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Our Ref: DS
Your Ref:

Date: 9th May 2018

Dear Councillor,

Council

YOU ARE HEREBY SUMMONED to attend the Meeting of the **Council** to be held in the **Council Chamber**, on **Thursday, 17 May 2018 at 18:00** to transact the business set out on the attached agenda.

Yours faithfully,



Chief Executive

To:- **Conservative Group**

Councillor Stanton (Chairman), Councillor Mrs Hall (Vice-Chairman) and Councillors Atkin, Billings, Mrs Brown, Mrs Coe, Coe, Mrs Coyle, Ford, Grant, Harrison, Hewlett, MacPherson, Muller, Murray, Mrs Patten, Mrs Plenderleith, Roberts, Smith, Swann, Watson, Wheeler and Mrs Wyatt

Labour Group

Councillors Bambrick, Chahal, Dunn, Dr Pearson, Rhind, Richards, Shepherd, Southerd, Mrs Stuart, Taylor, Tilley and Wilkins

Independent / Non-Grouped Member

Councillor Tipping

AGENDA

Open to Public and Press

- 1** Apologies.
- 2** To confirm the Open Minutes of the Meeting of the Council held on 12th April 2018 (Minute No.CL/143-CL/162)
Council 12th April 2018 Open Minutes **5 - 10**
- 3** To receive any declarations of interest arising from any items on the Agenda
- 4** To appoint the Leader of the Council for the ensuing year.
- 5** To appoint the Deputy Leader of the Council for the ensuing year.
- 6** To receive any announcements from the Chairman, Leader and Head of Paid Service.
- 7** To receive any questions by members of the public pursuant to Council Procedure Rule No.10.
- 8** To receive any questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 9** To consider any Notices of Motion in order of which they have been received.
- 10** SCHEME OF DELEGATION **11 - 29**
- 11** ETHICS STATEMENT **30 - 34**
- 12** PROTOCOL FOR THE USE OF INFORMATION TECHNOLOGY BY MEMBERS OF SOUTH DERBYSHIRE DISTRICT COUNCIL **35 - 57**
- 13** To receive and consider the Open Minutes of the following Committees:-

	Planning Committee 10th April 2018 Open Minutes	58 - 63
	Environmental and Development Services Committee 19th April 2018 Open Minutes	64 - 68
	Licensing and Appeals Sub-Committee 23rd April 2018 Open Minutes	69 - 70
	Etwall Joint Management Committee 25th April 2018 Open Minutes	71 - 73
	Housing and Community Services Committee 26th April 2018 Open Minutes	74 - 76
	Planning Committee 1st May 2018 Open Minutes	77 - 83
	Finance and Management Committee 3rd May 2018 Open Minutes	84 - 86
14	POLITICAL PROPORTIONALITY	87 - 89
15	To appoint Members to serve on Committees and Sub-Committees for the ensuing year (including Chairmen and Vice-Chairmen), in accordance with the allocation of seats to Groups and to appoint Members to Working Panels. ANNEXE B - Composition of Committees, Sub-Committees and Working Panels 2018-19	90 - 93
16	To appoint the Substitute Panels. ANNEXE C - Substitute Panels 2018-19	94 - 95
17	To appoint or submit nominations for representatives to serve on Outside Bodies (To be circulated).	
18	To appoint Member Champions (To be circulated).	

19	To appoint the Chairmen of the following Area Forums:-	
20	ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE 2017-18	96 - 106
21	CYCLE OF MEETINGS 2018-19	107 - 109

Exclusion of the Public and Press:

- 22** 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.
- 23** To confirm the Exempt Minutes of the Meeting of the Council held on 12th April 2018 (Minute No.CL/163-CL/166).
Council 12th April 2018 Exempt Minutes
- 24** To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 25** To receive and consider the Exempt Minutes of the following Committees:-
Environmental and Development Services Committee 19th April 2018 Exempt Minutes
Licensing and Appeals Sub-Committee 23rd April 2018 Exempt Minutes
Housing and Community Services Committee 26th April 2018 Exempt Minutes
Planning Committee 1st May 2018 Exempt Minutes
Finance and Management Committee 3rd May 2018 Exempt Minutes

MINUTES of the MEETING of the
SOUTH DERBYSHIRE DISTRICT COUNCIL
held at the Civic Offices, Civic Way, Swadlincote
on Thursday 12th April 2018
at 6.00pm

PRESENT:-

Conservative Group

Councillor Stanton (Chairman), Councillor Mrs Hall (Vice Chairman) and Councillors Atkin, Billings, Mrs Brown, Mrs Coe, Mrs Coyle, Ford, Grant, Harrison, Hewlett, MacPherson, Muller, Mrs Patten, Mrs Plenderleith, Smith, Swann, Watson, Wheeler and Mrs Wyatt

Labour Group

Councillors Bambrick, Dunn, Dr Pearson, Rhind, Richards, Shepherd, Southerd, Mrs Stuart and Wilkins

Independent / Non-Grouped Member

Councillor Tipping

CL/143 **APOLOGIES**

Apologies for absence from the Meeting were received from Councillors Coe, Murray, Roberts (Conservative Group), Chahal, Taylor and Tilley (Labour Group).

CL/144 **PRESENTATION: UPDATE ON DERBY AND BURTON HOSPITALS NHS FOUNDATION TRUST COLLABORATION**

Gavin Boyle, Chief Executive of the Derby Teaching Hospital NHS Foundation Trust outlined the current situation relating to the joint hospitals collaboration, aimed primarily at maintaining a vibrant District General Hospital in Burton on Trent, protecting and growing specialisms at the Derby Teaching Hospital and making best use of the existing community hospitals in Tamworth, Lichfield and London Road, Derby. The Competitions and Markets Authority had endorsed the collaboration in March 2018, but issues related to financial risk assurances, savings proposals and financial governance, as reviewed by the NHS Improvement Board, had delayed the joint working implementation date to potentially the 1st July 2018.

Members raised queries and concerns relating to waiting lists, hospital car parking, location of hospital services / specialisms, public transport links, financial matters, bed-blocking, hospital release / social care processes, accident and emergency delays and patient hospital options, all matters addressed by Mr Boyle, who also agreed to provide further information relating

to public / Member involvement in future meetings regarding the hospital collaboration.

Councillor Mrs Coe, as the Council's representative on the Burton Hospitals NHS Foundation Trust Governors, led Members in thanking Mr Boyle for his attendance and the information he had imparted.

CL/145 **MINUTES OF COUNCIL**

The Open Minutes of the Meeting of the Council held on 26th February 2018 (CL/121-CL/139) were approved as a true record.

CL/146 **DECLARATIONS OF INTEREST**

Councillor Richards declared a personal interest in relation to Item 21 on the Agenda by virtue of being a Public Governor for South Derbyshire on the Derbyshire Healthcare NHS Foundation Trust.

CL/147 **ANNOUNCEMENTS FROM THE CHAIRMAN**

The Chairman of the Council outlined a summary of events attended since the last Council Meeting, including those associated with Tourism Week, attendance at the 1914-18 Memorial event in Ypres, Belgium with the Air Training Corps 1211 Squadron and the Burton Brass Band and Burton Choir charity concert held in Repton in support of the Chairman's charity, Air Ambulance.

CL/148 **ANNOUNCEMENTS FROM THE LEADER**

The Leader made a request to the Chief Executive that Member's personal addresses be removed from the Council's website. The Chief Executive responded that this request could be actioned in accordance with the legislation, on request, but added that the Register of Disclosable Pecuniary Interests forms that Members are obliged to complete, which includes reference to their address, must be retained on the website in another area.

CL/149 **ANNOUNCEMENTS FROM THE HEAD OF PAID SERVICE**

The Chief Executive introduced Allison Thomas to Members, who had recently joined the Council in the role of Strategic Director (Service Delivery), part of the Council's Leadership Team, comprised of himself, Allison Thomas and Kevin Stackhouse, Strategic Director (Corporate Resources).

The Chief Executive also announced the Etwall Joint Management Committee Agreement document, which took effect from the 1st April 2018, reflecting the change in school status to that of the John Port Spencer Academy and the withdrawal of Derbyshire County Council from the Agreement. Copies of the Agreement were offered to those Members not on the Joint Management Committee.

The Chief Executive made reference to legislation relating to enforcement penalties for littering from vehicles and informed Council that a report would be

submitted to a future meeting of the Environmental and Development Services Committee for its Members to determine the scale of fines.

The Chief Executive paid thanks to those officers involved in successfully bringing the Rosliston Forestry Centre service back in-house as of the 1st April 2018.

CL/150 **QUESTIONS BY MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO. 10**

Council were informed that no questions had been received.

The Chief Executive also made references to a campaign to encourage members of the public to attend Council meetings, as well as raising questions.

CL/151 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO. 11**

Council were informed that no questions had been received.

CL/152 **SEALED DOCUMENTS**

<u>Date</u>	<u>No. of Seal</u>	<u>Nature of Document</u>
16.02.18	11901	Transfer – 69 Burton Road, Cotton-in-the-Elms
08.03.18	11920	Transfer – 59 Station Road, Woodville
16.03.18	11922	Transfer – 30 Nelson Street, Swadlincote

RESOLVED:

That the Sealed Documents listed, for which there is no specific authority, be duly authorised.

CL/153 **CORPORATE ACTION PLAN 2018/19**

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

Councillor Southerd sought clarification on the management group titles referred to in the report, such as the Leadership Team, a point addressed by the Chief Executive.

The Leader, also the Corporate Plan Member Champion, thanked officers for their engagement with the Plan, noting that the key goals and key names identified within it had been appreciated by Members.

RESOLVED:

Members approved the updated Corporate Action Plan for 2018/19, as attached at Appendix A to the report.

CL/154 **ANNUAL PAY POLICY STATEMENT 2018/19**

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

Councillor Richards queried whether, at point 4.3 in the policy statement, the term ‘to deliver’ would be more suitable than ‘to determine’, as he felt the latter action lay with the Members. On a show of hands by Members, the Chief Executive agreed to amend the wording in this respect.

RESOLVED:

Members approved the Pay Policy Statement for the financial year 2018/19 for publication.

CL/155 **THE GENERAL DATA PROTECTION REGULATION 2018**

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

Members raised queries relating to liability in the event of breach of the regulations, the retention of documents, in particular, voting papers, and the feasibility of having an evening briefing for Members on the subject. The Chief Executive addressed the issues raised and, with regard to the latter proposal, undertook to pursue the matter with providers.

RESOLVED:

1.1 Members noted the requirements placed on the Council arising from the General Data Protection Regulation 2018.

1.2 That the Council's ICT and Business Change Manager is appointed as the Council's Data Protection Officer from 25th May 2018 under Article 39 of the General Data Protection Regulation 2018.

1.3 That the implications for the terms and conditions of that Post (in 1.2 above) are subject to the Council's Job Evaluation Scheme.

CL/156 **CYCLE OF MEETINGS 2018/19**

RESOLVED:

Members approved the cycle of Meetings for 2018/19.

CL/157 **OPEN MINUTES**

Council received and considered the open minutes of its Committees.

RESOLVED:-

That the open minutes of the following Committees and Area Forum meetings were approved as a true record:-

<u>Committee</u>	<u>Date</u>	<u>Minute No.'s</u>
Finance and Management	15.02.18	FM/119-FM/132

Councillor Southerd made reference to Minute No.FM/126, stating that he had not received any further information relating to his query regarding Council Tax exemptions on repossessed properties. The Strategic Director (Corporate Resources) and Chief Executive provided details relating to this exemption.

<u>Committee</u>	<u>Date</u>	<u>Minute No.'s</u>
Planning	27.02.18	PL/144-PL/156
Environmental and Development Services	06.03.18	EDS/90-EDS/103
Housing and Community Services	08.03.18	HCS/83-HCS/93
Finance and Management	15.03.18	FM/140-FM/152

Councillor Richards requested an update in relation to Minute No.FM/149, with regard to the Service Level Agreement. The Chief Executive confirmed that he had met with Sharpe's, most recently earlier the same day, and that matters were progressing in this respect.

<u>Committee</u>	<u>Date</u>	<u>Minute No.'s</u>
Planning	20.03.18	PL/160-PL/173
Overview and Scrutiny	21.03.18	OS/60-OS/70

CL/158 **THE COMPOSITION OF COMMITTEES, SUB-COMMITTEES & WORKING PANELS FOR THE REMAINDER OF THE MUNICIPAL YEAR**

Council were informed that no changes had been made to the compositions of committees, sub-committees and working panels since its last meeting.

CL/159 **COMPOSITION OF SUBSTITUTE PANELS**

Council were informed that no changes had been made to the compositions of substitute panels.

CL/160 **REPRESENTATION ON OUTSIDE BODIES**

Council were informed that no changes had been made to representations on outside bodies. Councillor Richards confirmed that the Labour Group would be taking up invitations to attend future meetings of the Safer South Derbyshire Partnership Strategic Group.

CL/161 **MEMBER CHAMPIONS**

Council were informed that no changes had been made to the Member Champions.

CL/162 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

RESOLVED:-

That in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting for the following items of business on the grounds that

they involve the likely disclosure of exempt information as defined under the paragraphs of Part 1 of Schedule 12A of the Act as indicated in the reports of Committees.

EXEMPT MINUTES OF THE COUNCIL

The Exempt Minutes of the Annual Council Meeting held on 26th February 2018 (CL/140-CL/142) were approved as a true record.

EXEMPT QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NUMBER 11

Council was informed that no questions had been received.

CLAIMS FROM NHS FOUNDATION TRUSTS FOR MANDATORY BUSINESS RATES RELIEF (Paragraph 5)

RESOLVED:

Members approved the recommendations in the report.

EXEMPT MINUTES

Council received and considered the Exempt Minutes of its committees.

RESOLVED:-

That the Exempt Minutes of the following Committees be approved as a true record:-

<u>Committee</u>	<u>Date</u>	<u>Minute No.'s</u>
Finance and Management	15.02.18	FM/133-FM/139
Planning	27.02.18	PL/157-PL/159
Environmental and Development Services	06.03.18	EDS/104-EDS/107
Housing and Community Services	08.03.18	HCS/94-HCS/97
Finance and Management	15.03.18	FM/153-FM/158
Planning	20.03.18	PL/174-PL/175

The meeting terminated at 7.40pm.

COUNCILLOR M STANTON

CHAIRMAN OF THE DISTRICT COUNCIL

REPORT TO:	ANNUAL COUNCIL	AGENDA ITEM: 10
DATE OF MEETING:	17th MAY 2018	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	ARDIP KAUR Ardip.Kaur@south-derbys.gov.uk EXT. 5715	DOC:
SUBJECT:	SCHEME OF DELEGATION	REF:
WARD(S) AFFECTED:	ALL	

1.0 Recommendations

- 1.1 That, in accordance with Council Procedure Rule No. 1.1 (f) of the Council's Constitution Council approve the amended Scheme of Delegation (**Appendix A** to this report), to form Part 3 of the Council's Constitution.

2.0 Purpose of Report

- 2.1 To consider the Council's amended Scheme of Delegation.

3.0 Detail

- 3.1 On 19th May 2016, Council approved and adopted the Scheme of Delegation to form Part 3 of the Council's Constitution. The Monitoring Officer was delegated authority to make future minor amendments to the Scheme, for example, following restructures or changes in job titles.
- 3.2 The scheme has been updated including changes in job titles as well as areas of service responsibility for the Chief Executive and Strategic Directors.
- 3.3 The scheme has also been updated to include delegation to the Chief Executive and Strategic Directors for funding applications to public and other bodies, where appropriate.
- 3.4 Other changes to the scheme relate to updates in service provision and/or legislative requirements/amendments, as well as amendments to the Planning Services Protocol.

4.0 Financial Implications

- 4.1 None directly arising from this report.

5.0 Corporate Implications

- 5.1 The revised Scheme of Delegation will provide a clear and effective resource within the Council's Constitution, to identify those powers delegated to officers, and to provide clear guidance on how the exercise of those powers is to be limited or

qualified to ensure Members are appropriately involved in the Council's decision-making processes.

6.0 Community Implications

6.1 None arising directly from this report.

7.0 Background Papers

7.1 Scheme of Delegation.

SCHEME OF DELEGATION TO OFFICERS

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SCHEME OF DELEGATION TO OFFICERS

1. GENERAL CONDITIONS APPLYING TO ALL DELEGATED POWERS

1.1 The powers delegated in this Scheme must be exercised in accordance with:

- (1) the Council's Constitution;
- (2) relevant policies of the Council;
- (3) approved budgets;
- (4) decisions of the Council and its Committees.

1.2 The Chief Executive or Directors need not exercise their delegated powers and must not if, in their opinion, the matter involves questions of policy not yet determined by the Council.

1.3 Unless prohibited by law, the Chief Executive and each Director may delegate any power to another Director or the Chief Executive and authorise other officers by designation to exercise defined powers.

1.4 Delegated powers include carrying out all duties and powers covered by the function, including administrative and procedural acts, exercising discretion, making determinations, and imposing, amending, deleting, revoking, enforcing conditions, limitations, restrictions or other terms on any approval, consent, licence, permission or registration.

1.5 All powers delegated under this Scheme are subject to the Protocols set out in paragraph 9. These Protocols are designed to limit or qualify the exercise of those powers by the Chief Executive and Directors and to ensure that Members of the Council have adequate opportunity to comment on and be involved in the decision-making process, where appropriate.

2. GENERAL POWERS DELEGATED TO THE CHIEF EXECUTIVE AND DIRECTORS

2.1 To exercise those powers and functions allocated to them under the Council's Constitution.

2.2 To undertake the day-to-day management of their Directorates and the services for which they are responsible, including the deployment of personnel, premises, finance, vehicles, plant, equipment and other resources under their control.

