review of Charitable Collections Policy	6 <sup>th</sup> July 2020	Emma McHugh Licensing / Legal & Democratic Services 8745
Annual Enforcement & Compliance Report 2019/20	6 <sup>th</sup> July 2020	Matt Holford Head of Environmental Services (01283) 595856
Corporate Plan 2020-24: Performance Report (2019-2020 Quarter 4 – 1 January To 31 March)	6 <sup>th</sup> July 2020	Fiona Pittman
Central Building Control Partnership Performance Report	6 <sup>th</sup> July 2020	Chris Nash Planning Delivery Team Leader – Service Delivery 01283 595926
Operational Service Resources / Growth Report	Next Available Committee	Adrian Lowery Head of Operational Services 01283 595764
Operational Services Management Resources	Next Available Committee	Adrian Lowery Head of Operational Services 01283 595764
Environmental Standards Report	Next Available Committee	Adrian Lowery Head of Operational Services 01283 595764

Corporate Environmental Sustainability Group Activity	Next Available Committee	Matt Holford Head of Environmental Services (01283) 595856
Clean Air Strategy	Next Available Committee	Matt Holford Head of Environmental Services (01283) 595856
Derbyshire Strategic Planning Framework Statement of Common Ground	September 2020	Karen Beavin Planning Policy Team Leader (01283) 595749
Local Development Scheme	September 2020	Karen Beavin Planning Policy Team Leader (01283) 595749
East Midlands Airport Airspace Redesign Consultation (changing the flight paths)	September 2020 (TBC)	Karen Beavin Planning Policy Team Leader (01283) 595749
S106 Developer Contributions Protocol	November 2020	Karen Beavin Planning Policy Team Leader (01283) 595749
S106 Monitoring Officer Post	November 2020	Karen Beavin Planning Policy Team Leader (01283) 595749
Authority Monitoring Report	January 2021	Karen Beavin Planning Policy Team Leader (01283) 595749

Environmental Services - commercialisation business plan	TBC	Matt Holford Head of Environmental Services (01283) 595856
Air Quality Strategy	TBC	Matt Holford Head of Environmental Services (01283) 595856
Fuel Poverty Strategy	TBC	Matt Holford Head of Environmental Services (01283) 595856
Corporate Plan 2016-21: Performance Report Q3	TBC	Communications Team (01283) 228705
Local Green Spaces Plan	TBC	Karen Beavin Planning Policy Team Leader (01283) 595749
Environmental Standards	TBC	Adrian Lowery Head of Operational Services (01283) 595764
Waste and Minerals Plan Consultation from the County Council	TBC	Karen Beavin Planning Policy Team Leader (01283) 595749
Minerals and Waste Local Plan	TBC	Karen Beavin Planning Policy Team Leader (01283) 595749

Gypsy and Traveller Accommodation Assessment Report	TBC	Karen Beavin Planning Policy Team Leader (01283) 595749
Statement of Community Involvement	TBC	Karen Beavin Planning Policy Team Leader (01283) 595749
Enforcement & Regulatory Annual Report	TBC	Matt Holford Head of Environmental Services (01283) 595856