2.3 Subject to the overall control of the Chief Executive and within the Council's approved establishment, policies and procedures, to recruit, manage and, if necessary, to dismiss staff within their control, including:

- (1) authorising pay and conditions;
 - (2) undertaking disciplinary and grievance proceedings;
 - (3) defending and, if necessary (and subject to the approval of the Strategic Director (Corporate Resources) if it involves claiming on the Council's insurance), settling any claims made against the Council;
 - (4) taking overall responsibility for the health and safety at work of employees;
 - (5) implementing all approved employment policies, practices and procedures.
- 2.4 To acquire, grant and dispose of rights in land, premises, vehicles, plant, equipment and other property on such terms and conditions as considered appropriate.
- 2.5 To provide and commission goods and services and to undertake and commission works.
- 2.6 To provide grants and other financial assistance.

3. POWERS DELEGATED TO THE CHIEF EXECUTIVE

3.1 To be Head of Paid Service for the Council.

3.2 Administration

- (1) To undertake all administrative functions of the Council relating to the operation of the Council's Constitution and meetings of the Council, its Committees and Panels.
- (2) To undertake all functions relating to Parish Councils.
- (3) To undertake all functions relating to civic matters.
- (4) To formulate and co-ordinate advice on strategic and corporate policy, continuous performance assessment, use of resources, and value for money.
- (5) To undertake all functions relating to electoral matters.
- (6) To approve attendance of Members at conferences, seminars, etc, in consultation with the Leader or Deputy Leader of the Council.

3.3 Legal, Licensing and Economic Development

- (1) To undertake all legal functions, including:

- authorising, instituting, defending, appearing in or settling any legal proceedings;
 - issuing or serving any notice or order which is not the responsibility of any Director.
- (2) To undertake all functions relating to licensing, including:
- street and house-to-house collections;
 - amusements, lotteries and gaming;
 - taxi and private hire licensing;
 - alcohol, entertainment and late night refreshment;
 - riding establishments;
 - animal boarding;
 - dog breeding;
 - sex establishments;
 - personal treatments i.e. tattoo, piercing;
 - street trading;
 - pet shops;
 - zoos;
 - dangerous wild animals;
 - scrap metal.
- (3) To be responsible for all functions relating to the promotion of the economic regeneration of South Derbyshire, working in partnership with local, sub-regional and regional agencies to develop the local economy and workforce, including:
- attracting inward investment, of businesses and employment, to the District;
 - attracting visitors, from the UK and overseas, to South Derbyshire and the National Forest;
 - supporting business development, by providing advice and support to local businesses and tourism enterprises;
 - providing visitor information to visitors and local residents, principally through the operation of a Tourist Information Centre.
- (4) To authorise and witness, with the Chairman or Vice-Chairman of the Council, the execution of deeds by affixing the Council's Common Seal.

3.4 Organisational Development

- (1) To be responsible for providing an effective Human Resources Service, including the formulation, implementation and monitoring of fair and effective employment policies, practices and procedures; compliant health and safety framework and learning and development service.
- (2) To undertake functions, other than those which are the responsibility of other Chief Officers, relating to the development, management, co-ordination and monitoring of corporate policy objectives, including:

- managing delivery of Corporate Policy including the production of corporate Policy documents including the Corporate Plan and Annual Report;
- developing and co-ordinating the performance management framework (the Corporate Plan, Service Plans and any National Performance Indicators);
- supporting and co-ordinating arrangements for consultation;
- developing the Council's approach to Equality, Fairness and Social Inclusion issues.

(3) To undertake functions relating to the provision of an effective internal and external communications service.

3.5 Probity Issues

To be responsible for all probity issues and to co-ordinate the response to complaints against the Council, including settling complaints and paying compensation.

3.6 Debts

To write off debts up to £2,500, in consultation with the Strategic Director(Corporate Resources)

3.7 Funding

To undertake applications for funding, to public and other bodies, where appropriate.

4. POWERS DELEGATED TO THE STRATEGIC DIRECTOR (CORPORATE RESOURCES)

4.1 To have overall control of the Council's finances and to act as financial adviser to the Council, its Committees, the Chief Executive and Directors.

4.2 Financial Services

(1) To undertake all functions in relation to:

- accountancy matters, including bank accounts;
- investments;
- insurances;
- risk management;
- Housing and Council Tax Benefits;
- Council Tax and Non-Domestic Rates and other revenues
- Non-Domestic Rate Relief;
- payroll and related matters;
- pensions;

- debtors and creditors;
- Collection Fund;
- investigation of fraud and impropriety.

(2) To control all funds and reserves.

4.3 Information Technology and Business Improvement

- (1) To be responsible for providing and supporting the Council's Information Technology needs, and for ensuring that Information Technology resources are used appropriately and efficiently in accordance with the Council's corporate framework.
- (2) To ensure that the Council's Information Technology is secure and that it follows best practice guidelines, such as the Public Services Network.
- (3) To be responsible for providing the Council with effective, efficient and economic procurement and continuous business improvement that enables value for money in the delivery of services.
- (4) To ensure that the Council's ICT Strategy and Procurement Strategy are kept up to date with any necessary minor amendments.
- (5) To ensure that the Council's Data Quality strategy is adopted across the Council, to ensure data is accurate, valid, reliable, timely, relevant and complete.
- (6) To be responsible for co-ordinating responses to Freedom of Information and Data Protection requests and for ensuring that the Council's Freedom of Information Publication scheme is kept up to date.

4.4 Customer Services

To be responsible for providing an integrated Customer Service.

4.5

4.6 Internal Audit

To be responsible for providing an effective Internal Audit Service.

4.7 Corporate Property and Asset Management

To be responsible for the effective strategic management and co-ordination of corporate property and asset management planning.

4.8 Land Charges

To undertake and co-ordinate all functions relating to Local Land Charges and Enquiries.

4.9 Funding

To undertake applications for funding, to public and other bodies, where appropriate.

4.10 Miscellaneous

To act as Treasurer to the Etwall Leisure Centre Joint Management Committee.

5. POWERS DELEGATED TO THE STRATEGIC DIRECTOR (CORPORATE RESOURCES) AND THE STRATEGIC DIRECTOR (SERVICE DELIVERY)

- 5.1 In the absence of the Chief Executive, to authorise and witness, with the Chairman or Vice-Chairman of the Council, the execution of deeds by affixing the Council's Common Seal.

6. POWERS DELEGATED TO THE STRATEGIC DIRECTOR (SERVICE DELIVERY)

6.1 Housing Services

To undertake all functions relating to Housing including:

- housing management;
- maintenance and improvement of the Council's housing stock and its environment;
- facilitating the provision of housing and incidental amenities;
- housing advice, advances and grants;
- mobile homes;
- homelessness;
- crime, disorder and anti-social behavior reduction, in liaison with the Police, in council housing and in general community;
- harassment and unlawful eviction;
- community involvement;
- housing related support services.

6.2 Environmental Services and Health

To undertake all functions relating to Environmental Services and Health, including:

- public health;
- recycling;
- food sales, safety and standards;
- caravan sites;
- Health and Safety at Work;
- cleansing of highways and other public areas;
- pollution control;

- exhumations;
- public conveniences;
- bus shelters;
- street name plates and signs for Council functions;
- street furniture and litter bins
- refuse collection and disposal;
- pest control;
- shops and Sunday trading;
- animals;
- litter and fly tipping – prevention and clearance;
- home safety;
- water supply, standards and safety;
- housing conditions, standards and safety;
- housing improvement and renovation;
- public nuisance;
- high hedges;
- drainage and sewers;
- dogs;
- smoking prohibition;
- environmental management;
- climate change;
- grounds and highway verge maintenance.

6.3 Community

- (1) To be responsible for all functions relating to Community services including:
 - indoor and outdoor leisure facilities;
 - public parks and open spaces;
 - arts, heritage, community, sport, play, health and leisure activities;
 - environmental education;
 - cemeteries, crematoria and mortuaries;
 - welfare funerals;
 - grant aid support to voluntary organisations;
 - developing a Sustainable Community Strategy for South Derbyshire through the South Derbyshire Partnership.
 -
- (2) To be responsible for all functions relating to the Safer South Derbyshire Partnership:
 - community safety, crime, disorder and anti-social behavior reduction, in liaison with the Police.

6.4 Planning and Development Management

All functions in accordance with all Town and Country Planning, Listed Building and related or associated legislation (including subordinate legislation and any

consolidation, re-enactment or amendment thereto), shall be delegated to the Planning Services Manager, including the following:

- to determine all planning applications, applications for permission in principle, approval of reserved matters, prior notifications/determinations/approvals, consents and consultations (including those from County Council and neighbouring authorities), submitted to or received by the Council;
- to determine non-material amendments and minor material amendments to planning permissions;
- to determine applications for certificates of lawfulness for proposed or existing uses or development;
- to approve details submitted in compliance with conditions on planning permissions;
- to determine whether an Environmental Impact Assessment is required to accompany a planning application, and the matters to be covered in the assessment (i.e. issuing of screening and scoping opinions);
- to negotiate the terms of section 106 agreements and/or the Community Infrastructure Levy in accordance with the Adopted Charging Schedule;
- to decline to determine planning applications under section 70(a) of the Town and Country Planning Act 1990;
- to submit an order to the Secretary of State for revocation of a Hazardous Substances Consent;
- to serve building preservation notices under section 3 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as may be amended) in consultation with the Chairman of the Planning Committee;
- to serve repairs notices on listed buildings under section 48 of the Planning (Listed Buildings and Conservation Areas) Act 1990;
- to execute urgent works under section 54 of the Planning (Listed Buildings and Buildings in Conservation Areas) Act 1990;
- to make, confirm and revoke tree preservation orders where there are no objections, in consultation with the Chairman of the Planning Committee;
- to serve hedgerow retention notices;
- to respond to notices of intention to carry out works to trees in conservation areas;
- Statements of Community Consultation for applications to the Planning Inspectorate National Planning Casework Unit (as may be superseded);
- submission of all necessary statements, proofs of evidence, etc, as required as part of the planning appeals process;
- to carry out any necessary changes to procedures in line with government guidance/statutory requirements;
- to negotiate and agree the terms of Planning Performance Agreements and extensions to the determination timeframe for applications;
- to respond to informal development enquiries;
- to make and, where no objections are received, confirm footpath diversion orders;
- the registration and verification of initial notices submitted by Approved Inspectors under the Building Act 1984.

6.5 Planning Enforcement

To undertake all functions in relation to Planning Enforcement, including:

- to take any formal enforcement action in relation to cases of unauthorised Development, not covered by other specific delegated authority, in accordance with the Council's Adopted Local Enforcement Plan;
- to serve enforcement notices, stop notices and temporary stop notices under the Town and Country Planning Act 1990;
- to serve requisitions for information under Section 330 of the Town and Country Planning Act 1990;
- to serve tree replacement notices
- to serve planning contravention notices under Section 171C of the Town and Country Planning Act 1990;
- to serve breach of condition notices;
- to take action under Section 224 of the Town and Country Planning Act 1990 and the Town and Country (Control of Advertisement) Regulations in respect of unauthorised advertisements;
- to withdraw a planning enforcement notice where planning permission for the development has subsequently been granted;
- to remove or obliterate posters under Section 225 of the Town and Country Planning Act 1990;
- to serve notices under Section 215 of the Town and Country Planning Act 1990 requiring the proper maintenance of land;
- to carry out any necessary changes to procedures/the Adopted Local Enforcement Plan in line with government guidance/statutory requirements;
- to enter land and buildings as authorised under:
 - Town and Country Planning Act 1990 (as may be amended);
 - Town and Country Planning (Listed Building and Conservation Areas) Act 1990 (as may be amended);
 - Planning (Hazardous Substances) Act 1990 (as amended);
 - Planning (Hedgerow Regulations) Act 1997;
 - Local Government (Miscellaneous Provisions) Act 1976, 1982;
 - Planning (Consequential Provisions) Act 1990 (as amended).

6.6 Building Control

To authorise the South Staffordshire Building Control Partnership to undertake all functions in relation to Building Control, including:

- plans and notices deposited under the Building Regulations;
- site inspection of building work in progress for Building Regulation and associated legislation compliance;
- determination of applications and the issue of legal certificates
- investigation of reports of unauthorised work and the taking of appropriate action to deal with those works, along with any contravention of the regulation;

- to provide professional advice regarding the Building Regulations and compliance thereto;
- assessment and variation of charges under the Council's Scheme of Charges;
- Building Act 1984, Part II notices;
- applications for Building Regulations dispensation or relaxation;
- the authority to deal with the control of dangerous structures and to act as the proper officer where such emergencies make it necessary in accordance with an agreed protocol;
- requisitions for information;
- enforcement notices under the Building Act 1984;
- Local authority national type approval consortium scheme notices;
- local authority building control national partnering scheme;
- street naming and house numbering and fee setting thereof;
- to enter land and buildings as authorised under the Building Act 1984;
- to take all actions prescribed by Sections 77 – 81 of the Building Act 1984;
- to take all actions prescribed by Sections 36 and 59 of the Building Act 1984.

6.7 Planning Policy

To undertake all Planning Policy functions, including:

- to develop and implement the Development Plan and related supplementary planning documents for the District;
- to participate in the strategic development of strategic plans and policies;
- to commission and undertake research and evidence in connection with the above matters;
- provision of advice and guidance and written responses to Neighbourhood Planning Bodies;
- duties under the neighbourhood planning legislation;
- to provide responses to other local planning authorities in respect of preparation of their development plan(s) and associated planning documents;
- to devise and undertake public consultation.

6.8 Funding

To undertake applications for funding, to public and other bodies, where appropriate.

8. **POWER DELEGATED TO THE LEGAL AND DEMOCRATIC SERVICES MANAGER**

8.1 To be Monitoring Officer for the Council.

9. **THE PROTOCOLS**

9.1 Financial Services Protocol

- (1) All budgetary and financial decision-making is subject to the Council's Financial Regulations and Financial Procedures.
- (2) All decisions on Non-Domestic Rate Relief are subject to the Council's Delegated Scheme for the Granting of Discretionary Rate Relief, Discretionary Rural Rate Relief and Hardship Relief.

9.2 Organisational Development Protocol

- (1) All proposals to alter the Council's establishment involving increased expenditure will be presented to Finance and Management Committee for determination.
- (2) Delegated powers in relation to the Corporate Plan are subject to the Annual Report and Plan Summary approved by Council, and to performance reports managed by and reported to relevant policy committees.
- (3) Delegated powers in relation to Performance Management are subject to the Performance Management framework approved from time to time by the Finance and Management Committee.
- (4) Delegated powers in relation to consultation are subject to the Consultation Strategy and to specific consultation programmes agreed by relevant committees.
- (5) Delegated powers in relation to communication are subject to the Communication Strategy and to specific communication campaigns agreed by relevant committees.
- (6) Delegated powers in relation to Equality, Fairness and Social Inclusion are subject to relevant strategies, policies and schemes approved by the Council or appropriate committee.
- (7) Delegated powers in relation to the Overview and Scrutiny Committee are subject to the work plans of that committee.

9.3 Corporate Property and Asset Management Protocol

- (1) Any acquisitions or disposals of property will be undertaken only after receiving advice from a fully qualified valuer.
- (2) There is no delegated power to the Chief Executive or any Director to approve the acquisition or disposal of freehold land and property, or of leases or licences the premium or annual consideration for which exceeds £10,000. This excludes the re-letting of commercial and industrial property as part of the day-to-day management of the Council's property estate.

9.4 Planning Services Protocol

- (1) Delegated power on applications may be exercised only in the following cases:
- the approval of non-major applications in conformity with development plan policies and/or supplementary planning documents and national planning policy guidance/statements;
 - the refusal of non-major applications significantly in conflict with development plan policies and/or supplementary planning documents and national planning policy guidance/statements;
 - the approval of major applications which are not subject to a significant level of controversy and which conform to development plan policies and/or supplementary planning guidance and national planning policy guidance;
 - the refusal of major applications which are not subject to a significant level of controversy and which conflict with development plan policies and/or supplementary planning documents and national planning policy guidance;
 - in the case of major applications which are not subject to a significant level of controversy and where there is no relevant development plan policy or supplementary planning document and national planning policy guidance/statements, the determination of such applications in accordance with long-term, consistent precedent decisions and specialist advice from consultees;
 - .
- (2) Delegated power on enforcement action may be exercised only in the following cases:
- where there is a clear-cut conflict with development plan policies and/or supplementary planning documents and national planning policy guidance/statements;
 - where there has been a previous committee decision, which leads logically to a decision to enforce;
 - where an appeal decision provides a precedent for enforcement;
 - where unauthorized works to protect trees have been carried out;
 - where a site is manifestly untidy;
 - the issue of temporary stop notices.
- (3) The following matters are specifically excluded from these delegated powers:
- any application (other than Certificates of Lawfulness of Existing or Proposed Use or Development, applications for non-material amendments to existing planning permissions and prior notifications) which a Member requests to come before the Planning Committee;

- any major application or an application on a matter where there is no established planning policy or formal supplementary planning documents and national planning policy guidance, where a relevant parish council expresses a clear view in favour of the proposal which would otherwise be refused or a clear objection where the application would otherwise be approved;
- any application which has the potential for compensation payable by the Council;
- any application by or on behalf of a member of staff or Member of the Council;
- any application where the Council itself is the applicant or owner of the application site, except for works to Council owned trees which are within a conservation area and not subject to a Tree Preservation Order;
- any other matter which, notwithstanding this Scheme of Delegation, the Planning Services Manager considers should be brought to the attention of Planning Committee.

(5) A matter is to be regarded as being “subject to a level of significant controversy” if:

- more than four letters of objection from neighbours are received where the outcome could otherwise be an approval;
- more than four letters of support from neighbours are received where the outcome could otherwise be a refusal;
- advice given by any statutory consultee is inconsistent with the recommendation(s) of the Planning Services Manager.

(6) “Applications” include:

- full, outline and reserved matters planning applications;
- applications for permission in principle;
- applications for advertisement, listed building and relevant demolition consents;
- applications to demolish buildings;
- applications for works to trees covered by tree preservation orders and notifications of works proposed to trees located in conservation areas and to remove hedgerows;
- applications for, removal or alteration of conditions;
- applications for non-material amendments to existing planning permissions;
- applications relating to power lines;
- applications for a certificate of lawfulness of existing or proposed use or development;
- prior notifications;
- applications for development by telecommunications operators;
- ;
- applications for certificates of appropriate alternative developments;
- applications for development from government departments;

- consultation by neighbouring authorities and Derbyshire County Council.
- (7) “Major applications” mean those defined as such in the Town and Country Planning (Development Management Procedure) Order 2015, (including any consolidation, re-enactment or amendment thereto). “Non-major applications” means those not defined as major in the Town and Country Planning (Development Management Procedure) Order 2015 (including any consolidation, re-enactment or amendment thereto).
 - (8) Legal agreements under s.106 of the Town and Country Planning Act 1990 are to be settled in liaison with the Legal and Democratic Services Manager or his/her nominated representative.
 - (9) Enforcement notices under s.36 and Part III of the Building Act 1984 are to be served in liaison with the Legal and Democratic Services Manager.
 - (10) Where the Council retains the building control function, the Council’s Scheme of Charges under the Building Regulations may be varied:
 - by up to and including 10% in consultation with the Strategic Director (Corporate Resources)
 - by more than 10% in consultation with the Strategic Director (Corporate Resources) and the Chairman or Vice-Chairman of the Environmental and Development Services Committee, subject to all such decisions being reported to the next meeting of that committee.
 - (11) Where an objection is received to an application for street naming or house numbering and that objection remains unresolved, delegated power to determine the application may be exercised only after consultation with the Chairman and Vice-Chairman of the Environmental and Development Services Committee.

9.5 Housing Services Protocol

Delegated powers in relation to the modification of Council dwellings to cater for chronically sick or disabled persons for minor adaptations is limited to a maximum value of £1,000 in any one case.

9.6 Community Protocol

- (1) Delegated powers in relation to the determination of requests to hire commons, parks and recreation grounds do not include the refusal of such requests or the approval of requests not in accordance with the Council’s standard terms and conditions of hire. Approvals are to be subject to relevant Ward Members being notified and, where practicable, in consultation with the appropriate Area Forum.

- (2) Delegated powers in relation to the Community Strategy for South Derbyshire are subject to the Community Strategy produced by the South Derbyshire Partnership and to the Partnership's Constitution. Reports monitoring performance of the Council's contributions to the Community Strategy will be reported to the Executive Board of the Partnership and relevant policy committees.

9.7 Economic Regeneration Protocol

Delegated powers in relation to Economic Regeneration are subject to the Economic Regeneration Strategy agreed by the Environmental and Development Services Committee, and to the Committee's individual approval of larger or more complex Economic Regeneration projects.

9.8 Environmental Services Protocol

Delegated powers in relation to housing, construction, regeneration and major adaptations in the public and private sectors do not include the refusal of applications for grants.

9.9 Licensing Protocol

- (1) Delegated powers in relation to the Council's functions under the Licensing Act 2003 must be exercised in accordance with the Statement of Licensing Policy for South Derbyshire District and, in particular, may not be exercised in respect of:
 - any application for a personal licence with unspent convictions;
 - any application to review a premises licence or club premises certificate;
 - any determination of a representation by a Responsible Authority on a temporary event notice;
 - any application for a personal licence, to vary a designated personal licence holder, for the transfer of a premises licence, or for interim authorities, where a representation is made by Derbyshire Constabulary;
 - any application for a premises licence or club premises certificate, a provisional statement, or to vary a premises licence or club premises certificate, if any representation is made.
- (2) Delegated powers in relation to hackney carriages or private hire vehicles, operators and drivers do not include the refusal of applications or renewals. Delegated powers do not include the revocation of licences.
- (3) Delegated powers in relation to other licensing functions do not include the refusal of applications for licences or refusal for their renewal.
- (4) Delegated powers in relation to the Council's functions under the Gambling Act 2005 must be exercised in accordance with the Statement of Licensing Policy (Gambling) and Statement of Principles Gambling Act

2005 for South Derbyshire District and, in particular, may not be exercised in respect of:

- any application for a premises licence, or provisional statement, or to vary or transfer a premises licence, if any representation is made and not withdrawn;
- any application to review a premises licence;
- any application for a club gaming or club machine permit, if any representation is made and not withdrawn;
- cancellation of club gaming, or club machine permits;
- issuing a counter notice to a temporary use notice.

REPORT TO:	ANNUAL COUNCIL	AGENDA ITEM: 11
DATE OF MEETING:	17th MAY 2018	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	ARDIP KAUR Ardip.Kaur@south-derbys.gov.uk	DOC:
SUBJECT:	ETHICS STATEMENT	REF:
WARD(S) AFFECTED:	ALL	

1.0 Recommendations

- 1.1 That Council approve the Council's proposed Ethics Statement (**Appendix A** to this report), to be included within Part 5 of the Council's Constitution.

2.0 Purpose of Report

- 2.1 To consider the Council's proposed Ethics Statement.

3.0 Detail

- 3.1 The Ethics Statement has been drafted following an internal audit on organisational culture and ethics. It was confirmed the Council has established ethics related policies, such as raising grievances, reporting bullying and harassment and dealing with matters which result in disciplinary procedures. However, the Council does not at present have an overarching ethics statement.
- 3.2 The document is to be read alongside the Employees Code of Conduct. The Members Code of Conduct already identifies The General Principles of Public Life with regard to Members and their expected behaviour.
- 3.3 The Statement provides guidance regarding the standards of ethical behaviour that organisations, service providers, and individuals can expect from officers in their dealings with the Council. The statement identifies a set of key principles which are in parallel The General Principles of Public Life.
- 3.4 The Ethics Statement will be promoted to officers to ensure the expected standards of behaviour are communicated, implemented and maintained throughout the Council.

4.0 Financial Implications

- 4.1 None directly arising from this report.

5.0 Corporate Implications

- 5.1 The Ethics Statement will provide a clear and effective resource within the Council's Constitution. The key principles set out standards of conduct expected of officers.

6.0 Community Implications

6.1 None arising directly from this report.

7.0 Background Papers

7.1 Ethics Statement

Ethics Statement

The Council works with private, public and non-profit sectors to provide a range of services to the community. Accordingly, organisations, service providers, small businesses and individuals can expect high standards of ethical behaviour from Officers. Underpinning these expectations are our organisational values. They drive our behaviour and reflect how we conduct ourselves in our business.

This Statement provides guidance regarding the standards of ethical behaviour that organisations, service providers, small businesses and individuals can expect from Officers and that are expected of them, in their dealings with Council.

Our values guide our actions in conducting business in a socially responsible and ethical manner. As an organisation and as individuals, we respect, apply and comply with the law, support human rights and equal opportunity, protect the environment, achieve operational excellence and work for the benefit of our communities. Officers will at all times act with honesty and integrity in an open and transparent manner, performing their roles efficiently, effectively and fairly, thereby attracting the highest level of confidence from our community.

South Derbyshire District Council's Employee Code of Conduct sets the requirements of conduct in carrying out their functions. The Code of Conduct has been developed to assist Officers to:

- Understand the standards of conduct that are expected of them;
- Enable them to fulfil their duty to act honestly and exercise a reasonable degree of care and diligence; and,
- Act in a way that enhances public confidence in the integrity of Local Government.

Key Principles

This statement is based on a number of key principles and sets out standards of conduct that meet these principles and statutory provisions applicable to local government activities. The key principles are:

Integrity

We must not place ourselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence us in the performance of our duties.

Leadership

We have a duty to promote and support the key leadership and example and to maintain and strengthen the public's trust and confidence in the integrity of the Council. This means promoting public duty to others in the Council and outside, by our own ethical behaviour.

Selflessness

We have a duty to make decisions in the public interest and not act in order to gain financial or other benefits for ourselves, our family, friends or business interests. This

means making decisions because they benefit the public, not because they benefit the decision maker or someone associated with the decision maker.

Impartiality

We should make decisions on merit and in accordance with our statutory obligations when carrying out public business. This includes the making of appointments, awarding of contracts or recommending individuals for rewards or benefits. This means fairness to all, impartial assessment, merit selection in recruitment and in purchase and sale of Council's resources, considering only relevant matters.

Accountability

We are accountable to the public for our decisions and actions and should consider issues on their merits, taking into account the views of others. This means recording reasons for decisions, submitting to scrutiny, keeping proper records, establishing audit trails and conducting audits.

Openness

We have a duty to be as open as possible about our decisions and actions, giving reasons for decisions and restricting information only when the wider public interest clearly demands. This means recording, giving and revealing reasons for decisions, revealing other avenues available to the client or business, when authorised, offering all information, communicating clearly.

Honesty

We have a duty to act honestly. We must declare any private interests relating to our duties and take steps to resolve any conflicts arising in such a way that protects the public interest. This means obeying the law, following the letter and spirit of policies and procedures, observing the Employee Code of Conduct, fully disclosing actual or potential conflict of interests in accordance with the Council's Conflicts of Interest Policy, and exercising any delegated authority strictly for the purpose for which the authority was delegated.

Respect

We must treat others with respect at all times. This means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different roles others play in Local Government decision making.

In making our business decisions we strive to obtain the best value for money. Depending on the circumstances, our decision making takes into account many things including upfront costs, ongoing costs, suitability, quality, reliability, availability, experience, reputation, safety, legal compliance and environmental sustainability. While we strive to obtain the best price for goods and services we do not necessarily buy at the cheapest price nor sell at the highest price. Council is required to balance all relevant factors including initial cost, whole-of-life costs, quality, reliability and timeliness in determining true value for money.

Although Council business dealings must be transparent and open to public scrutiny, there will be times when information on Council's relationships with private sector suppliers of goods and services cannot be made publicly available, however we will

always act fairly in our decision making. That means we are objective, reasonable and even-handed. It does not mean that we can satisfy everyone all of the time. We will publicly support our decisions unless we have to maintain confidentiality or protect privacy.

Reporting Unethical Behaviour

The Council is committed to promoting ethical behaviour. Reports of unethical behaviour, fraud, corruption, maladministration or waste can be made to the Councils Monitoring Officer.

REPORT TO:	COUNCIL	AGENDA ITEM: 12
DATE OF MEETING:	17th MAY 2018	CATEGORY: RECOMMENDED
REPORT FROM:	DIRECTOR OF FINANCE & CORPORATE SERVICES	OPEN
MEMBERS' CONTACT POINT:	KEVIN STACKHOUSE (01283 595811) Kevin.stackhouse@south-derbys.gov.uk	DOC: u/ks/IT/policies/report to council may 2018
SUBJECT:	PROTOCOL FOR THE USE OF INFORMATION TECHNOLOGY BY MEMBERS OF SOUTH DERBYSHIRE DISTRICT COUNCIL	REF
WARD (S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

- 1.1 That Council adopts the updated Protocol for the use of Information Technology by Members of the Council.

2.0 Purpose of Report

- 2.1 To update the Protocol ahead of the introduction of the General Data Protection Regulation 2018 (GDPR) and the replacement of the current I-pads with new tablet devices.

3.0 Detail

- 3.1 The Protocol is contained in Section 32 of the Constitution. It was last updated in 2013 following the introduction of I-pads for Members. As planned, these are being replaced in accordance with the IT replacement schedule. Together with the introduction of the GDPR, it is timely that the accompanying Protocol which governs their usage is updated.
- 3.2 The revised Protocol is attached to this report. In principle, it has not generally changed although further clarification has been provided regarding security and use of the new devices to reflect updated technological requirements. In addition, it has been updated to reflect the GDPR.

4.0 Financial Implications

- 4.1 None.

5.0 Corporate and Community Implications

5.1 The Protocol is designed:

- To protect the Authority and its Members by ensuring proper usage of IT. This includes hardware and software, together with security and data protection.
- To protect the assets owned by the Authority. These assets include not only software and hardware but also the data being processed.
- To standardise the working environment. This will allow every computer to operate the same, wherever it is located.
- To streamline ICT equipment procedures, giving users a faster response to faults.
- To enable Members to carry out their duties safely and more effectively.

6.0 Background Papers

6.1 None.

PROTOCOL FOR THE USE OF INFORMATION TECHNOLOGY BY MEMBERS OF SOUTH DERBYSHIRE DISTRICT COUNCIL

Version: 1.5

Date: April 2018

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Version Control

Version	Description of version	Effective Date
1.5	Updated to reflect new ICT equipment, member requirements and best practice	April 2018

Approvals

Approved by	Date

Associated Documentation

Description of Documentation

1.0 Introduction

The ICT Protocol, which follows, is in force for a number of reasons, the most important of which are:-

- To protect the Authority and its Members from prosecution. This can involve Data Protection, software usage, security and virus issues.
- To protect the assets owned by the Authority. These assets include not only software and hardware but also data.
- To standardise the working environment. This will allow every computer to operate the same, wherever you are located.
- To streamline ICT equipment procedures, giving users a faster response to faults.
- To enable Members to carry out their duties safely and more effectively.

The ICT Protocol is a tool to help all users of Information Technology and is not intended to restrict you in carrying out your normal Council activities. South Derbyshire District Council provides Members with ICT equipment to reduce costs and improve productivity.

The Protocol will be widely distributed either electronically or via hard copy.

In order for access to be granted to the Councils ICT infrastructure a Member must understand and accept this protocol. Failure to agree or and subsequent breach will result in withdrawal from the environment.

The following Protocol must be read and understood and Members must sign to acknowledge that they abide by the requirements of this Protocol before any Council owned ICT equipment is supplied to them or any access to ICT systems enabled.

Any breach of the Protocol may amount to a breach of the Members' Code of Conduct. In addition, any breach could lead to the equipment being recovered by the Council.

If you require clarification of any issue about the use of ICT, please contact ICT Services on 01283 595705, who will be more than happy to assist.

When you are clear that you understand the requirements of the Protocol and agree to abide by it, you will be requested to sign the declaration at Appendix D upon collection of the equipment or when access to ICT systems is enabled.

The Protocol will be monitored and reviewed periodically to consider any appropriate amendments necessary.

All other South Derbyshire District Council District Council codes, guidelines and policies apply in addition to the ICT Protocol

2.0 Access to Authority ICT Systems

In order to gain access to the SDDC systems, such as outlook, networked drives and exempt information in CMIS it is necessary to have a valid username and password. Your username and password will be provided upon completion of Appendix D. The password generated and assigned to a user account will follow strict protocol on its composition as documented in the ICT Security Policy. This will need to be changed upon first logon, equally there will be specific requirements as to the composition of your chosen password for security purposes. The password (Active Directory) will need to be changed every 60 days.

Any equipment provided by the Council must not be used for illegal purposes or in any way which could bring the Council into disrepute and must not be used to operate a private business.

The Council Member must not allow any unauthorised person to access the Council's systems using their network credentials or equipment and must keep all passwords secure. For more information on good practice on password control, please refer to Appendix A.

It should be noted that anything stored locally on Council equipment, that is to say, not on the network drives is not backed up by the Council. Members must only save documents to their U drive. Saving files to the desktop is strictly prohibited.

Where additional lines have been installed at home locations, you will be responsible for all call charges not relating to connection with an Authority-based host system. If you have had a separate broadband line installed, this line should not be used for voice calls.

3.0 Hardware Issued by the Authority

All ICT equipment and applications and data belong to and remain the property of the Council.

ICT equipment will be expected to be used for all democratic work, including use at Council meetings and reading/annotating agendas, reports, minutes and accessing SDDC emails.

The Member will take all reasonable steps to ensure ICT equipment is kept secure and protected from theft/damage. Particular care should be taken with regard to ensure ICT equipment is not left on view in cars or on public transport etc.

The Member will grant access to ICT equipment to any authorised employee or agent of the Council at reasonable times for the purpose of service, repair or audit.

If a Member ceases to be a Member of the Council, all equipment must be returned to the Council within 10 working days.

The storage or processing of personal data (e.g. details of names and addresses) may be unlawful in certain circumstances, advice is available from the Data Protection Officer.

Malfunctions with the ICT equipment should be reported to the ICT Service desk on 01283 595705. Under no circumstances should arrangements be organised for repairs to be undertaken.

In the event of damage to any part of the equipment, you should inform the ICT Service Desk immediately on extension 5705 (01283 595705).

In the event of theft or loss of ICT equipment the Member must report the incident to the Police to obtain a crime reference/lost property number and then provide this information to the ICT Service Desk on extension 5705 (01283 595705).

In respect of hardware issued for external connection to the Authority, the Council will insure and keep insured the hardware concerned.

In the event of the installed virus protection software discovering a virus on the hardware, you should follow the virus procedure as laid out below:-

Reporting the Action on Finding a Virus

- If a Member suspects a virus is affecting the operation of software and/or hardware, they shall switch off the hardware affected. Phone the ICT Service Desk immediately, who will advise what action to take.
- Do not try to ignore the fact that a virus may be affecting your files – it will not clear itself and will continue to infect other software files/hardware, and potentially other users of the network.

4.0 Internet Usage and External E-Mail

Any Member accessing the Internet for search/browsing or e-mail must ensure they adhere to the following rules:

- Do not access any www area that could be construed as unfit, obscene or would otherwise be considered as inappropriate for a Member of the Council. www sites visited by any user (Member or officer) when connected to the Council server are recorded, monitored and will be available for audit, if necessary.
- If you accidentally enter any area which could be construed as unfit, obscene or inappropriate you must leave it immediately and inform the ICT Service Desk. Be aware that your computer records which sites you have accessed.
- Care must be taken when downloading files via the Internet. Computer viruses may be contained in files and/or e-mails and can severely damage the operation of the laptop. If the installed virus protection software detects any viruses, please follow the instructions above.
- If you receive unsolicited e-mail (e.g. junk or chain mail), do not forward such items to other recipients.

- Never leave the computer unattended whilst you are using the Internet. The session will be your responsibility. It should also be noted, the computer should not be left switched on and unattended for security purposes.
- Use the Internet and its facilities in a responsible way.
- Detailed E-mail guidelines and Internet guidelines are attached at Appendices B and C respectively.

5.0 Use and Care of the Equipment

All ICT equipment and system access supplied to you is primarily for your use as an elected Member of South Derbyshire District Council.

This includes all the work you do as a Councillor, for example:-

- Communicating with officers, other Members, MP's, government officials, partner organisations and members of the public.
- Dealing with official correspondence.
- Researching issues relevant to your work as a Councillor and/or matters raised by a constituent in your Ward.
- Communicating and obtaining information in support of approved personal training and development activities.
- Viewing and obtaining material for discussion by a political group on the Council, as long as that relates to the work of the Council and not the political party.
- Formulating policy and the decision-making process of the Council or other organisation on which you have been formally appointed to represent the Council.

5.1 Use for Party Political Purposes/Party Political Publicity

Under the Members' Code of Conduct, there is an absolute restriction on Members using, or authorising the use by others, the resources of the Council ('resources' includes land, premises and any equipment such as PC's, laptops, copiers, scanners, printers, paper and software and the time, skills and help of anyone employed by the Council) for political purposes.

There is also a clear statutory ban on the use of Council property for any purpose connected with party political publicity, either at election time or at any other time. Publicity is defined as any communication, in whatever form, addressed to the public at large or to a section of the public. This will include press releases and letters to the media. At election time there are also detailed restrictions on the use of Council property for other party political purposes as well as publicity. The safest course is to avoid the use of Council ICT equipment for any purely party political purpose at any time.

This includes all the work you do in connection with:-

- Constituency party meetings, Ward party meetings etc. or communications to party members collectively in their capacity as party members.
- Processing names and addresses of your constituents for electioneering purposes.

5.2 Personal Use

The ICT equipment or services may be used for personal purposes provided that:-

- It is not detrimental to corporate interests
- It does not cause any disruption, disturbance, inconvenience or degradation of the service
- It does not interfere with the work of the Council
- It does not involve unacceptable use of the Council's system
- The setup of the equipment and connection is not changed in any way
- Any Council supplied broadband connection can only be used with Council equipment

Examples of unacceptable use are:-

- Breach of confidentiality
- Breach of security rules/guidelines, e.g. breaking through security controls
- Representing values which are contrary to any Council policy
- Promoting any private or personal interests such as selling personal possessions, property or promoting a social activity not related to the Council
- Deliberate accessing or attempting to access, viewing, downloading, displaying, printing or distributing from the internet of what is considered to be material likely to incite criminal behaviour
- Using or transmitting abusive, defamatory, libellous, profane or offensive language
- The importation of computer viruses and similar software through unauthorised downloading of files and programmes from external sources
- Running software that is not approved by the Council
- Loading software applications directly onto any of the Council's systems without approval
- Knowingly causing congestion and disruption of networks and systems
- Deliberate accessing or attempting to access, viewing, downloading, displaying, printing or distributing of what is considered to be offensive, obscene, sexually explicit or pornographic from the internet
- Sending e-mail messages and/or attachments that cause offence or are considered to be harassment on the grounds of gender, race, ethnic or national origin, disability, family status, age, religious belief, class or sexuality. Examples are messages that contain sexual innuendoes, racially biased jokes or obscene language.
- Using 4g for personal use
- The use of proxy sites.

This is not an exhaustive list.

5.3 Monitoring of Communications

You need to be aware that the Council has the capability to monitor all use of the internet and intranet and logs and retains the records.

The reason that monitoring takes place is to ensure that the standards and rules set by the Council and legislation are complied with.

We record or monitor:-

- Details of websites visited or attempted to be visited
- Pages accessed
- Files downloaded
- Graphic images examined
- Any file attachments (e.g. pictures or word documents)

The Council has the capability to monitor, log and retain e-mail correspondence.

Any potential viruses within e-mail and internet traffic passing through or outside the Council's systems are scanned for.

5.4 General Issues

Any messages or information you send to someone outside the Council, or statements that reflect on the Council (this is either in a personal capacity or on business use through an electronic network such as bulletin boards, on-line services or the internet) wherever appropriate you must make it clear that the views expressed are personal and may not necessarily reflect those of South Derbyshire District Council.

You must not use anonymous mailing services to conceal your identity when mailing through the internet, falsify e-mails to make them appear to originate from someone else, or provide false information to any internet service which requests name, e-mail address or other details.

5.5 Care of the Equipment

Members are required to take all reasonable care of the Authority's equipment. Members should not eat, drink or smoke over the equipment.

Lending ICT equipment to any third party is strictly forbidden

Elected Members should never attempt to delete software packages from ICT equipment. It should be noted that these will be updated or changed over time and ICT can do this remotely.

Members are allowed to connect their ICT equipment to their home or third party Wi-Fi networks, and this should be done where appropriate to minimise the cellular usage.

ICT equipment has been selected with robustness in mind however screens are made of glass and therefore are subject to cracking and breaking if misused. Never drop nor place heavy objects

(books, laptops, etc.) on top of the equipment. If provided upon delivery, the equipment should be kept in the case or cover at all times when not in use.

Only a soft cloth is to be used to clean screens.

To extend battery life, users should always turn off and secure their ICT equipment after work is completed.

Do not subject the ICT equipment to extreme heat, cold or moisture (do not store in vehicles).

When carrying ICT equipment in a vehicle or on public transport every effort should be made to keep the device secure i.e. do not leave on display.

The whereabouts of the ICT equipment should be known at all times. It is the user's responsibility to keep their equipment safe and secure.

One charger will be issued with each item of ICT equipment. If lost Members will be expected to replace these at their own cost. This also applies to peripherals supplied with the equipment such as a stylus.

5.6 Strictly forbidden Activity

Illegal installation and transmission of copyright materials.

Users are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. Downloading other browsers is not permitted. Proxy sites are also prohibited.

Use of South Derbyshire District Council District Council's internet/E-mail accounts for financial or commercial gain or for any illegal activity.

5.7 Malfunction of Equipment

Malfunction or any other technical problem with ICT equipment should be reported to the ICT service desk 5705 (01283 595705), under no circumstances should repairs be organised without consultation with ICT.

5.8 Cameras

Users must use good judgement. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Cameras must not be used in meetings without the permission of the chairman.

5.9 Messaging

Messages must not be sent during meetings. The device should only be used during meetings to access CMIS unless express permission is given by the chairperson to use for research during the meeting.

ICT equipment provided to Members should not be used to access personal social media sites such as Facebook and Twitter. It is however permissible for Members to use equipment provided for social media for legitimate business reasons such as communicating with residents or maintaining SDDC corporate sites. It is recommended that Members have separate social media accounts for Council business

5.10 Excessive Usage

ICT equipment cannot be used abroad. Usage charges are not covered by UK tariffs, are expensive and insurance cover does not stretch out of the UK.

Cellular data is provided to meet the business needs of the Council and appropriate usage tariffs will be selected accordingly.

The Council provides a mobile data contract which allows for up to 1 GB of data per month to be downloaded through the mobile network. This should be sufficient to cover all work requirements. Unless there are exceptional work requirements that cause the limit of 1 GB to be exceeded then data usage above that level will be charged to the individual member concerned.

Wi-Fi connections should be used wherever possible to avoid additional usage charges. The Civic Offices (in Council Chamber & Members room) Wi-Fi will be preconfigured and equipment can easily be setup for home Wi-Fi or where this is provided in other locations such as Café's, hotels. If assistance is required please contact ICT Services on 01283 595705.

5.11 Malicious Use/Vandalism

Any attempt to destroy hardware, software or data is forbidden.

Defacing of ICT equipment, including the SDDC ID tag, in any way is prohibited (stickers, markers, etc.).

6.0 The Law

6.1 Data Protection

You are responsible for complying with the General Data Protection Regulation (GDPR) 2018 and any consequential data protection legislation as updated, amended or replaced from time to time which concerns the direct use of personal data, whether that information is held in electronic or paper-based form.

The GDPR introduces a duty on the Council to report Personal Data breaches to the Information Commissioners Office (“ICO”) within 72 hours of becoming aware of the breach. You must therefore report the breach without undue delay to the Council’s Data Protection Officer. If the breach is likely to result in a high risk of adversely affecting the individual’s right and freedoms, the Data Protection Officer will inform the individual.

The GDPR applies to Personal Data meaning any information relating to an identifiable person who can be directly or indirectly identified, such as the name, identification number, location data or online identifier. It also applies to sensitive personal data such as genetic data and biometric data. The GDPR itself has 8 principles, all of which must be adhered to when handling personal data.

You should ensure that the Personal Data held for Council purposes should not be used for political purposes.

You should be aware that the unauthorised processing or disclosure of such data is prohibited under the GDPR, you are responsible for ensuring that there is no such unauthorised disclosure of data. If the Council fails to abide by the GDPR, it could be prosecuted and fined up to 20 million Euros (17 million pounds) or up to 4 per cent of the Council’s turnover. The GDPR also imposes legal liability if you are responsible for a breach. In addition the Council or the individual officers may be liable to pay compensation to any individual who has suffered material or non-material damage as a result of such a breach.

You must comply with the GDPR and the Council’s GDPR policies, procedures and guidelines. It is your responsibility to be familiar with and adhere to the requirements of GDPR.

It is a criminal offence to collect and process personal data on your laptop unless the use is registered with the Data Protection Registrar. Details of registration should reflect Internet use. The Strategic Director of Finance & Corporate Services has copies of all the Council's Data Protection registrations and can give you advice.

6.2 Computer Misuse

The Computer Misuse Act 1990 covers unauthorised or malicious use of any computer system. It is the law used to prosecute hackers and people who write and distribute computer viruses deliberately.

It is a criminal offence to access, or attempt to access, any computer system you are not authorised to access. This law protects against employees and members of the public who deliberately cause damage to systems and data. The Act also makes it illegal for a person to deliberately delete data or sabotage systems to the detriment of the Council.

6.3 Harassment

You can commit harassment either by using e-mail or send a harassing message to someone or by downloading and distributing material from the Internet which constitutes harassment because it creates an intimidatory working environment. Harassment and discrimination are unlawful under the Protection from Harassment Act 1997 and the Equality Act 2000. As with any form of harassment under the anti-discrimination legislation, the intention of the parties is irrelevant. The problem with e-mail is that, with the lack of visual clues, offence may be caused where none was intended.

6.4 Obscene Material

Publishing legally 'obscene' material is a criminal offence under the Obscene Publications Acts 1959 and 1964. This includes electronic storing and/or transmitting obscene materials that would tend to deprave and corrupt or paedophilic material.

6.5 Defamation or false statements

The liability for defamation or false statements applies to electronic communication just as it does to more traditional forms of communication. Anyone who e-mails a libellous or false e-mail message or posts such a message on the Internet will be responsible for it and liable for any damage in accordance with the Defamation Act 2013 for causing or likely to cause serious harm to the reputation of the victim.

In addition to the liability of the individual who made the libellous or false statement, the Council may also be held liable. This could be either under the normal principles of:-

- Indirect liability because the Council is considered responsible - known as 'vicarious liability'; or
- Direct liability as a publisher because of providing the link to the Internet and e-mail system.

An untrue statement that damages the reputation of a person or company by causing people to think worse of them will generally be defamatory. Similarly, a false statement intended to cause damage to a person or their economic interests can bring a claim for damages.

Do not put anything on an e-mail or an attachment, which you would not put in a normal letter on Council headed paper. Treat e-mail as you would a postcard going through the open post.

6.6 Copyright

Although any material placed on the Internet or in public discussion areas is generally available, the originator still has moral and, possibly, legal rights over it. You should not copy it without acknowledging the original source and, where appropriate, gaining their permission. This applies even if you modify the content to some extent. Please note that any official material placed on a website is subject to copyright laws.

Copyright laws are different for each piece of software. In general, the copyright to every piece of software run on a system is owned by whichever company or person wrote it. The Council has a legal duty to make sure sufficient licences of the correct type are present to cover the use of all software. You must be aware of these issues and make sure that the Council has correct licences for any software you are using.

6.7 Contracts

Electronic communication, such as e-mail, is generally regarded as an informal means of communication but it is, nevertheless, capable of creating or varying a contract in just the same way as a written letter. You should be careful not to create or vary a contract accidentally.

6.8 Disclaimer

Despite putting confidential disclaimers and, where appropriate, personal disclaimers, on external communications, there is still nevertheless a legal connection to the Council. Always remember that any statement you make may still be construed as representing the Council.

7. Responsibilities

Violation of the Acceptable Use Policy may be subject to but not limited to; action under the Member Code of Conduct, repossession, removal of content.

7.1 Member

Violation of the Acceptable Use Policy may be subject to but not limited to; action under the Member Code of Conduct, repossession, removal of content.

All material viewed and stored on ICT Equipment must be in accordance with the ICT protocol and values of South Derbyshire District Council.

Users must exercise the same prohibited uses as the use of South Derbyshire District Council computers and laptops.

7.2 Corporate ICT

Provide SDDC supplied ICT equipment to a recognised standard build that can access the Internet and emails to the device from the users SDDC email account.

Ensure any incidents in relation to ICT equipment acceptable use protocol are referred to Democratic Services and investigated

Provide support and maintenance of ICT equipment in keeping with the corporate ICT service standards.

Providing basic training and instruction on their use

Providing advice and support to staff and Members regarding ICT equipment

Investigation of any suspected misuse of devices

APPENDIX A

GOOD PASSWORD GUIDELINES

Members should adopt the following guidelines for allocating and managing their passwords:-

1. Keep passwords confidential.
2. Do not keep a paper record of passwords.
3. Take care in the siting of keyboards to minimise casual observation.
4. Do not include passwords (or user-ids) in any automated logon process, for example as part of the AUTOEXEC.BAT FILE or stored in a function key.

APPENDIX B

E-MAIL GUIDELINES

These guidelines apply equally to internal and external e-mail.

If you use the e-mail system, you must follow these guidelines.

Never . . .

1. Use the e-mail system for knowingly doing anything illegal under English law, or for unacceptable purposes that could be construed as unfit, obscene or would otherwise be considered as inappropriate for a Member of the Council.
2. Transmit confidential, personal or other sensitive information on e-mail unless you can apply appropriate 'encryption' - putting messages into code - to protect it.
3. Abuse others - even in response to abuse directed at you.
4. Use e-mail to harass or threaten others in any way.
5. Use anonymous mailing services to conceal your identity or falsify e-mails to make them appear to originate from someone else.
6. Access anyone else's mailbox unless they have given you proxy or authorisation rights. Unauthorised access is a breach of security.

Don't . . .

7. Use the 'Reply All' function unless everyone in the original message needs to know your response.
8. Print out messages unless they are really important.
9. Send large e-mails or attachments. It's not an economical or sensible way to handle large documents and it can halt the e-mail system. It is better to put the file on the network and direct people to it.
10. Create e-mail congestion by sending trivial messages or by copying e-mails to those who don't need to see them.
11. Forward confidential or restricted items on e-mail sent to you personally without the originator's permission.

Remember . . .

12. E-mails may be read by a far wider audience than originally intended, because of the ease of forwarding messages to new recipients.

13. E-mail is not guaranteed to arrive at its destination within a particular time, or at all.
14. Not to send a message in capital letters. It is the electronic version of **shouting**.
15. Always put appropriate disclaimers on your messages.
16. Any advice you give on e-mail has the same legal standing as any other written advice.
17. Before sending an e-mail, ask yourself how you would feel if your message were read out in Court.
18. Not to assume that the message has been read just because it has been sent.
19. Avoid sending graphics - it may look nice but it takes up valuable computer storage space and increases processing time.
20. It's easier to change and distribute messages and documents in the e-mail environment than it is in a purely paper-based one. Use these two categories to indicate the confidentiality of the message or document being sent. Put the category at the start of the 'subject' line. Most messages and their attachments don't need a confidentiality status. If no category is given, the assumption is that the message and/or document has no confidentiality status and can be changed and forwarded as required.

Confidential Message and/or document marked 'confidential'. This should not be freely copied. Distribution should be limited to a 'need-to-know' basis.

Restricted Message and/or document marked 'restricted'. Printing, copying and distributing of the document should be closely monitored by the originator and the recipient, and should not happen without the originator's consent. Editing should only be done with the originator's consent.

21. Beware of sending "joke e-mails" or chain e-mails. Whilst you may consider the material not to be inoffensive, a different person may not.

Do . . .

22. Maintain your e-mail mailbox properly:-
 - Open all e-mails at least daily or make sure that a re-direction is set up if you are away for more than a day.
 - Only keep messages that are necessary for current business needs.
 - Store all e-mail messages necessary for permanent business records in your personal folders, according to current record retention policies.
 - Delete insignificant, obsolete and unnecessary messages, return/read receipts and attachments, daily. Clear your 'deletion' folder daily to get rid of unwanted items.

23. Use a password protected screen saver if your laptop is in an area where unauthorised users could easily access it.
24. Make sure you use the correct address when sending mail. If the e-mail fails to reach its destination, it may be lost or fall into the wrong hands. Double-check the address when you send important messages.
25. Always get confirmation of receipt for important e-mails.
26. Make and keep hard copies of very important e-mails sent and received.
27. Reply promptly to all e-mail messages requiring a reply. Where a prompt detailed response is not possible, send a short e-mail acknowledging receipt and giving an estimate of when a detailed response will or should be sent.
28. Only print an e-mail if you need a hard copy for filing - don't waste paper.
29. Develop orderly filing systems for messages you need to retain.
30. When responding, concern yourself only with your response. Don't reproduce the message sent to you unless it is really necessary. This makes messaging more effective and conserves network resources.
31. Keep messages brief and to the point. Some people find it harder to read from the screen than they do from paper.
32. Always enter a subject title to your e-mail. Make sure that the 'subject' field of the message is meaningful. This helps everyone file and search for his or her messages more effectively.
33. Try to use one message for one subject. Multiple subjects within a single message make it difficult for the recipient to respond effectively, and to file the message.
34. Think whether all your intended recipients really want or need to receive the message and any attachments.

If in doubt . . .

Contact ICT Services

APPENDIX C

INTERNET GUIDELINES

If you use a connection to the Internet, you must follow the requirements of these guidelines.

Never . . .

1. Use the Council's Internet access for knowingly doing anything which is illegal under English law, or the law of any other relevant country, or for unacceptable purposes such as accessing any www area that could be construed as unfit, obscene or would otherwise be considered as inappropriate for a Member of the Council.
2. Divulge personal information such as addresses and telephone numbers over the Internet.
3. Use the Council's Internet facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code.
4. Knowingly use the Council's Internet facilities to disable or overload any computer system, network, or equipment or attempt to disable, defeat or circumvent any systems intended to protect the privacy or security of another user, including the Council's 'firewall' security systems.

Don't . . .

5. Leave Internet connections unattended.
6. Release protected information through a newsgroup or chat line - whether or not the release is inadvertent, it comes under all the penalties under existing data security policies and procedures.
7. Order or pay for personal goods and services using Council equipment on the Internet.

Remember . . .

8. You must not provide false information to any Internet service which requests your name, e-mail address or other details.
9. If you accidentally access unsuitable material, you must disconnect from the site immediately and inform the senior officer in ICT Services.

Do . . .

10. Only use Internet browser software provided and configured by the Council, and only use officially provided access mechanisms.

11. Immediately report any security problems or breaches to the ICT Service Desk.

APPENDIX D

Important

Please sign and return to Strategic Director Corporate Resources



SOUTH DERBYSHIRE DISTRICT COUNCIL

Declaration

I, Councillor _____ acknowledge receipt of the Protocol for the Use of Information Technology by Members of South Derbyshire District Council.

I confirm that I have read the Protocol and agree to abide by it.

I have received a tablet PC, asset number

SIGNED _____

PRINT NAME _____

DATED _____

PLANNING COMMITTEE

10th April 2018

PRESENT:-

Conservative Group

Councillor Mrs Brown (Chairman), Councillor Mrs Coe (Vice-Chairman) and Councillors Coe, Mrs Hall, Harrison, MacPherson (substituting for Councillor Watson), Muller and Stanton

Labour Group

Councillors Dr Pearson, Richards (substituting for Councillor Tilley), Shepherd and Southerd

Independent /Non-Grouped Member

Councillor Tipping

In attendance

Councillor Dunn

PL/176 **APOLOGIES**

Apologies for absence were received from Councillor Watson (Conservative Group) and Councillor Tilley (Labour Group).

PL/177 **DECLARATIONS OF INTEREST**

Councillor Stanton declared a personal interest in Items 1.2 and 1.3 by virtue of being acquainted with the applicant.

Councillor Southerd declared a pecuniary interest in Item 1.1 by virtue of being a County Councillor at the time the proposal was submitted to Derbyshire County Council and undertook to leave the Chamber whilst the Item was debated.

PL/178 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO.11**

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

MATTERS DELEGATED TO COMMITTEE**PL/179 REPORT OF THE STRATEGIC DIRECTOR (SERVICE DELIVERY)**

The Strategic Director (Service Delivery) submitted reports for consideration and determination by the Committee and presented oral reports to the Meeting to update them as necessary. Consideration was then given thereto and decisions were reached as indicated.

Councillor Southerd left the Chamber at 6:05pm.

PL/180 CONSTRUCTION OF A SINGLE CARRIAGEWAY ROAD WITH VERGES, CYCLEWAYS AND FOOTWAYS ALONG WITH THREE NEW ROUNDABOUTS AND ASSOCIATED INFRASTRUCTURE AND THE PARTIAL DEMOLITION OF WOODHOUSE BUSINESS CENTRE (WOODVILLE REGENERATION ROUTE PHASE 2) AFFECTING DERBY ROAD, SWADLINCOTE ROAD, WOODHOUSE STREET AND KILN WAY AND ACROSS LAND AT THE FORMER DYSON SITE OCCUPATION LANE WOODVILLE SWADLINCOTE

It was reported that members of the Committee had visited the site earlier in the day.

The Principle Area Planning Officer presented the report to Committee informing of revisions required in the report and including the wording of the first Informative. The Officer updated Members that two further representations had been received during the consultation period which ended on 31st March 2018, one from the landowner questioning whether his land is required claiming no contact from the applicant and the second from a business in support of the application, but highlighting that the location of the road could constrain existing parking and storage area. The Committee was informed that although both matters would be for the County Council, the applicant had submitted evidence to show correspondence with the landowner and advised that dialogue would resume following the outcome of this Meeting. The Officer explained the proposed layout of the site highlighting the proposed traffic routing plan, footpaths, cycle ways, landscaping scheme and the site's inclusion in the Council's Local Plan.

Some local Members welcomed the proposal for redevelopment for employment and housing provision and the potential alleviation of traffic at the Clock Island roundabout and surrounding area. Councillor Dr Pearson, Ward Member for Midway, sought clarification on the site's potential impact on Woodville Business Centre. The Principle Area Planning Officer clarified that any potential loss of employment space in order to facilitate the route could be considered by the County Council during negotiations.

RESOLVED:-

That planning permission be granted as recommended in the report of the Strategic Director (Service Delivery) including the revision to the Informative 1.

Councillor Southerd returned to the Chamber at 6:20pm

PL/181 **THE VARIATION OF CONDITION 19 OF PERMISSION REF. 9/2014/0740 (RELATING TO OUTLINE PERMISSION (ALL MATTERS RESERVED EXCEPT FOR ACCESS) FOR UP TO 400 DWELLINGS AND PROVISION OF NEW SCHOOL PICK UP/DROP OFF AREA, TOGETHER WITH ASSOCIATED HIGHWAY WORKS, PUBLIC OPEN SPACE, LANDSCAPING, PARKING AND ATTENUATION FACILITIES) ON LAND AT BROOMY FARM WOODVILLE ROAD HARTSHORNE SWADLINCOTE**

The Principle Area Planning Officer presented the report to Committee updating Members that Condition 19 required the inclusion of compliance to the approved method statement in regard to the filling works and an amended Informative. The Officer highlighted the history of the application, delivery of infrastructure and phasing of the development clarifying that Condition 19 related to the filling of the tunnel and the cutting and not to do with highway safety reasons.

Mr Paul Burton (applicant) attended the Meeting and addressed Members on this application.

Councillor Dr Pearson addressed the Committee raising concerns in relation to the delivery of the link road, potential impact on traffic, local residents and footpath route to Eureka Primary School from the proposed development. The Principle Area Planning Officer advised that an alternative route could be provided through funding contributions specified in the Section 106 Agreement relating to the upgrade of footpaths.

Clarification was sought and provided on the time required to complete the work to the tunnel, the reasons for the condition and the delivery of the link road.

RESOLVED:-

That the variation of Condition 19 be granted as recommended in the report of the Strategic Director (Service Delivery), including the amended Informative and condition, with delegated authority to the Planning Services Manager to make amendments to the Deed of Variation.

PL/182 **APPROVAL OF RESERVED MATTERS (IN SO FAR AS LAYOUT & APPEARANCE FOR THE SPINE ROAD FOR THE WHOLE SITE AND LAYOUT & LANDSCAPING OF PUBLIC OPEN SPACE AREAS FOR PHASE 1 ONLY) PURSUANT TO PLANNING PERMISSION REF: 9/2014/0740 ON BROOMY FARM WOODVILLE ROAD HARTSHORNE SWADLINCOTE**

The Principle Area Planning Officer presented the report to Committee explaining the phasing plan, layout, landscaping, the use of material from the site to fill the tunnel and provision of affordable housing as part of the Council's five-year supply.

Mr Paul Burton (applicant) attended the Meeting and addressed Members on this application.

Councillor Dr Pearson reiterated his concerns regarding provision of the link road and affordable housing, which were also shared by some Members of the Committee who further added that combined with the potential impact on residents and traffic in the area, they felt it was difficult to support the proposal.

Further clarification on construction traffic was sought and a suggestion for it to be routed to the part-filled road was made, in order to alleviate pressure points and also assist in compression of the ground. The Principal Area Planning Officer advised that this could be possible as part of the construction traffic routing plan cited under Condition 11.

Councillor Coe, local Ward Member, raised concern relating to the importance of timing of the works for this and other approved development in the area in order mitigate the impact on residents. The Officer suggested that an advisory note to Derbyshire County Council could request consideration of other committed developments when potential approval for works is granted.

RESOLVED:-

That planning permission be granted as recommended in the report of the Strategic Director (Service Delivery) advisory notes on timing, delegated authority on construction routing plan and filling of the cutting as early as possible.

PL/183 **CHANGE OF USE OF LAND FOR TOURISM PURPOSES AND RETENTION OF A YURT AND A TIPI WITH ASSOCIATED SAUNA AND COMPOST TOILET STRUCTURES WITH PARKING AND HARDSTANDING AT LAND AT SK3221 7095 TICKNALL ROAD HARTSHORNE SWADLINCOTE**

It was proposed that this application be deferred for a site visit.

The registered speakers opted to return when the matter was rescheduled.

RESOLVED:-

That the application be deferred to allow for a site visit to be conducted.

PL/184 **DEMOLITION OF EXISTING DWELLING AND ERECTION OF TWO DETACHED DWELLINGS AT TREE TOPS TRENT LANE WESTON ON TRENT DERBY**

It was reported that members of the Committee had visited the site earlier in the day.

The Planning Services Manager presented the report explaining the history of the application, the current proposed layout of the site, its impact and that recommendation from the Tree Officer had been incorporated in the report.

Mr Mark Jones (applicant) attended the Meeting and addressed Members on this application.

RESOLVED:-

That planning permission be granted as recommended in the report of the Strategic Director (Service Delivery).

PL/185 **DEMOLITION OF EXISTING RESIDENTIAL PROPERTY (CHERRY COTTAGE) AND AGRICULTURAL BARN AND PROPOSED DEVELOPMENT FOR 385 RESIDENTIAL DWELLINGS (USE CLASS C3), FORMAL AND INFORMAL PUBLIC OPEN SPACES, STRUCTURAL LANDSCAPING, NEW ROADS, FOOTPATHS AND CYCLEWAYS, (2NO.) SITE ACCESSES AND ANCILLARY WORKS ON LAND AT SK2130 8875 SOUTH OF DERBY ROAD HATTON DERBY**

The Planning Services Manager presented the report to Committee.

RESOLVED:-

That planning permission be granted as recommended in the report of the Strategic Director (Service Delivery).

PL/186 **PROPOSED TREE PRESERVATION ORDER 482 – 52 MAIN STREET, NEWTON SOLNEY**

The Planning Services Manager presented the report to Committee.

RESOLVED:-

That the Tree Preservation Order be confirmed as recommended in the report of the Strategic Director (Service Delivery).

PL/187 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985)**

RESOLVED:-

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be

disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

EXEMPT QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE No 11.

The Committee was informed that no questions had been received.

The meeting terminated at 7.30pm

COUNCILLOR MRS L BROWN

CHAIRMAN

ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE

19th April 2018

PRESENT:-

Conservative Group

Councillor Watson (Chairman), Councillor MacPherson (Vice-Chairman) and Councillors Mrs Brown, Mrs Coe (substituting for Councillor Roberts), Mrs Hall and Mrs Patten

Labour Group

Councillors Chahal, Dunn, Rhind (substituting for Councillor Taylor) and Tilley

EDS/108 **APOLOGIES**

Apologies for absence from the meeting were received from Councillors Billings, Coe, Roberts, Wheeler (Conservative Group) and Taylor (Labour Group)

EDS/109 **MINUTES**

The Open Minutes of the Meeting held on 6th March 2018 were noted, approved as a true record and signed by the Chairman.

EDS/110 **DECLARATIONS OF INTEREST**

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

EDS/111 **QUESTIONS FROM MEMBERS OF THE PUBLIC UNDER COUNCIL PROCEDURE RULE NO 10**

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

EDS/112 **QUESTIONS BY MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11**

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

EDS/113 **REPORTS OF THE OVERVIEW & SCRUTINY COMMITTEE**

There were no Overview and Scrutiny Reports to be submitted.

MATTERS DELEGATED TO COMMITTEE

EDS/114 **“TOWARDS A MINERALS LOCAL PLAN” CONSULTATION**

The Planning Policy Officer presented the report to Committee.

The Chairman made reference to the defined sites, in that their names do not necessarily relate to the nearest village, more to their original location before quarry enlargement. Additional reference was made to recent misleading newspaper articles relating to the Egginton quarry, even though this location was no longer a preferred site. Councillor Mrs Brown, local Ward Member for Etwall, commented that this article had caused unnecessary concern amongst residents.

The Vice-Chairman queried the restoration schedules, which the Planning Policy Officer stated were to be determined as part of the consultation. The Chairman commented that generally the period of extraction equated to similar periods of restoration and after-care.

RESOLVED:

Members agreed that the comments in italics set out in Section 5 of the report be forwarded to Derby City Council and Derbyshire County Council as the Council's response to the consultation exercise.

EDS/115 **LOCAL GREEN SPACES SUSTAINABILITY APPRAISAL SCOPING CONSULTATION**

The Planning Policy Officer presented the report to Committee.

Councillor Tilley queried the consultation process, especially in relation to unparished areas. The Planning Policy Officer stated that the aim had been to accommodate all areas across the District, with additional information provided by residents. The Vice-Chairman made reference to some areas being subject to covenants and the merit of land being covered by both covenants and green space status. The Planning Policy Officer commented that to have both in place could undermine the creditability of the green space status and could conflict with the terms of the covenants where such were in place.

RESOLVED:

1.1 Members agreed the proposed approach for considering local green spaces as summarised in the report.

1.2 Members authorised the publication of the Council's Scoping Report Document for a statutory five week consultation with the 'Consultation Bodies' and other appropriate stakeholders.

EDS/116 **HIGHWAYS ENGLAND A38 DERBY JUNCTIONS SCHEME – STATEMENT OF COMMUNITY CONSULTATION**

The Planning Policy Officer presented the report to Committee.

Councillor Tilley queried the consultation timetable and given that the response was required before the Committee met again, queried the opportunity for Committee Members to see its content before submission. The Strategic Director (Service Delivery) clarified that the response related to the consultation process, rather than the actual proposed works.

RESOLVED:

Members agreed that authority for determining a Committee resolution in response to the forthcoming Highways England consultation on the A38 Derby Junctions Scheme Statement of Community Consultation be delegated to the Chair and Vice Chair of this Committee. This response would then be presented to a future meeting of this Committee for information.

EDS/117 CONSULTATION ON DRAFT NATIONAL PLANNING POLICY FRAMEWORK

The Planning Policy Officer presented the report to Committee.

Members commented on South Derbyshire's good record in supporting housing development, expressing the view that the objectives, such as speeding up such developments, should be aimed not only at council's, but also at developers, to ensure an adequate supply of affordable / social housing.

RESOLVED:

1.1 Members noted the content of the draft National Planning Policy Framework (NPPF) and related consultation documents summarised in the report.

1.2 Members authorised completion of the Consultation Survey being undertaken by the Ministry of Homes, Communities and Local Government (MHCLG – formerly DCLG) in order that the comments set out in the report can be submitted to the Ministry as this Authority's Response in the appropriate format.

EDS/118 FEASIBILITY STUDY FOR A BUSINESS IMPROVEMENT DISTRICT (BID) FOR THE NATIONAL FOREST

The Economic Development Manager presented the report to Committee.

Councillor Mrs Patten queried whether the other Councils would be making like contributions. The Economic Development Manager confirmed that the other District Councils within the Forest area had stated they would be doing so, with the balance being made by the National Forest Company.

RESOLVED:

Members approved a contribution of £2,000 to the National Forest Company towards a Feasibility Study into a Business Improvement District for The National Forest.

EDS/119 SERVICE POLICIES

The Direct Services Manager presented the report to Committee.

Members raised concerns and queries relating to grass cutting, its frequency, the machinery used, operational methods and publicity regarding the information contained within the Council's website. The Direct Services

Manager addressed the points raised, adding, in relation to the publicity query, that the Communication Team were being engaged to assist with publicising the service policies and standards.

The Chairman, in raising the cessation of the Clean Team free telephone number, queried the process that led to this decision. The Direct Services Manager expressed a preference for on-line form submissions, but appreciated the need to maintain a telephone contact line, which was now dealt with by the Council's Customers Services Section. Given the comments raised in relation to this matter, the Strategic Director (Service Delivery) confirmed that the contact methods would be clarified in detail to Members.

It was acknowledged that the aim of improving standards and the quality of services provided to residents was commendable and warranted support.

RESOLVED:

- 1.1 Members endorsed the service policies set out in the appendices to the report.***
- 1.2 Members noted that a similar report was to be considered by the Housing & Community Services Committee on 26th April 2018 in respect of services falling within their terms of reference.***
- 1.3 Members noted that work was ongoing to develop a range of quality standards and benchmarks which will enhance monitoring of performance and enable comparison with other local authorities, for which a further report will be brought to the Committee later in the year.***

EDS/120 **SWADLINCOTE TOWNSCAPE HERITAGE LOTTERY FUND – GRANTS PANEL MEMBERSHIP**

The Strategic Director (Service Delivery) presented the report to Committee.

RESOLVED:

Members considered and approved the membership of the Swadlincote Townscape Heritage Lottery Fund Grants Panel, replacing Councillor Tipping with Councillor Stanton.

EDS/121 **COMMITTEE WORK PROGRAMME**

RESOLVED:

Members considered and approved the updated work programme.

EDS/122 **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

RESOLVED:-

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it would be likely, in view of the nature of

the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

MINUTES

The Exempt Minutes of the Meeting held on the 6th March 2018 were received.

EXEMPT QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11

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

SWADLINCOTE MARKET (Paragraph 3)

Members approved the recommendation contained in the report.

The meeting terminated at 7.00pm.

COUNCILLOR P WATSON

CHAIRMAN

LICENSING AND APPEALS SUB-COMMITTEE

23rd April 2018 at 10.00am

PRESENT:-

Members of the Licensing and Appeals Sub-Committee

Councillor Muller (Chairman), Councillor Wheeler (Conservative Group) and Councillor Dunn (Labour Group)

District Council Representatives

S Ali (Principal Legal Officer), M Lomas (Licensing Officer), R Pabla (Democratic Services Officer) and F Tucker (Trainee Licensing Officer)

LAS/35 **APOLOGIES**

The Sub-Committee was informed that no apologies had been received.

LAS/36 **DECLARATION OF INTEREST**

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

MATTERS DELEGATED TO SUB-COMMITTEE

LAS/37 **DETERMINATION OF AN APPLICATION FOR THE VARIATION OF A PREMISES LICENCE UNDER THE LICENSING ACT 2003 - Tesco Express, Common Road, Church Gresley, Swadlincote, Derbyshire, DE11 9NW**

The Sub-Committee considered an application for a Variation of a Premises Licence for Tesco Express, Common Road, Church Gresley, Swadlincote, Derbyshire, DE11 9NW.

RESOLVED:-

That the application for a Variation of a Premises Licence be granted, as detailed in the Decision Notice, a copy of which is incorporated in the signed minute book at "SMB1".

LAS/38 **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

RESOLVED:-

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be

disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

REVIEW OF A PRIVATE HIRE DRIVER'S LICENCE (Paragraph 1)

The Sub-Committee considered a review of a Private Hire Driver's Licence, based on the evidence before them.

The Meeting terminated at 11.05am.

COUNCILLOR D MULLER

CHAIRMAN

ETWALL LEISURE CENTRE JOINT MANAGEMENT COMMITTEE

25th April 2018

PRESENT:-

Representatives of South Derbyshire District Council

Conservative Group

Councillor Mrs A Plenderleith (Chairman)

Labour Group

Councillor D Shepherd

Officers

A Thomas – Strategic Director (Service Delivery),

M Roseburgh - Cultural Services Manager

C Tyler - Democratic Services Officer

Representatives of Etwall John Port School

Governing Body

K Squire – School Head

Officer

M Walker-Endsor – School Business Manager

Representatives of Active Nation

J Dobson – Centre Manager

EL/17 **APOLOGIES**

Apologies for absence from the meeting were received from Councillor Billings (Conservative Group).

EL/18 **APPOINTMENT OF VICE-CHAIRMAN**

The Chairman proposed that this matter be deferred to a future meeting. K Squire reported that six parent governors had recently been recruited and that following their appointment, it was hoped that governor representation on the Committee would improve.

RESOLVED:-

That the Appointment of Vice-Chairman be deferred to a later meeting.

EL/19 **MINUTES**

The Open Minutes of the Meeting held on 22nd January 2018 were noted, approved as a true record and signed by the Chairman.

EL/20 **DECLARATIONS OF INTEREST**

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

EL/21 **ETWALL LEISURE CENTRE JOINT MANAGEMENT COMMITTEE AGREEMENT**

Councillor Shepherd made reference to Item 26 of the Agreement, relating to insurance, requesting assurance that Members of the Joint Management Committee were not individually or collectively liable for any insurance matters. The Councillor also queried whether the joint working arrangement remained subject to audit. It was agreed that these queries would be referred to the appropriate officers for a response.

RESOLVED:-

Members noted the Joint Management Committee Agreement that came into effect from 1st April 2018.

EL/22 **ACTIVE NATION PERFORMANCE REPORT – VERBAL REPORT**

J Dobson presented the annual Active Nation summary of Etwall Leisure Centre, making particular reference to the following items;

Active Nation Brand Map

- Comprising Active Education, Active Nutrition, Active Events, Active Community, Active Research, Active Ability, Active Health, Active People and Active #JustTryIt Days.

Supporter Base Performance

- Actual monthly participation between April 2017 and March 2018 ranged from 39,224 to 44,650, the latter figure achieved in March 2018.
- The annual total had risen from 456,572 in 2016/17 to 504,401 in 2017/18.
- A breakdown giving the various activity categories was also supplied, with attention drawn to gym usage - up 10,850, group exercise usage – up 1,993, swim lessons – up 874, swimming pool casual sessions – up 9,104, 3g pitch – up 17,507 and badminton – up 4,739.

Service Quality

- Etwall Leisure Centre had been short-listed for the Streamline Leisure Centre of the Year by UK Active at the flame awards, making it to the final four.
- The Centre maintained its Quest 'Very Good' accreditation, following recent unannounced inspection visits.
- The Centre attained 'Excellent' status in its ISO14001 environmental compliance.
- Investment had been made in a new pool cover, AHU unit improvements, boiler flue replacement and pool pumps.
- Public Wi-fi had been installed at the venue.
- An Active Nutrition webinar from industry expert Nick Jarvis was provided free to all supporters.
- Improvements had been made to the Centre's IT system in a move away from Citrix to an Active Desktop set-up.

- Investment had been made in internal marketing, aimed at improving the appearance and brand identity, along with its signage.
- A new Brand Standards audit App had been launched, enabling users to report issues on-line.

Net Promotor Score (NPS)

- Etwall Leisure Centre had achieved a NPS score of 43 against a target of 40, ranked 'Good'.

Safety

- Safe Supporters: Despite the large increase in participation volume the number of accidents had fallen from 68 in 2016/17 to 53 in 2017/18.
- Safe Staff: Accidents had fallen from four in 2016/17 to one in 2017/18.
- Safety Commentary: New safety audits had been completed across the group; quarterly group safety meetings had been altered to add greater value to attendees and industry leader Joe Ryan had been appointed as the Centre's external Health & Safety expert to guide, advise and support.

Members raised comment or queries relating to parking issues, car park maintenance, signage, safety measures and football equipment, matters addressed by the Centre Manager.

RESOLVED:-

The Committee considered and noted the points made in the presentation.

The meeting terminated at 5.25pm.

COUNCILLOR MRS A PLENDERLEITH

CHAIRMAN

HOUSING AND COMMUNITY SERVICES COMMITTEE

26th April 2018

PRESENT:-

Conservative Group

Councillor Hewlett (Chairman), Councillor Smith (Vice-Chairman), and Councillors Grant, Mrs Plenderleith (substituting for Councillor Mrs Coyle), Wheeler (substituting for Councillor MacPherson) and Mrs Wyatt

Labour Group

Councillors Rhind, Richards, Shepherd and Taylor

Independent / Non-Grouped Member

Councillor Tipping

HCS/98 **APOLOGIES**

Apologies for absence were received from Councillors Coe, Mrs Coyle, MacPherson and Murray (Conservative Group).

HCS/99 **MINUTES**

The Open Minutes of the Meeting held on 8th March 2018 were noted and approved as a true record and signed by the Chairman.

Councillor Richards made reference to Minute No.HCS/89 and queried progress on the letter to the Member of Parliament regarding Universal Credit. The Strategic Director (Service Delivery) confirmed that the Chief Executive had a meeting booked with the Leader to agree the draft.

HCS/100 **DECLARATIONS OF INTEREST**

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

HCS/101 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

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

HCS/102 **QUESTIONS FROM MEMBERS OF COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

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

HCS/103 **REPORTS OF THE OVERVIEW AND SCRUTINY COMMITTEE**

There were no Overview and Scrutiny Reports to be submitted.

MATTERS DELEGATED TO COMMITTEE

HCS/104 **HOUSEMARK CORE BENCHMARKING REPORT 2016/17**

The Business Support Manager presented the report to Committee.

Councillor Richards favourably noted the use of Liability Orders as a primary means of debt recovery, rather than eviction action, as he felt the latter reduced the chances of collection.

RESOLVED:-

Members noted the findings of the recent Housemark report into performance across Housing Services for 2016/17.

HCS/105 **SERVICE POLICIES**

The Strategic Director (Service Delivery) presented the report to Committee.

Councillor Richards queried the number of grass cuts quoted in the report, asking if 16 cuts were feasible, as well as clearance action after the first cut, as cuttings left on paths and pavements could represent a safety issue, especially when wet. The Director confirmed that the 16 cuts figure was an existing standard and that, given the recent investment in additional equipment and staffing, improvements in path clearance should be achievable.

Councillor Wheeler raised the issue of how the service policies information would be communicated to the public. The Director stated that the Communications Team were already engaged in promoting these policies more visibly.

Councillor Rhind commended the information, stating that it would be an useful information tool for Members to refer to when dealing with resident's queries or complaints.

RESOLVED:-

1.1 Members endorsed the service policies set out in the appendices to the report.

1.2 Members noted that a similar report was considered by the Environmental & Development Services Committee on the 19th April 2018 in respect of services falling within its terms of reference.

- 1.3 Members noted that work is ongoing to develop a range of quality standards and benchmarks which will enhance monitoring of performance and enable comparison with other local authorities, for which a further report will be brought to Committee later in the year.**

Councillor Taylor left the Chamber at 6.15pm.

HCS/106 **COMMITTEE WORK PROGRAMME**

RESOLVED:-

Members considered and approved the updated work programme.

HCS/107 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

RESOLVED:-

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

MINUTES

The Exempt Minutes of the Meeting held on 8th March 2018 were received.

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

The Committee was informed that no questions had been received.

Councillor Taylor returned to the Chamber at 6.20pm.

STAR SURVEY 2018 (Paragraph 3)

Members approved the recommendations in the report.

PROPERTY IN CASTLE GRESLEY (Paragraph 3)

Members approved the recommendation in the report.

The Meeting terminated at 6.35pm.

COUNCILLOR J HEWLETT

PLANNING COMMITTEE

1st May 2018

PRESENT:-

Conservative Group

Councillor Mrs Brown (Chairman), Councillor Mrs Coe (Vice-Chairman) and Councillors Harrison, Muller, Mrs Patten (substituting for Councillor Mrs Hall), Stanton and Watson

Labour Group

Councillors Shepherd, Southerd, Taylor (substituting for Councillor Dr Pearson) and Tilley

In attendance

Councillor Billings

PL/188 **APOLOGIES**

Apologies for absence were received from Councillors Coe, Mrs Hall (Conservative Group), Dr Pearson (Labour Group) and Tipping (Independent / Non-Grouped Member).

PL/189 **MINUTES**

The Open Minutes of the Meetings held on 27th February 2018 and 20th March 2018 were taken as read, approved as a true record and signed by the Chairman.

PL/190 **DECLARATIONS OF INTEREST**

The Committee was informed that no declarations had been received.

PL/191 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO.11**

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

MATTERS DELEGATED TO COMMITTEE

PL/192 **REPORT OF THE STRATEGIC DIRECTOR (SERVICE DELIVERY)**

The Strategic Director (Service Delivery) submitted reports for consideration and determination by the Committee and presented oral reports to the Meeting

to update them as necessary. Consideration was then given thereto and decisions were reached as indicated.

PL/193 **CHANGE OF USE OF LAND FOR TOURISM PURPOSES AND RETENTION OF A YURT AND A TIPI WITH ASSOCIATED SAUNA AND COMPOST TOILET STRUCTURES WITH PARKING AND HARDSTANDING AT LAND AT SK3221 7095, TICKNALL ROAD, HARTSHORNE, SWADLINCOTE**

It was reported that members of the Committee had visited the site earlier in the day.

The Planning Services Manager informed Committee that neither the pergola seen on site nor a wind turbine made reference to separately were part of the application being considered. Attention was also drawn to Condition 3 in relation to the alternative access being blocked off.

Mr Jon Imber (objector) attended the Meeting and addressed Members on this application.

The Planning Services Manager confirmed that sustainability had been considered, that policy does not rule out such sites and that there was no conflict with policy. Additionally, a demand for such locations and accommodation had been established.

Other Members raised comment or queries in relation to the access road, the location, proximity of neighbours, the application being a retrospective one, the apparent disregard for the planning process, the absence of any emergency or management plans, the fire pit, food burning stoves, permitted development rights and potential actions in relation to the recently erected pergola, all matters addressed by the Planning Services Manager.

A proposal to defer the application, to allow for further details to be requested, was not supported by Committee.

RESOLVED:-

That planning permission be granted as recommended in the report of the Strategic Director (Service Delivery), also with delegated authority granted to the Planning Services Manager to add / amend conditions requiring a site management and emergency plan with particular emphasis on fire prevention.

PL/194 **OUTLINE APPLICATION (ALL MATTERS EXCEPT FOR ACCESS TO BE RESERVED) FOR THE RESIDENTIAL DEVELOPMENT OF UP TO 45 DWELLINGS TOGETHER WITH OPEN SPACE AND LANDSCAPING ON LAND AT SK2430 7995, DERBY ROAD, HILTON, DERBY**

The Principal Area Planning Officer informed Committee that a response had been received from Natural England since the report was published, citing no objections and that a further objection had been received out of time, its contents common in theme to those already received. The Officer also

referred to a query made by the applicant regarding the commuted sum in lieu of affordable housing. References were also made to a query relating to Condition 3 and a request for delegated authority to enhance Condition 19.

Councillor Taylor left the Chamber at 6.40pm.

Mr Charles Cuddington (objector) and Mr Steve Lewis-Roberts (applicant's agent) attended the Meeting and addressed Members on this application.

Councillor Taylor returned to the Chamber at 6.45pm.

The Principal Area Planning Officer confirmed that the Planning Officers had had sight of the legal opinion provided by the objector, noted as pre-dating the Planning report, as published, by a month. The view was stated that officers at the Council and other statutory bodies had provided their input to the report, based on their professional knowledge and local awareness of the location. It was added that the housing was required, in accordance with its allocation in the Local Plan, in order to meet housing supply numbers.

Councillor Mrs Patten addressed the Committee as Ward Member for Hilton, expressing the concerns of residents, namely in that they feel that Hilton has become saturated with development and its infrastructure is struggling. The feasibility of installing a pedestrian crossing in what was currently a 40mph zone was also queried, along with the possibility of providing allotment land in the space formerly allocated as a play area. The Principal Area Planning Officer, in referencing the crossing, confirmed that Section 106 monies were being secured to finance a crossing, but that its implementation was a County Council Highways matter.

The aspirations of the Wildlife Trust were queried, in particular in relation to alternative hedgerows. The Officer expressed a view that this may be a realistic proposition, to gain monies for re-planting.

Councillor Billings addressed the Committee as another Ward Member for Hilton, relating to concerns regarding local over-development outpacing infrastructure development, traffic volumes, the lack of guarantees around the County Council granting a Traffic Regulation Order enabling the installation of a lower speed limit / crossing, the loss of a play area in the plan, hedgerows, parking, the proposed ratio of parking spaces to house sizes in bedroom terms, garages being converted into living accommodation and bodies such as the NHS not claiming against the Section 106 funds.

The Principal Area Planning Officer stated that the Council can only pursue Section 106 sums, not determine that external bodies make claims against the funds. In relation to the pedestrian crossing, it was confirmed that the County Council had deemed it likely to be installed, subject to funding, which was being accommodated. The play area had been removed as its location was not considered entirely suitable. The hedgerows had not been defined as ancient and would, in any event, be replaced. In relation to garage conversion, it was confirmed that a withdrawal of permitted development rights could not be applied to the whole site, nor the imposition of spaces per bedroom ratio,

both issues that could be considered in specific areas, if required, at the reserved matters stage.

It was stated that successive governments had removed the link between parking spaces and bedrooms, that the County Council would most likely impose a speed limit reduction / crossing if the finance was available and that, whilst play areas were needed, the proposed area had not been ideal in this instance. Another Member drew attention to Condition 19, stating that whilst it dealt adequately with flooding matters in the drainage scheme, it did not, he felt, sufficiently address health and safety matters in an urban location and suggested that the condition be enhanced to include the CIRIA guidelines. The Principal Area Planning Officer responded that this could be achieved via an informative, as the health and safety legislation was already in existence.

RESOLVED:-

- A. That delegated authority be granted to the Planning Services Manager to finalise the affordable housing contribution per dwelling and negotiate further the destination for open space, built facilities, sports facilities contributions and pedestrian crossing, along with negotiating and securing a sum for biodiversity offsetting (for hedgerow loss), and subsequently complete a Section 106 Agreement to secure these and other contributions as set out in the report. It was also agreed that delegated authority be granted to enhance Condition 19 and that an informative be attached relating to health and safety matters associated with the drainage scheme; and***
- B. Subject to A above, that planning permission be granted as recommended in the report of the Strategic Director (Service Delivery).***

Abstention: Councillor Mrs Patten.

Councillor Mrs Patten left the Chamber at 7.20pm.

PL/195 **OUTLINE APPLICATION FOR THE DEVELOPMENT OF SITE FOR B2/B8 UNITS, EACH UNIT PROVIDING NO LESS THAN 15,000SQM OF FLOOR SPACE WITH ACCESS FOR APPROVAL NOW AND ALL OTHER MATTERS RESERVED FOR FUTURE APPROVAL ON LAND TO THE NORTH OF DOVE VALLEY PARK, PARK AVENUE, FOSTON, DERBY**

The Principal Area Planning Officer updated Committee with revisions to the report, namely that references to dwellings should have been to units (Condition 22); that more strategy had been proffered in relation to site drainage, the pond now increased to twice its initial proposed size; current details relating to Phases 1 and 2, to be addressed via delegated authority. Amendments to Conditions 3, 16 and 17 were also relayed to enhance the drainage of the site. It was also suggested that an informative relating to health and safety matters associated to the drainage scheme be attached.

Councillor Mrs Patten returned to the Chamber at 7.30pm.

The Chief Executive emphasised the success of Phase 1 of the development and that Phase 2, comprising larger units, would lead to greater investment, employment and economic gains for the District.

Councillor Billings addressed the Committee as Ward Member for Hilton, raised concerns made known to him relating to increased noise from the site, in particular from the lorry park, the potential for open water to attract more wild birds and the risk of avian flu being transferred to stock at local poultry farms, along with flooding issues surrounding the Watery Lane area. The Councillor also commented on the planting scheme located by nearby residences, to which the Principal Area Planning Officer confirmed that this aspect already had permission in place, due for implementation.

RESOLVED:-

- A. That delegated authority be granted to the Planning Services Manager to negotiate the bus service provisions as set out in the report and subsequently complete a Section 106 Agreement to secure the agreed scheme and associated financial contribution, and the Travel Plan monitoring and (if possible) biodiversity offsetting contributions. Amendments to Conditions 3, 16, 17 and 22 were agreed, as was the attachment of an informative relating to health and safety matters associated with the drainage scheme; and***
- B. Subject to A above, that planning permission be granted as recommended in the report of the Strategic Director (Service Delivery).***

PL/196 **THE ERECTION OF 8 NO HOLIDAY CABINS ON LAND AT SK2923 5475, SHADES FARM, BRETBY, DERBY**

It was reported that members of the Committee had visited the site earlier in the day.

The Planning Services Manager informed Committee that Condition 11 was to be enhanced to accommodate planting near the access road and that Condition 9 addressed concerns regarding materials and finishing.

Councillor Billings left the Meeting at 7.45pm.

Mr Brian Mullin (applicant's agent) attended the Meeting and addressed Members on this application.

Councillor Stanton addressed the Committee as Ward Member for Repton, stating that he felt the proposed screening was suitable and that the application would be an asset to the area.

Members commended the site for tourism purposes, but raised concerns regarding the removal of established hedging, albeit for greater visibility, in addition to the level of proposed screening at the south-west end near the

garden centre. Further comments regarding drainage provision and waste treatment were made, as well as, given the open countryside location, that night lighting should be low-level / downward.

RESOLVED:-

That planning permission be granted as recommended in the report of the Strategic Director (Service Delivery), including enhancements to the conditions relating to landscape screening. It was also agreed that an informative be attached relating to health and safety matters associated with the drainage scheme.

PL/197 **THE ERECTION OF A SINGLE DWELLING AND DETACHED GARAGE TO THE REAR OF 6 MILLFIELD STREET, WOODVILLE, SWADLINCOTE**

Mrs Angela Tamblyn (applicant) attended the Meeting and addressed Members on this application.

Members raised comments or concerns regarding back garden development, property size, its design in the locality, visual impact, the actual detail of local concern and the use of delegated powers.

A query was also raised as why previous case officer advice appeared to be contrary to the final recommendation. The Planning Services Manager stated that the scale and character of the design had always been cited during discussions, but never adequately addressed.

RESOLVED:-

That planning permission be refused as recommended in the report of the Strategic Director (Service Delivery).

Abstention: Councillor Mrs Coe.

PL/198 **PLANNING AND OTHER APPEALS**

The Committee noted the planning appeal decision in relation to the following applications:

9/2017/0194	Askew Lodge, Milton Road, Repton
9/2017/0845	Ivy Cottage, Boggy Lane, Church Broughton
9/2017/0845	Bretby Hollow, Newhall, Swadlincote

PL/199 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985)**

RESOLVED:-

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be

disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

MINUTES

The Exempt Minutes of the Meetings held on 27th February 2018 and 20th March 2018 were received.

EXEMPT QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE No 11.

The Committee was informed that no questions had been received.

DOLES LANE, FINDERN, DERBY, DE23 6RH (Paragraph 2)

Members approved the recommendation in the report.

The meeting terminated at 8.10pm.

COUNCILLOR MRS L BROWN

CHAIRMAN

FINANCE AND MANAGEMENT COMMITTEE

3rd May 2018

PRESENT:-

Conservative Group

Councillor Harrison (Chairman), Councillor Mrs Plenderleith (Vice-Chairman) and Councillors Mrs Coyle, Ford, Hewlett, Smith, Swann, Watson and Wheeler

Labour Group

Councillors Rhind, Richards, Southerd and Taylor (substituting for Councillor Wilkins)

FM/159 **APOLOGIES**

Apologies were received from Councillor Wilkins (Labour Group)

FM/160 **MINUTES**

The Open Minutes of the Meetings held on 15th February 2018 and 15th March 2018 were taken as read, approved as a true record and signed by the Chairman.

In relation to Minute No. FM/149, an update was requested by Councillor Richards which was provided by the Chief Executive in that an Agreement had been signed between the Council and the Trust earlier in the day.

FM/161 **DECLARATIONS OF INTEREST**

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

FM/162 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

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

FM/163 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

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

FM/164 **REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE**

The Committee was informed that no reports had been received.

MATTERS DELEGATED TO COMMITTEEFM/165 **AUDIT SUB-COMMITTEE**

The Open Minutes of the Audit Sub-Committee Meeting held on 21st March 2018 were submitted.

FM/166 **100% BUSINESS RATES RETENTION**

The Strategic Director (Corporate Resources) presented the report to Committee explaining the potential financial implications of the 100% Derbyshire Business Rates Retention Pilot on the Council's budget. Members were advised that the pilot had been agreed by the Government for one year, where ongoing consultations between government and local authorities will continue. The Director advised areas of where the funds would be invested including a central pool and on economic regeneration within the district.

Councillor Southerd requested that the funds be spent on a positive, visible venture for the residents of South Derbyshire. The Chairman expressed that due to ambivalence surrounding the length of the pilot, prudence may be required.

RESOLVED:

1.1 Members approved that the provisional financial implications of the 100% Derbyshire Business Rates Retention Pilot on the Council's Budget be noted.

1.2 That the additional resources be set-aside in 2018/19 for capital expenditure and that proposals for investment be drawn up in accordance with Government expectations; namely that resources are:

- Reinvested to deal with the impact of growth.***
- To create further business growth.***
- To create and enable economic regeneration and employment.***

FM/167 **COMMITTEE WORK PROGRAMME****RESOLVED:**

The Committee considered and approved the updated work programme.

FM/168 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)****RESOLVED:-**

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

MINUTES

The Exempt Minutes of the Meetings held on 15th February 2018 and 15th March 2018 and of the Audit Sub-Committee meeting held on 21st March 2018 were received.

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

The Committee was informed that no questions had been received.

ELECTORAL SERVICES ASSISTANT (Paragraph 1)

Members approved the recommendations in the report.

THE FUTURE OF BUILDING CONTROL (Paragraph 1)

Members approved the recommendations in the report.

PROPERTY IN CASTLE GRESLEY (Paragraph 3)

Members approved the recommendations in the report.

The meeting terminated at 6.40pm.

COUNCILLOR J HARRISON

CHAIRMAN

REPORT TO:	ANNUAL COUNCIL	AGENDA ITEM: 14
DATE OF MEETING:	17th MAY 2018	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	ARDIP KAUR Ardip.Kaur@south-derbys.gov.uk EXT. 5715	PARAGRAPH NO: N/A
SUBJECT:	POLITICAL PROPORTIONALITY	DOC:
WARD(S) AFFECTED:	ALL	REF:

1.0 Recommendations

- 1.1 That the Council approves and adopts the recommended allocation of seats to the Political Groups for the municipal year 2018/19.
- 1.3 That the Council allocates seats between the Political Groups as set out at Annexe 'A' and invites the two Groups to make nominations to fill the seats.

2.0 Purpose of Report

- 2.1 To consider the Council's political proportionality for the municipal year 2018/19.

3.0 Detail

- 3.1 The Council's duty to determine the allocation of seats is prescribed by Section 15 of the Local Government and Housing Act 1989 ("the Act") (specifically subsections (3) to (5) as modified by The Local Government (Committees and Political Groups) Regulations 1990 ("the Regs")). A Political Group is defined as being constituted by at least two Members who have advised the proper officer of the local authority in writing that they wish to be treated as a Political Group.
- 3.2 The political composition of the Council is as follows:-

• Conservative Group	23
• Labour Group	12
• Independent/Non-Grouped Member	1
- 3.3 The Council is required to review the representation of the different political groups on Committees and Sub-Committees at, or as soon as practicable after, the Annual Meeting of the Council; or where notice is received of a change in the composition of Political Groups.
- 3.4 The principles of determination are as follows:-

- (a) All the seats are not allocated to the same Group;
- (b) The majority of the seats go to the Group (if any) which has an overall majority on the Council;
- (c) Subject to the above two principles, that the number of seats on the total of all the ordinary Committees allocated to each Group bears the same proportion to the proportion on the Full Council.

3.5 The total number of Committee seats on the District Council for allocation is 98. After calculating the proportionality for the two Groups, this gives 62 seats to the Conservative Group, 33 seats to the Labour Group, and 3 seats to the Independent Member as indicated on the schedule attached at Annexe 'A'.

4.0 Financial Implications

4.1 None.

5.0 Corporate Implications

5.1 The rules on political balance are covered by Sections 15 and 16 of the Local Government and Housing Act 1989 and by The Local Government (Committees and Political Groups) Regulations 1990.

6.0 Community Implications

6.1 None.

7.0 Background Papers

7.1 Local Government and Housing Act 1989
The Local Government (Committees and Political Groups) Regulations 1990

ANNEXE 'A'**POLITICAL PROPORTIONALITY 2018/19**

Committee	Membership	Conservative Group	Labour Group	Independent
Finance & Management	13	9	4	
Environmental & Development Services	13	9	4	
Housing & Community Services	13	8	4	1
Planning	13	8	4	1
Licensing & Appeals	15	8	6	1
Overview & Scrutiny	8	5	3	
Standards	6	4	2	
Joint Consultative	5	3	2	
Etwell Leisure Centre Joint Management	3	2	1	
Audit Sub	5	3	2	
Heritage Grants Sub	4	3	1	
Seats available for allocation	98	62 (62.61)	33 (32.67)	3 (2.78)
Total number of seats on Council	36 (100%)	23 (63.89%)	12 (33.33%)	1 (2.78%)

COMPOSITION OF COMMITTEES, SUB-COMMITTEES AND WORKING PANELS

2018/19

FINANCE AND MANAGEMENT COMMITTEE (13)

Conservative Group (9)

Councillor Harrison (Chairman), Councillors Mrs Plenderleith (Vice-Chairman) and Councillors Billings, Mrs Coyle, Ford, Hewlett, Smith, Watson and Wheeler

Labour Group (4)

Councillors Rhind, Richards, Southerd and Taylor

ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE (13)

Conservative Group (9)

Councillor MacPherson (Chairman), Councillor Roberts (Vice-Chairman) and Councillors Billings, Mrs Brown, Coe, Ford, Mrs Hall, Mrs Patten and Wheeler

Labour Group (4)

Councillors Chahal, Dunn, Taylor and Tilley

HOUSING AND COMMUNITY SERVICES COMMITTEE (13)

Conservative Group (8)

Councillor Hewlett, (Chairman), Councillor Smith (Vice-Chairman) and Councillors Coe, Mrs Coyle, Grant, MacPherson, Watson and Mrs Wyatt

Labour Group (4)

Councillors Rhind, Richards, Shepherd and Wilkins

Independent/Non-Grouped Member (1)

Councillor Tipping

PLANNING COMMITTEE (13)

Conservative Group (8)

Councillor Mrs Brown, (Chairman), Councillor Mrs Coe (Vice-Chairman) and Councillors Coe, Mrs Hall, Harrison, Muller, Stanton and Watson

Labour Group (4)

Councillors Dr Pearson, Shepherd, Southerd and Tilley

Independent/Non-Grouped Member (1)

Councillor Tipping

LICENSING AND APPEALS COMMITTEE (15)

Conservative Group (8)

Councillor Patten (Chairman) and Councillors Mrs Coyle, Harrison, Muller, Mrs Plenderleith, Stanton, Watson and Wheeler

Labour Group (6)

Councillors Dunn, Rhind, Richards, Southerd, Mrs Stuart and Taylor

Independent/ Non-Grouped Member (1)

Councillor Tipping

OVERVIEW AND SCRUTINY COMMITTEE (8)

Conservative Group (5)

Councillor Swann (Chairman), Councillor Mrs Wyatt (Vice-Chairman) and Councillors Atkin, Murray and Mrs Patten

Labour Group (3)

Councillors Bambrick, Dr Pearson & Mrs Stuart

STANDARDS COMMITTEE (6)

Conservative Group (4)

Councillor Harrison (Chairman), Councillor Atkin (Vice-Chairman) and Councillors Mrs Hall and Stanton

Labour Group (2)

Councillors Dunn and Dr Pearson

JOINT CONSULTATIVE COMMITTEE (5)

Conservative Group (3)

Councillors Billings, Ford and Harrison

Labour Group (2)

Councillors Richards and Southerd

ETWALL LEISURE CENTRE JOINT MANAGEMENT COMMITTEE (3)

Conservative Group (2)

Councillor Mrs Plenderleith (Chairman) and Councillor Billings

Labour Group (1)

Councillor Shepherd

AUDIT SUB-COMMITTEE (5)

Conservative Group (3)

Councillor Grant (Chairman), Councillor Atkin (Vice-Chairman) and Councillor MacPherson

Labour Group (2)

Councillors Dunn and Shepherd

HERITAGE GRANTS SUB-COMMITTEE (4)

Conservative Group (3)

Councillors Hewlett, Smith and Stanton

Labour Group (1)

Councillor Taylor

SINGLE STATUS STEERING GROUP (3)

Conservative Group (2)

Councillors Harrison and Wheeler

Labour Group (1)

Councillor Wilkins

COMMUNITY PARTNERSHIP SCHEME ASSESSMENT PANEL (5)

Conservative Group (3)

Councillors Mrs Coyle, Ford and Watson

Labour Group (2)

Councillors Rhind and Taylor

CORE STRATEGY WORKING PANEL (5)

Conservative Group (3)

Councillors Hewlett, MacPherson and Smith

Labour Group (2)

Councillors Rhind and Richards

LOCAL PLAN OFFICER/MEMBER WORKING GROUP (6)

Conservative Group (4)

Councillor Watson (Chairman) and Councillors Mrs Coyle, Mrs Plenderleith and Stanton

Labour Group (2)

Councillors Shepherd and Taylor

SERVICE AND FINANCIAL PLANNING WORKING GROUP (5)

Conservative Group (3)

Councillors Ford, Harrison and Wheeler

Labour Group (2)

Councillors Richards and Southerd

SUBSTITUTE PANELS 2018/19

FINANCE AND MANAGEMENT COMMITTEE

Conservative Group (9)

Councillors Mrs Brown, Mrs Coe, Coe, Mrs Hall, MacPherson, Murray, Mrs Patten, Roberts and Stanton

Labour Group (4)

Councillors Chahal, Dunn, Tilley and Wilkins

ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE

Conservative Group (9)

Councillors Mrs Coe, Mrs Coyle, Harrison, Hewlett, Murray, Mrs Plenderleith, Smith, Stanton and Watson

Labour Group (4)

Councillors Rhind, Richards, Shepherd and Southerd

HOUSING AND COMMUNITY SERVICES COMMITTEE

Conservative Group (8)

Councillors Atkin, Billings, Mrs Hall, Mrs Plenderleith, Roberts, Stanton, Swann and Wheeler

Labour Group (4)

Councillors Chahal, Dunn, Southerd and Taylor

PLANNING COMMITTEE

Conservative Group (8)

Councillors Billings, Ford, Hewlett, MacPherson, Murray, Mrs Patten, Smith and Swann

Labour Group (4)

Councillors Rhind, Richards, Mrs Stuart and Taylor

JOINT CONSULTATIVE COMMITTEE

Conservative Group (3)

Councillors Hewlett, Mrs Patten and Watson

Labour Group (2)

Councillors Taylor and Tilley

ETWALL LEISURE CENTRE JOINT MANAGEMENT COMMITTEE

Conservative Group (2)

Councillors MacPherson and Roberts

Labour Group (1)

Councillor Chahal.

HERITAGE GRANTS SUB-COMMITTEE

Conservative Group (3)

Councillors Atkin, Watson and Wheeler

Labour Group (1)

Councillors Rhind

SINGLE STATUS STEERING GROUP

Conservative Group (2)

Councillors Ford and Mrs Plenderleith

Labour Group (1)

Councillor Richards

COMMUNITY PARTNERSHIP SCHEME ASSESSMENT PANEL

Conservative Group (3)

Councillors Atkin, Murray and Smith

Labour Group (2)

Councillors Southerd and Wilkins

REPORT TO:	ANNUAL COUNCIL	AGENDA ITEM: 20
DATE OF MEETING:	17th MAY 2018	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	DEMOCRATIC SERVICES (EXT 5722 / 5848)	DOC:
SUBJECT:	ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE 2017/18	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: N/A

1.0 Recommendation

- 1.1 That Council receives the Annual Report of the Overview and Scrutiny Committee for 2017/18.

2.0 Purpose of Report

- 2.1 To submit the Annual Report of the Overview and Scrutiny Committee for 2017/18.

3.0 Detail

- 3.1 A copy of the Overview and Scrutiny Committee's Annual Report for 2017/18 is attached at Annexe A.

4.0 Financial / Corporate / Community Implications

- 4.1 None.

5.0 Background Papers

- 5.1 Annual Report 2017/18.

Overview and Scrutiny Committee Annual Report 2017-2018

CONTENTS

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1. Background

1.1 Purpose of the report

1.2 Composition of the Overview and Scrutiny Committee

1.3 Main Purposes of Overview and Scrutiny Committee

1.4 Functions of Overview and Scrutiny Committee

1.5 Meetings

1.6 Call-In of Policy Committee Decisions

2. Specific Areas of Activity and Achievements

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2.2 Setting the Committee Work Programme

3. Challenges for 2018-2019

Acknowledgements

I am pleased to present this year's Overview and Scrutiny Annual Report, which contains information about the Committee's activity over the past year.

It has been a demanding year for the Council which continues to face challenges in delivering services to the residents of South Derbyshire. The Overview and Scrutiny Committee has been tasked with analysing and monitoring services in order to provide constructive feedback to increase efficiency as well as, where possible, reduce costs.

This Annual Report demonstrates the wide range of issues that have been considered within the scrutiny process and providing committee members the opportunity to select areas to review. It has also been noted that the Overview and Scrutiny Committee's interest in a number of work programme areas has inspired action aimed at improving key services elsewhere in the Council's democratic structure, e.g. waste collection and street scene, which can only be a positive move for the benefit of local residents.

The Overview and Scrutiny Committee recognises and appreciates the valuable contributions that Elected Members, Officers and representatives of organisations have made towards its work, and acknowledges that without this support and co-operation, it could not fulfil its aim to improve services for the benefit of South Derbyshire residents. I would particularly like to acknowledge the contribution of Councillor Stuart Swann as my predecessor as Chairman and his dedication to the work of the Committee since May 2015.

Councillor Andy Billings
Chairman of the Overview & Scrutiny Committee

1. Background

1.1 Purpose of the Report

This is the Annual Report to Council from Overview and Scrutiny, as required by Article 6 of the Council's Constitution.

Overview and Scrutiny plays an important part in local government decision-making and is a principal way of achieving open, democratic accountability for the provision of public services. The aim of Overview and Scrutiny is to improve public services and quality of life for local residents. Its main value is in holding the Council and other service providers to account, monitoring performance and in its capacity to inform and influence the actions of the Council and its partners. Overview and Scrutiny is a legal requirement, introduced by the Local Government Act 2000, extended in later legislation, and consolidated in the Localism Act of 2011. Overview and Scrutiny allows Councillors to examine, question and evaluate various functions of the Council and other providers of public services on behalf of the public in an open and effective way.

The report outlines how the Overview and Scrutiny Committee has discharged its functions during the municipal year 2017/18 and details the current position and outcomes of its activities.

1.2 Composition of Overview and Scrutiny Committee

The Committee consists of eight Members; five Members of the Conservative Group and three Members of the Labour Group, in accordance with the political balance of the Council.

For the period of May 2017 to January 2018, the following Members were appointed to the Committee:

Conservative Group

Councillor Swann (Chairman), Councillor Billings (Vice-Chairman), Councillor Atkin, Councillor Mrs Coe and Councillor Mrs Patten

Labour Group

Councillor Bambrick, Councillor Dr Pearson and Councillor Mrs Stuart

For the period of January 2018 to May 2018, the following Members were appointed to the Committee:-

Conservative Group

Councillor Billings (Chairman), Councillor Mrs Wyatt (Vice-Chairman), Councillor Atkin, Councillor Mrs Coe and Councillor Mrs Patten

Labour Group

Councillor Bambrick, Councillor Dr Pearson and Councillor Mrs Stuart

1.3 Main Purposes of Overview and Scrutiny Committee

The main purposes of the Committee are as follows:-

- (a) Write reports and/or make recommendations to Council, Policy Committees or Area Forums in connection with the formulation of policy and the discharge of any functions.
- (b) Consider any matter affecting the District or its residents.
- (c) Review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions.
- (d) Exercise the Call-In procedure in respect of decisions made, but not yet implemented, by any Policy Committee or Area Forum.
- (e) Oversee the appropriate processes and report findings to the relevant Policy Committee.

1.4 Functions of Overview and Scrutiny Committee

- (a) Holding the Council and its statutory partners to account in the public interest, enabling transparent and effective decision-making. This includes the power to 'call-in' a decision made by any policy committee that has not yet been implemented. (See 1.6)
- (b) Supporting effective policies and initiatives, which have a beneficial impact on the community through policy review and development.
- (c) Contributing to continuous improvement in services through monitoring quarterly departmental performance reports and the implementation of improvement plans.
- (d) Having a positive impact on the work and outcomes of external agencies and providers of public services.
- (e) Aiding Councillors in engaging with their communities and playing the role of community representatives and leaders.

1.5 Meetings

The Overview and Scrutiny Committee usually meets every six weeks, on Wednesday evenings at the Council's Civic Offices. In order to engage on a more direct level with residents, meetings can also be taken out into the community. Meetings are held in Open session, unless there are Exempt items for consideration by the Committee. Additional task groups can be set-up to undertake work on the Committee's behalf, which usually happens when there is a need to review a topic in greater depth.

1.6 Call-In of Policy Committee Decisions

The Overview and Scrutiny Committee has the power to determine 'call-in' requests of any policy committee decision made but not implemented. During the year 2017/18, the Committee was not required to deal with any 'called in' decisions or requests from Policy Committees for specific investigations.

2. Specific Areas of Activity

2.1 The Annual Report

In March 2018, the Committee considered the draft Annual Report for the 2017/18 municipal year, which looks at each of the priorities in turn and provides an overview of some of the outcomes achieved by the Committee and how it has discharged its function throughout the year.

2.2 Setting the Committee Work Programme

The Committee held a scoping meeting in June 2017 outlining suggestions on how the Committee might identify and agree possible issues to form the basis of its Work Programme during the forthcoming municipal year. Members considered a range of potential areas for the Committee to review and the specific focus of their attention.

The key areas identified were:

- (a) Regulation of Investigatory Powers Act (RIPA) 2000
- (b) Review of Funding to Voluntary & Community Sector Organisations
- (c) Review of Area Forums / Safer Neighbourhood meetings
- (d) Review of Etwall Leisure Centre Contract / Community Access
- (e) Review of Grounds Maintenance Services, Street Scene Services and Waste/Cleansing Services
- (f) Review of Approach to Customer Services / Engagement
- (g) Housing Revenue Account Budget (HRA) 2017/18
- (h) The Budget 2017/18
- (i) Public Health
- (j) Member IT Provision
- (k) Section 106 Health Based NHS Contributions
- (l) Medical Provision - Stenson Ward
- (m) Recreation Facilities in Rural Villages
- (n) Implementation of Universal Credit

A short summary of the Committee's work during the year is set out below.

(a) Regulation of Investigatory Powers Act 2000 (RIPA)

The Committee has a standing function to monitor the Council's use of Regulation of Investigatory Powers (RIPA) on a quarterly basis, following the Council's Inspection by the Office of Surveillance Commissioners. The Committee was satisfied the Council's use of Regulation of Investigatory Powers Act 2000 Policy and Guidance during the municipal year 2017/18 had been carried out in accordance with the Act.

(b) Review of Funding to Voluntary & Community Sector Organisations

The Committee undertook a review of funding and support granted to Voluntary and Community Sector Organisations with a view to ensure that a full spectrum of organisations were being represented. Services currently offered by voluntary organisations were reviewed in line with the Corporate Plan and information outlining details of the organisations in receipt of funding, the level of funding and how this is distributed was considered by the Committee. The importance of Voluntary and Community Sector organisations and their assistance to this Council in the provision of services was highlighted. The information provided was noted and the Committee agreed to the submission of an annual report detailing voluntary and community sector organisation funding.

(c) Review of Area Forums / Safer Neighbourhood Meetings

The Committee reviewed the current structure of Area Forums and Safer Neighbourhood meetings with a view to increasing engagement within the community. A report was put to the Committee and recommendations to seek a revised, combined format with a joint agenda for both the Safer Neighbourhood meetings and Area Forums were progressed to the Chief Executive for referral to Council. Subsequently, a report was submitted to Council on 26th February 2018, where Members approved the recommended merger of the public Safer Neighbourhoods Meetings and Area Forums into one single meeting.

(d) Review of Etwall Leisure Centre Contract / Community Access

As part of a comprehensive review of the current situation, which included an extensive site visit to Etwall Leisure Centre; the demand for, and utilisation of, a second pool, the take-up of early morning swimming sessions, the potential for increased community usage, the effective use of space and plans for addressing the growing need for additional sports provision were considered. Additionally, the relationship with the school under new academy management, the potential revisions to the current Agreement and the withdrawal of County Council funding were also noted.

(e) Review of Grounds Maintenance Services, Street Scene Services and Waste/Cleansing Services

The review of the Grounds Maintenance, Street Scene and Waste/Cleansing Services continued in 2017/18. Reports were presented to the Committee highlighting the impact of growth in South Derbyshire on service provision. A site visit to North Warwickshire Borough Council was undertaken by Councillors Swann and Billings, where enhanced collaboration and comparison between different teams, such as litter pickers, fly tipping teams and the refuse round teams, including some outsourcing were cited as good practice. Other highlighted areas were a focus on publicity and education in challenging areas such as litter, a proactive approach to collaboration with Parish Councils, retailers and larger employers and the importance of setting adequate benchmarks against which to monitor employee performance. The information provided was reviewed by Members and, subject to the submission of further detail; recommendations are to be made to the relevant policy Committees during 2018/19.

(f) Review of Approach to Customer Services / Engagement

The Committee expressed the importance of customer services standards being embedded in all staff and the need for a common approach across the Council. It was agreed that the Strategic Director (Corporate Resources) would progress the matter to Corporate Management Team to initially review the requirements and tailor the training appropriately. It was also noted that it is a common requirement of job specifications for posts that deal with the public to have customer service experience in accordance with the Council's Competency Framework.

(g) Housing Revenue Account Budget (HRA) 2017/18

The Committee has a specific role to assist the Finance and Management Committee with the Business Plan for the Housing Revenue Account budget (HRA) and to subject it to a detailed review of future capital investment plans to ensure that the HRA could meet commitments for debt repayment and maintain a minimum working balance in accordance with the Financial Strategy. The Committee was satisfied with the work undertaken and the outcome of the HRA review.

(h) The Budget

The Committee has a responsibility to assist the Finance and Management Committee to review the budget proposals. The Committee considered the Budget, the General Fund and capital at two of its meetings in January and February 2018. Members were also invited to attend policy-setting meetings and Area Forums where detailed presentations were given. The Committee was satisfied with the work undertaken and the outcome of the review of the Budget. The Committee Chairman also delivered a verbal update to the Finance and Management Committee, noting its review of the budgetary matters presented by the Strategic Director (Corporate Resources). He reported that the Committee had carefully considered the budget reports and acknowledged the potential

financial challenges facing the Council, but no matters of significance from an overview and scrutiny perspective were cited for further investigation.

(i) Public Health

East Midlands Ambulance Service (EMAS)

Following attendance to Committees in 2016/17, the East Midlands Ambulance Service have continued to provide ongoing updates which are circulated to all Members.

NHS Hospital Trusts

The Committee was updated on the collaboration of Burton Hospitals and Derby Teaching Hospitals NHS Foundation Trust. An informative presentation was delivered by the Chief Executive of Derby Teaching Hospitals and the Director of Strategy Burton Hospitals NHS Foundation Trust updating Members that the Boards of both Trusts had approved the Outline Business Case to deliver a partnership forming one single organisation. The benefits to both organisations, engagement of stakeholders including patients, and the importance of sustainability were explained in detail to the Committee. The process and timescale for implementation was outlined and the importance of sustaining services in both Burton and Derby were emphasised. In order to monitor the success of the merger, the Committee was advised that the completion of a Benefits Realisation Plan and communication with stakeholders would assist in this regard. Regular updates have been received and circulated to all Members, including invitations to Drop-In Information Sessions that were held in the Community Hospitals.

(j) Member IT Provision

In order to determine which new mobile devices would be the most effective, the process of evaluation and testing was instigated by a small focus group. Feedback was incorporated where the decision was made to move to a Lenovo tablet. The procurement process has been commenced, with configuration and training to be arranged in due course.

(k) Section 106 Health Based NHS Contributions

The review into Section 106 Health Based NHS Contributions is ongoing, with the Committee monitoring allocations. A representative from the Clinical Commissioning Group has been invited to attend a future meeting.

(l) Medical Provision - Stenson Ward

A specific request was received from Councillor Shepherd and his fellow Ward Member in relation to medical provision in the Stenson Ward. A number of complaints had been received from residents highlighting the difficulty experienced in obtaining a doctor's appointment and concerns that further planned developments within the Ward would exacerbate the situation. The Committee agreed to include the matter as part of its review of Section 106 Health Based NHS Contributions.

(m) Recreational Facilities in Rural Villages

The Committee reviewed the provision of recreational facilities across the District, including the funding options available. Members approved that an audit of play area facilities be completed, enabling the Committee to review the matter at a future meeting based on the information provided.

(n) Implementation of Universal Credit

Members considered the information made available in preparing for the implementation of Universal Credit in the District, which included installation of additional computers for public use to assist with online applications, ongoing provision of Tenant workshops and continued collaboration with Citizens Advice and Community Voluntary Services. Members considered the current position and planned actions for supporting tenants and potential claimants of Universal Credit.

3 Challenges for 2018-2019

- To build on, and update, the achievements of Overview & Scrutiny.
- To ensure that Overview and Scrutiny continues to make a positive contribution to the development of policy and the continuous improvement of the Council's operations.
- To continue to ensure the Overview and Scrutiny work programme reflects concerns of service users, community and the public.
- To continue to ensure Overview and Scrutiny works with the community and key partners to respond to local concerns.
- To continue to ensure that the work of Overview and Scrutiny has a positive effect on decision-makers and provides evidence that it has made a real difference.
- To ensure Overview and Scrutiny takes a more active, appropriate role in respect of the work of the Policy Committees and their decisions.
- To balance the focus of the Overview and Scrutiny Committee both inward on existing and proposed Council services, and outward to other areas of the community and partner organisations.
- To build on the existing scoping procedure to make it more robust, to ensure the original scope is used as a point of reference for each work programme item and a tool to measure progress and the value being added by the committee as it completes its work.

Chairman, Vice-Chairman and Members of the Overview and Scrutiny Committee
March 2018

REPORT TO:	ANNUAL COUNCIL	AGENDA ITEM: 21
DATE OF MEETING:	17 th MAY 2018	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	ARDIP KAUR (ext.5715) Ardip.Kaur@south-derbys.gov.uk	DOC:
SUBJECT:	CYCLE OF MEETINGS 2018/19	REF:
WARD(S) AFFECTED:	ALL	

1.0 Recommendations

- 1.1 That, in accordance with Council Procedure Rule No. 1.1 (g) of the Council's Constitution, the cycle of Meetings for 2018/19 (**Appendix A** to this report) be approved.

2.0 Purpose of Report/Detail

- 2.1 To consider the cycle of Meetings for 2018/19 attached at **Appendix A**.
- 2.2 The document at Appendix A has been updated since approval at the Full Council meeting in April 2018. The amendments relate to the final cycle of meetings in April 2019, taking account of the Easter Bank Holidays and the District Council election on 2nd May 2019.

3.0 Financial Implications

- 3.1 None.

4.0 Corporate Implications

- 4.1 None.

5.0 Community Implications

- 5.1 None.

6.0 Background Papers

- 6.1 None.

COMMITTEE AND COUNCIL MEETINGS 2018/19

Committee	Day	Date
ANNUAL COUNCIL	Thursday	17.05.18
CIVIC COUNCIL	Thursday	24.05.18
Audit Sub-Committee: Special	Wednesday	30.05.18
Environmental & Development Services	Thursday	31.05.18
Planning	Tuesday	05.06.18
Housing & Community Services	Thursday	07.06.18
Finance & Management	Thursday	14.06.18
Overview & Scrutiny	Wednesday	20.06.18
Planning	Tuesday	26.06.18
COUNCIL	Thursday	28.06.18
Etwall JMC	Wednesday	11.07.18
Planning	Tuesday	17.07.18
Audit Sub-Committee (Special)	Wednesday	25.07.18
Finance and Management (Special)	Thursday	26.07.18
Planning	Tuesday	07.08.18
Environmental & Development Services	Thursday	16.08.18
Housing & Community Services	Thursday	23.08.18
Finance & Management	Thursday	30.08.18
Planning	Tuesday	04.09.18
Overview & Scrutiny	Wednesday	05.09.18
Audit Sub-Committee	Wednesday	19.09.18
COUNCIL	Thursday	20.09.18
Planning	Tuesday	25.09.18
Etwall JMC	Wednesday	26.09.18
Environmental & Development Services	Thursday	27.09.18
Housing & Community Services	Thursday	04.10.18
Finance & Management	Thursday	11.10.18
Planning	Tuesday	16.10.18
Overview & Scrutiny	Wednesday	17.10.18
COUNCIL	Thursday	01.11.18
Planning	Tuesday	06.11.18
Environmental & Development Services	Thursday	15.11.18
Housing & Community Services	Thursday	22.11.18
Planning	Tuesday	27.11.18
Overview & Scrutiny	Wednesday	28.11.18
Finance & Management	Thursday	29.11.18
Audit Sub-Committee	Wednesday	12.12.18
Planning	Tuesday	18.12.18
Environmental & Development Services (Special - Budget)	Thursday	03.01.19
Housing & Community Services (Special – Budget)	Tuesday	08.01.19
Etwall JMC	Wednesday	09.01.19
Finance & Management (Special – Budget)	Thursday	10.01.19
Planning	Tuesday	15.01.19
Overview & Scrutiny	Wednesday	16.01.19
COUNCIL	Thursday	17.01.19

COMMITTEE AND COUNCIL MEETINGS 2018/19

Environmental & Development Services	Thursday	24.01.19
Housing & Community Services	Thursday	31.01.19
Planning	Tuesday	05.02.19
Audit Sub-Committee	Wednesday	13.02.19
Overview & Scrutiny	Wednesday	13.02.19
Finance & Management	Thursday	14.02.19
Planning	Tuesday	26.02.19
COUNCIL	Wednesday	27.02.19
Environmental & Development Services	Thursday	28.02.19
Housing & Community Services	Thursday	07.03.19
Finance & Management	Thursday	14.03.19
Planning	Tuesday	19.03.19
Audit Sub-Committee	Wednesday	20.03.19
Overview & Scrutiny	Wednesday	27.03.19
Etwall JMC	Wednesday	10.04.19
COUNCIL	Thursday	11.04.19
Planning	Tuesday	16.04.19
Environmental & Development Services	Wednesday	17.04.19
Housing & Community Services	Tuesday	23.04.19
Finance & Management	Thursday	25.04.19
Planning	Tuesday	30.04.19
ANNUAL COUNCIL	Thursday	16.05.19
CIVIC COUNCIL	Thursday	23.05.19